

communities is undetermined but will be in the beginning of September. They would stay until the last week in December before returning to their families for the holidays and then coming to Washington to begin their policy placements in January.

As a host organization, you will need to provide three things. **First**, the Fellows will need a comprehensive work plan detailing what they will be doing, the goals and objectives of their service and how they will build the capacity of your organization to serve those in need. **Second**, you will need to identify someone who will act as the supervisor for the Fellows during their four months, perhaps even yourself. **Third**, your organization must provide housing for the two Fellows. This can be with a family, with other volunteers or any other reasonable arrangement. This should help them become more of a part of the community they are serving.

The Fellows will be VISTA Volunteers and as such will be provided the following: a stipend of approximately \$650 per month, comprehensive health and liability insurance, transportation to and from the host community and an educational award of \$4,725 at the end of the year to be used for any educational purpose. They will also have an orientation in August, an additional session in January and ongoing support from the Center and the VISTA regional offices. You will also be able to draw upon the resources of the Center and VISTA offices for any desired support or assistance during their stay, and beyond.

Someone from the Center's staff will be calling both the Fellows and their supervisor on a regular basis to check in and assist with any complications that might arise. I will also be visiting the Fellows at least once during their time in the communities.

Enclosed please find part of VISTA's project application. Please answer the questions as best as possible, on a separate sheet if you'd like. **Due to the tight timeline, we are requesting that you return your work plan to us by Wednesday, June 1.** Soon thereafter we will be selecting the final placements by matching Fellows with the organizations which most fit their skills and interests. Also enclosed is the brochure for the program.

Thank you for your prompt attention to this request and for all that you are doing on behalf of those who find themselves in need of assistance.

Sincerely,



Max Finberg
Program Director

Enclosures