



Prevention Resource Center

AmeriCorps* VISTA

*To create and sustain a coordinated and comprehensive system of
Prevention services in the state of Montana.*



NEW VISTA ASSIGNMENT

Welcome aboard the PRC train! The Prevention Resource Center is thrilled to have you on our project this year. In order to better acquaint you with our project's goals and how they fit into your site's overall prevention plan, we have a couple of brief and painless assignments for you. ***Please complete by no later than the 3rd Friday after you start your service term.***

1. UPDATE YOUR CONTACT INFORMATION WITH THE PRC:

Send Kami and Ted an email (kkirchberg@mt.gov, tirvin@mt.gov) with your VISTA work site contact information (email, phone number, address, etc.) and any changes to your personal contact.

2. ON-SITE ORIENTATION:

Meet with your site supervisor to go over the VISTA Assignment Description (VAD), VISTA work plan and site-specific job description and outcome expectations. Complete the PRC On-Site Orientation Checklist located in the front of your PRC VISTA Binder.

3. SUBSCRIBE TO HOTNEWS:

Go to the PRC web site – <http://prevention.mt.gov>

From the top menu bar, select *Hot News*

Hot News is the PRC's weekly electronic newsletter about prevention. Use the *Subscribe to Hot News* link to subscribe to the newsletter.

4. PREVENTION SLIDESHOWS:

Go to the PRC web site – <http://prevention.mt.gov>

On the side menu bar you will see *Resources* – click here, then click *Resources* from the drop down menu.

Your assignment is to sit down with your site supervisor and go through the *Prevention 101* and *State of the State* PowerPoint presentations.

The objective is to educate you on what is going on with Prevention in Montana and what the communities' needs and goals are.

5. UPDATE YOUR CALENDAR:

Update your calendar with trainings and events that are on the PRC Trainings and Event Calendar so that you can plan to accommodate both your site responsibilities and your PRC responsibilities

6. CONTACT YOUR VISTA LEADER:

When you are finished with these tasks, please send Kami and Ted an email (kkirchberg@mt.gov, tirvin@mt.gov) indicating that you have completed the assignments. Thank you so much, we are so happy you are here!

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<http://prevention.mt.gov>