

VISTA Member End of Service Checklist

3 months before end of service

- Talk to Supervisor
 - Who will be taking over your role?
 - What projects are likely not to be completed by your last day?
 - What projects may not be started before you complete service?
 - How do they want you to handle those?
 - How do they want your sustainability information presented?
- Complete your Sustainability Binder (digital or hard copy)
- My AmeriCorps Updates
 - Complete Part A of your Future Plans Form
 - Submit any change to your home of record (contact VMSU at 1-800-942-2677)
- Life After AmeriCorps
 - Update your resume
 - Request references / letters of recommendation
- Community Project
 - Begin compiling sustainability documentation
 - Have conversations with stakeholders about project longevity
 - Start collecting impact data, artifacts, and writing reports
- Complete site evaluation

2 months before end of service

- Site Sustainability
 - Schedule hand-off conversations and trainings
 - Document processes and procedures in writing, video, or with screenshots
 - Develop an organizational scheme for your sustainability binder
- My AmeriCorps Updates
 - Deadline to complete Part A of Future Plans Form (reenroll, extend service, exit as planned)
- Life After AmeriCorps
 - Schedule meeting with mentor if needed
 - Schedule meetings with aspirational professional leaders
 - Utilize your network
- Community Project
 - Schedule hand-off conversations and trainings
 - Prepare for End of Year presentation (VISTA Leaders will provide details, but this involves a PowerPoint & live presentation)
 - Develop a digital sustainability binder/packet for VISTA Leaders

Final month of service

- Site Sustainability
 - Schedule exit interview with supervisor
 - Provide forwarding address to supervisor
 - Ensure final handoff of all projects, paperwork, and physical assets (keys, badge, etc.)
 - Update your work email with an autoresponder, letting people know your last day and appropriate contacts once you've left
 - Update your work voicemail or forward to another staff member
 - Review all digital files and ensure they're named in a manner that is easy to understand and accessible to supervisor (at minimum)
 - If you use Google Drive or similar, make sure *transfer ownership* of all files to your supervisor or an organizational email account and not your personal one!
 - Likewise with any digital storage of photos, videos, or audio files
 - Organize paper files
 - Clean office space
- My AmeriCorps Updates
 - Update forwarding address
 - Submit Volunteer Payment Voucher for Close of Service Travel Reimbursement (if you initially relocated and your home of record is more than 50 miles from your service site)
- Life After AmeriCorps
 - Notify your personal network of your last day and personal contact information (if you wish)
 - Connect with people on social network sites, if desired
 - Join AmeriCorps Alumni groups, if desired
- VISTAs in the Piedmont
 - Complete final Progress Report with as much data as available
 - Complete final Timesheet
 - Ensure Heather Lothar has updated email address for you in case she needs to contact you (sometimes we receive mail for you or find a personal item you left!)