

Greetings Prospective Partner!

The RFP process for Program Year 3 host sites is underway, and we welcome you to apply to be a host site for Aug. 2016 – Aug. 2017.

ServiceWorks 2016 Host Site Selection Deadlines/Process	
November 30, 2015	Letter of Intent (LOI) due by 11/30; optional for prospective/new host sites
November 23, 2015	RFP available to prospective Program Year 3 host sites
December 10, 2015	RFP Webinar for new sites (12/10 at 3:00 PM Eastern via Adobe Connect)
January 15, 2016	RFP applications due from Program Year 3 host site candidates
February 15-19, 2016	Host site notification for Program Year 3 candidates to be awarded ServiceWorks grants
February 29, 2016	Signed MOUs due from Program Year 3 host sites
Week of March 1, 2016	Welcome webinar for program year 3 host sites

Corresponding Links/Documents (*click buttons below to view*)

[LOI](#)

[RFP APPLICATION](#)

[RFP WEBINAR](#)

If you are not located within a designated market for the ServiceWorks in-person program, but still have an interest in delivering ServiceWorks programming, please consider these options:

- 1) Partner with a local ServiceWorks host site for the remainder of this program year (ends July 2016), or during program year three (once local host sites have been determined).
- 2) Become a ServiceWorks Online partner (e-mail or fill out the Interest form for more info).

View the following ServiceWorks Overview to find out more.

SERVICE WORKS



Citi Foundation



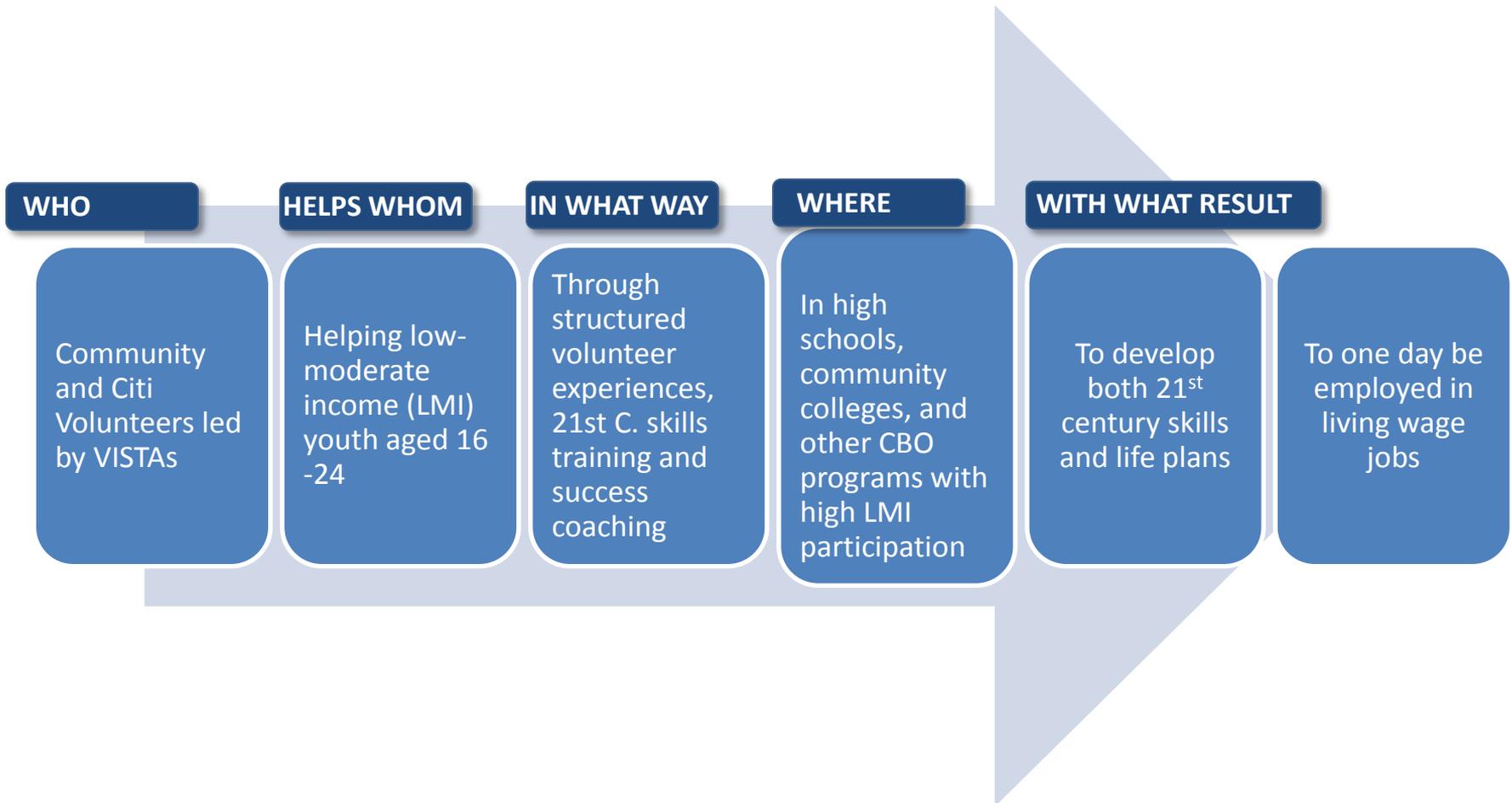
Corporation for
National &
Community Service

Points of Light

The Citi Foundation

AmeriCorps, the Citi Foundation, and Points of Light have come together to initiate a groundbreaking, national program that uses volunteer service as a strategy to help 25,000 low-income young adults in targeted U.S. cities develop the skills they need to prepare for college and careers.

THEORY OF CHANGE



STANDARD PROGRAM ELEMENTS

- ServiceWorks Curriculum
- Success Coaches
- Service Projects
- Supplemental workshop opportunities
- 300 Service Scholars (underserved young adults, age 16-24) to participate in curriculum and 100 peers to participate in service each program year*
- Participation in national days of service: MLK Day, 9/11 Day of Service & Remembrance, Make a Difference Day
- Culminating graduation/celebration
- Participation in program communications and evaluation

*Based on hosting 5 VISTAs

Rewards of Serving as a Host Site

- VISTAs to assist with capacity building
- Sub-grant to offset program administration; additional funds for program implementation (e.g., project supply funds, marketing mini-grant, VISTA mileage reimbursement)
- Curriculum and training for program staff and VISTAs
- Technical assistance for programming and operations
- Joining networks of CNCS, The Citi Foundation and Points of Light
- Inclusion in the ServiceWorks movement...changing lives of young adults!

Host Site Responsibilities

- Commit to serve as a host for designated number of VISTA members and provide standard ServiceWorks program elements for an entire program year
- Identify staff member(s) to supervise VISTAs, serve as point of contact for program, and participate in corresponding trainings/ informational webinars / program check-ins
- Abide by rules and regulations of the VISTA program
- Complete reporting (e.g., financial, VISTA evaluation) and evaluation/feedback requests in a timely manner
- Participate in site visits and contribute best practices, stories of impact, etc. to the ServiceWorks community of host sites and partners

Additional Host Site Expectations

- Participation in Marketing and Communications activities for ServiceWorks
 - Following marketing and branding guidelines
 - Collecting and submitting stories highlighting program success/progress
 - Sharing photos, videos, etc. developed with ServiceWorks fund (and getting photo releases completed)
- Maintaining necessary documentation related to program

Ideal Host Site Candidates must be capable of...

- Identifying pipeline (programs/organizations) for Service Scholars up-front
- Integrating VISTAs and the ServiceWorks program into the organization's primary goals and activities
- Ensuring that VISTAs have proximity to necessary organizational resources and frequent access to fully engaged supervisor
- Establishing / leveraging partnerships in the local community
- Familiarizing leadership/staff with VISTA program requirements (e.g., capacity building mandate) and ServiceWorks objectives

Additional Resources

- ServiceWorks web site: www.pointsoflight.org/ServiceWorks
- E-mail address for questions:
ServiceWorksInfo@pointsoflight.org
- www.vistacampus.org
(to find Supervisor Manual; requires free registration)
- <http://www.americorps.gov/help/vistahandbook/chapter1.html>
(VISTA member handbook - overview of rules and regulations)

Thank you for your interest in ServiceWorks!

