



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 Taylor and Ted an email (Taylor.Crowl@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. 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

4. CONTACT YOUR VISTA LEADER:

When you are finished with these tasks, please send Taylor and Ted an email (Taylor.Crowl@mt.gov, tirvin@mt.gov) indicating that you have completed the assignments.

Thank you so much - we're so happy you are here!

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<http://prevention.mt.gov>