

VISTA Assignment Description (VAD)

Title: Rock County Cancer Coalition Vista 2021/2022

Sponsoring Organization: Wisconsin Association of Free & Charitable Clinics, Inc

Project Name: Wisconsin Association of Free & Charitable Clinics, Inc II

Project Number: 19VSNWI007

Project Period: 09/29/2019 - 02/26/2022

Site Name: Wisconsin Association of Free and Charitable Clinics

Focus Area(s)

Primary: Healthy Futures

Secondary:

VISTA Assignment Objectives and Member Activities

Goal of the Overall VISTA Project: This program will build capacity for those in poverty who have been affected by cancer. The VISTA Member activities will increase awareness, organize internal processes, grow our volunteer and donor database by providing efficiencies and the groundwork of integral components to ensure sustainability of funding, volunteer staffing and the delivery of financial grants while growing our RCCC Comprehensive Cancer Resource Center. This will occur from 2021-2022

Objective of the Assignment

The VISTA Member will embrace technology and pursue organizational efficiency initiatives for the site and its clients.

Member Activity (09/29/2019 - 09/30/2020): Member Activity: Research and present applications to engage the board in: Project management, communication, scheduling and volunteer coordination. Once board chooses platform(s), oversee initial implementation and engage with training. Member Activity: Create a process for Electronically filing data-SECURELY. Member Activity: Creation of training videos. Member Activity: Creation of presentation material to potential donors/sponsors. Member Activity: Create fillable pdf versions of all forms. Member Activity: Create electronic version of BOD binders that can be easily updated and disburse when needed.

Objective of the Assignment

The VISTA Member will engage in site events and outreach to further opportunities for program funding.

Member Activity (09/29/2019 - 09/30/2020): Member Activity: Collaborate with the Events Committee to create and implement processing for community events. Member Activity: As a member of the Events Committee, engage in outreach by: tracking contacts, managing information sent to contacts and identifying potential areas for additional outreach. Member Activity: Interact with Fund Development with fundraising projects.

Objective of the Assignment

The VISTA Member will create a comprehensive cancer resource center program to promote the organization and the resources they offer.

Member Activity (09/29/2019 - 09/30/2020): Member Activity: Gather resource information through multiple sources including and not limited to: case/social workers, local health systems, internet and community members. Member Activity: Create an electronic resource guide that helps patients and anyone affected by cancer by offering resources and guidance on a variety of services and information specific to their needs. Member Activity: Create a marketing plan to implement the RCCC Comprehensive Cancer Resource Center Program.