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April 28-29, 2010 AmeriCorps VISTA & Site Supervisor Training
Tygart Lake State Park, 304-265-6144, <http://www.tygartlake.com/>, Cabin 11

Agenda:

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| 12 Noon | Lunch |
| 12:45 p.m. | Ice Breakers <ul style="list-style-type: none">- Introduce Yourself- The Power of Story- WV's Promise...what do you know?, Patty Ralston |
| 1:30 p.m. | Training Begins: The Notebook, Pam Dugan & Patty Ralston <ul style="list-style-type: none">- Letter- Organizational Chart- Promise Place Application (<i>will come back to this</i>)- Report Forms<ul style="list-style-type: none">o Reporting Dateso Time Sheeto Progress Report & VADo Evaluation by Site Supervisoro Evaluation by VISTA membero Travel Form/W9 |
| | Story Pieces |
| 3:00 p.m. | Break |
| 3:30 p.m. | Miss West Virginia International, Michelle Walls
Governor's Regional Representative's; their position/ duties, requesting In-kind/cash donations- the business perspective <ul style="list-style-type: none">- Region 1 Michelle Figaretti, Region 2 Mary Jo Brown, Region 4 Lynn Phillips The Notebook continues, Pam Dugan & Patty Ralston <ul style="list-style-type: none">- West Virginia's Promise Host Sites & WV VISTA Projects- Language, Activities, Responsibilities<ul style="list-style-type: none">o Acceptable Terms & Unacceptable Termso Examples of VISTA Service Activitieso Host Site & VISTA Responsibilitieso Policies & Benefitso On Site Orientation Checklist & Report Form- Report Example- MOU |
| 4:45 p.m. | VISTAs In Action, Patty Ralston, VISTA Leader Children's Home Society of Parkersburg
Promise Place, Jeremy Exell, VISTA FRN of the Panhandle
Handouts/Certificates, Pam Dugan |
| 5:30 p.m. | Closing Remarks, Dinner plans, Adjourn |