

# AmeriCorps Members Advisory Council (ACMAC)

## HANDBOOK



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## Section I- Program Overview

### Mission

The AmeriCorps Member Advisory Council (ACMAC) works to encourage networking between all AmeriCorps programs in Montana through action, communication and representation, in an effort to enhance the national service experience in our state.

### Explanation of ACMAC

The AmeriCorps Member Advisory Council (ACMAC) is a representative council of AmeriCorps State and AmeriCorps VISTA members from across the state of Montana. The goal of the council is twofold. First, ACMAC aims to raise awareness of AmeriCorps and national service in Montana. Second, the council aims to support AmeriCorps members around the state. ACMAC works to promote networking, service, community involvement and volunteerism.

If you apply to join ACMAC, you will be asked to pick a committee to serve on. These committees act to address specific aspects of the ACMAC mission. Aside from the advising committee that consists of the co-coordinators, there are two committees: Ambassador and Public Relations. Descriptions of the committees and their duties follow.

## Section 2- Committees and Responsibilities

### Advising Committee

This committee is comprised of the **co-coordinators** of the council. The primary duty of people on the advising committee is to report ACMAC's accomplishments to AmeriCorps program coordinators and to the Governor's Office of Community Service. Most of the work done by the advising committee consists of compiling reports and data to show what we are doing and how effectively we are doing it.

### Ambassador Committee

The role of the Ambassador committee is to encourage networking among the members of all branches of AmeriCorps by creating a culture of hospitality among members. Ambassador committee members work to facilitate communication among AmeriCorps members in Montana, help make the transition into AmeriCorps a smooth one and secure discounts for AmeriCorps members.

To serve this role the Ambassador committee regularly maintains a website called the Wiki. This site is a tool created to help connect AmeriCorps members to resources across the state and in their own communities. Information about towns, cost of living and things to do can be found here along with information about AmeriCorps Programs in Montana, Service Days, free tax preparation, American Indian reservations, public assistance and student loans. The Wiki is also where the AmeriCorps Quarterly newsletter is published. For more information about the Wiki site see page 11.

Roles within the Ambassador Committee:

**Ambassador Chair:** This leadership position is responsible for coordinating and facilitating Ambassador Committee conference calls, providing minutes from said calls to the Co-coordinators, delegating tasks within the committee and managing projects.

**Wiki Webmaster:** This position is responsible for maintaining the Wiki by updating and posting information supplied by ACMAC members as well as adding ACMAC members as Wiki editors. This person should update the handbook in order for there to be a smooth transition for the next Webmaster.

## Public Relations Committee

The Public Relations Committee is responsible for both local and statewide publicity of AmeriCorps projects. Within ACMAC, the committee focuses on developing materials to provide a better understanding of AmeriCorps. They raise awareness about AmeriCorps projects and activities across the state.

The AmeriCorps Quarterly newsletter is a large focus of the Public Relations committee. The purpose of the newsletter is to foster communication between AmeriCorps members across the state. It gives AmeriCorps members a chance to tell everyone what they are doing in their communities and to find out what others are doing. This leads to enhanced collaboration and awareness of other AmeriCorps programs in the state. The past publications can be found on the ACMAC Wiki, more information on page 16.

Roles within the Public Relations Committee:

Public Relations Chair: This leadership position is responsible for coordinating and facilitating PR committee conference calls, providing minutes from said calls to the Co-coordinators, delegating tasks within the committee and managing projects.

Newsletter Co-Editors: This position is responsible for the overall success of the AmeriCorps Quarterly newsletter. Editors will abide by the guidelines outlined on page 15 of this handbook for successful and sustainable issues. Editors should update the handbook in order for there to be a smooth transition for the next Editors.

## Section 3- Protocol

### The Governor's Office of Community Service (OCS)

The Governor's Office of Community Service works with the Governor-appointed Montana Commission on Community Service to promote service and volunteerism in Montana. They seek to:

- Encourage citizens of all ages and backgrounds to engage in service
- Involve youth in the life and work of communities
- Expand volunteer opportunities for all Montanans.

The Office administers the AmeriCorps State national program and the Citizen Corps program, a Homeland Security program for emergency preparedness. It also provides a comprehensive array of technical assistance and support services to organizations working in the areas of community service and civic engagement across Montana.

### Training and Marketing Officer Role

ACMAC is supervised by the Training and Marketing Officer at the OCS, Andee Dunick. All projects undertaken by ACMAC need to be approved by Andee.

### The Montana Commission on Community Service

The Montana Commission on Community Service was created by the 1993 Legislature at the Request of the Governor (MCA 90-14-101ff), in an effort to support community-based volunteer programs focused on addressing critical community needs. Since its inception, the Montana Commission on Community Service has grown to a highly recognized entity. Through the administering of the AmeriCorps State national service program and other community partnerships, the agency seeks to expand service opportunities for all Montanans. The Commission is a diverse, non-partisan body representing a broad cross-section of community service interests and statewide leadership in Montana. The Commission's vision for Montana is healthy, vibrant communities where individuals are empowered to strengthen communities through service and volunteerism.

## Section 4- Tasks

### Conference Calls

ACMAC members will participate in two mandatory conference calls per month (one for their designated committee and one group call). Members participate in the appropriate committee call and the group call each month.

Generally, at ACMAC retreats each committee decides what time and day of the week works best for conference calls and the entire group agrees on a day and time for group conference calls.

The committee chairs are responsible for setting up conference calls with the free conference call service ([freeconferencecall.com](http://freeconferencecall.com)) and reminding their committee members when to expect the next call, generally with an e-mail a couple of days before that includes an agenda of the call topics.

### Retreats

Most ACMAC members will attend two retreats throughout their term, once in the fall and once in the spring. The retreat is an orientation for new members into ACMAC and a great time to brainstorm new projects.

New members will be briefed on old business and new business. This will set the direction of the committees for the next six months. Retreats also contain an element of fun and time to get to know one another. These retreats are the only times members gather, the rest of communication is done via e-mail or conference call.

Although retreats are generally overnight, it is not necessary.

### Reporting

Reporting is done monthly. Members submit their reports for the previous month to the co-coordinators via email on the day of the all member conference call. The report looks like this:

1. What projects is your committee working on?
2. What did you do this month to achieve your committee goals?

3. Approximate dates of upcoming ACMAC activities:
4. How much time did you spend on ACMAC related activities?
5. Which ACMAC members did you work with this month and on which projects did you work with them?
6. Please give a brief narrative of what you did:

The reports are then submitted to Andee, the ACMAC supervisor, by the Co-coordinators.

## Recruiting

Recruitment should occur when members' terms end, but should always look to include at least one member from all AmeriCorps programs. In order to expand the impact that ACMAC has on the state, it is beneficial to try to recruit from various areas in Montana. For programs that have representatives on ACMAC already, those members can be responsible for finding a good replacement. In addition, ACMAC members should give presentations at pre-service orientations for VISTA members, Campus Corps Team Leader training, Energy Corps training, and Young Adult Service Corps orientation. Contacting coordinators of these programs is the best way to begin setting these presentations up.

In 2010 ACMAC members identified the desired number of representatives from each program. The numbers below are simply minimums, and the actual number of members can exceed the suggestions below:

VISTA	1 from each sponsor program
Conservation Corps	1 Crew Leader
Campus Corps	Network Team Leader + Tribal College Team Leader
Energy Corps	1 (possibly from a reservation)
Young Adult Service Corps	1
Justice for Montanans	1

As new programs arise, it is important to try and gain representation on ACMAC in order to collaborate and bring awareness of these programs across the state.

## National Service Days / Projects

National Service Days are an integral part of the role of AmeriCorps members. As an ACMAC member, you are responsible for either planning a National Service Day Project or participating in one. In order to maximize community involvement it would be a good idea to look into what other AmeriCorps members are present in the area, and host a planning meeting. In addition to AmeriCorps members, look into what community partners in the area fall under the theme of the National Service Day or are the highest need for volunteers at the time of the event.

The National Service Days are: September 11, Make a Difference Day (October), Martin

Luther King Day (January 18<sup>th</sup>), and Global Youth Service Day in April.

There is a handy Service Day Survival Guide posted on the Wiki! Check it out: <http://acmac.wikidot.com/service-day-survival-guide>. This guide provides tools for planning the project, sticking to a timeline, recruiting and maintaining volunteers, and what else needs to be considered in the Service planning process.

ACMAC in collaboration with the Office for Community Service often offers Mini-grants for Global Youth Service Day. ACMAC is responsible for advertising and encouraging AmeriCorps members across the state to apply for these mini-grants. Minigrants are awarded by the co-coordinators and Andee Dunnick.

## Section 5- Wiki

<http://acmac.wikidot.com/>

### What is the Wiki?

The Wiki is a website tool managed by the Ambassador Committee of ACMAC. The Wiki allows members to update and add information. It was created to help connect AmeriCorps members in Montana with resources across the state and in their own communities. The Wiki has information about cost of living in specific towns, things to do as well as information about AmeriCorps Programs in Montana, Service Days, free tax preparation, American Indian reservations, public assistance and student loans.

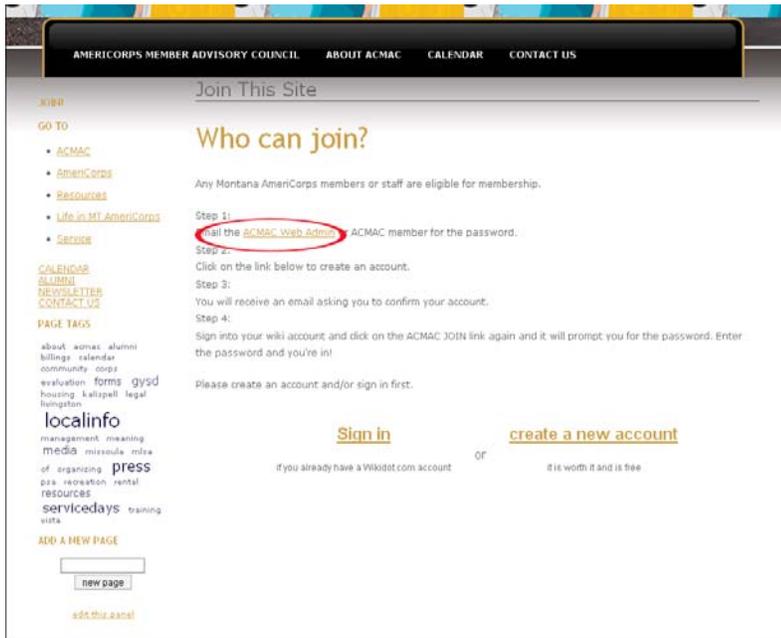
### How does it work?

The Wiki page is only able to be edited by specified ACMAC members. In order to edit the Wiki, interested members must request membership to the Wiki from the Wiki Webmaster. See the following steps to request membership.

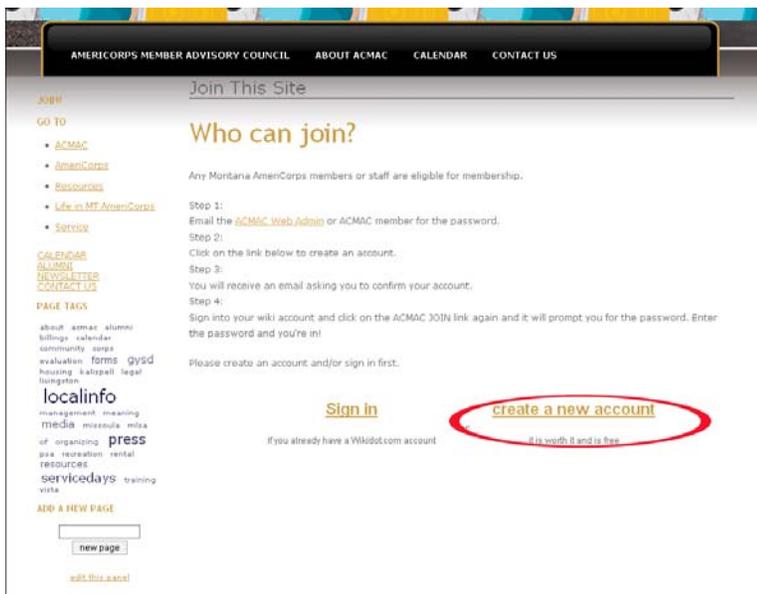
Step 1: Click the **JOIN!** link.



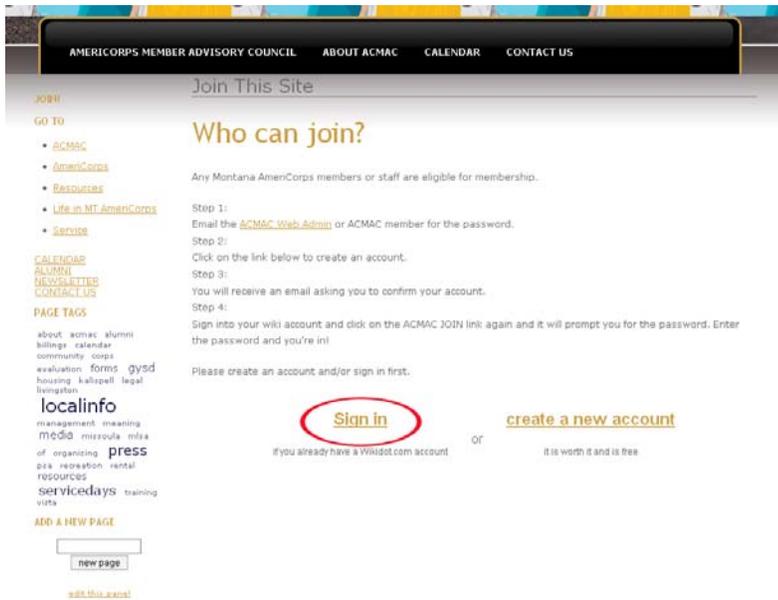
Step 2: Email the ACMAC Webmaster for the password.



Step 3: After you receive a response from the Wiki Webmaster click on the “create a new account” link to create a Wiki-user account.



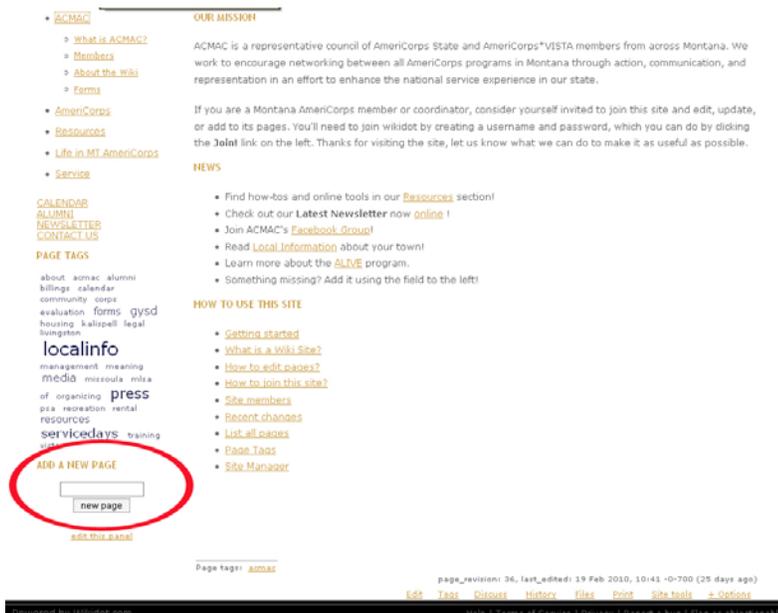
Step 4: Sign into your Wiki account and click on the JOIN! link again and then click Sign In. It will prompt you for the password provided by the Wiki Webmaster. Enter the password and you're in!



## Posting:

Creating a page:

Step 1: Create a new page by entering the page title into the space at the bottom of the panel on the left and then clicking the new page link.



Step 2: The New Page editor then opens up near the bottom of the page with several toolbars of buttons to aid your creation. Add the necessary information and then click the save link to be sure the new page is not lost.

## Create a new page

Title of the page:

**H1** **B** **I** **U** **S** **T** **X'** **X'** **R**

Help: [wiki tour](#) [quick reference](#) | [code snippets](#) [collection](#)

Short description of changes:

Max 200 characters (200 left)

You have an exclusive 15 minute lock that will stop others editing this page while you are working. The lock expires in 871 seconds of inactivity.

## Editing:

Step 1: In order to edit a page, click on the **Edit** link near the bottom of the page.

ACMAC

OUR MISSION

ACMAC is a representative council of AmeriCorps State and AmeriCorps\*VISTA members from across Montana. We work to encourage networking between all AmeriCorps programs in Montana through action, communication, and representation in an effort to enhance the national service experience in our state.

NEWS

HOW TO USE THIS SITE

Page tags: [acmac](#)

page\_revisions: 34, last\_edited: 19 Feb 2010, 10:41 -0-700 (25 days ago)

[Edit](#) [Text](#) [Discuss](#) [History](#) [Files](#) [Print](#) [Site tools](#) [+ Options](#)

Step 2: The editor then opens up near the bottom of the page with several toolbars of buttons to aid your editing. Make the necessary changes and then click the save link to be sure the changes are not lost.

## Edit the page

The screenshot shows the Wikidot 'Edit the page' interface. At the top, the page title is 'Welcome'. Below the title is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color, link, unlink, list, indent, outdent, undo, redo) and a 'code' button. The main editing area contains the following text:

Welcome to the official wiki of the AmeriCorps Member Advisory Council

++ Our Mission

ACMAC is a representative council of AmeriCorps State and AmeriCorps VISTA members from across Montana. We work to encourage networking between all AmeriCorps programs in Montana through action, communication, and representation in an effort to enhance the national service experience in our state.

If you are a Montana AmeriCorps member or coordinator, consider yourself invited to join this site and edit, update, or add to its pages. You'll need to join Wikidot by creating a username and password, which you can do by clicking the "Join!" link on the left. Thanks for visiting the site, let us know what we can do to make it as useful as possible.

++ News

- \* Find how-tos and online tools in our [skills](#) (Resources) section!
- \* Check out our "Latest Newsletter" now [\(Newsletter | online\)](#)!
- \* Join ACMAC's <http://www.facebook.com/posted.php?id=23976535808&success#group.php?id=177809771555>.
- \* Refresh [Facebook Group!](#)
- \* Read [Local Info](#) | Local Information about your town!
- \* Learn more about the [ALIVE](#) program.

Help: [wiki text quick reference](#) | [code snippets collection](#)

Short description of changes:

Max 200 characters (200 left)

You have an exclusive 15-minute lock that will stop others editing this page while you are working. The lock expires in 893 seconds of inactivity.

Buttons: Cancel, Show Changes, Preview, Save & Continue, Save (circled in red).

For more detailed posting/editing information visit: <http://handbook.wikidot.com/en:edit-a-page>

Note: A useful tool for gathering information from AmeriCorps members in the state is a survey using [surveymonkey.com](http://www.surveymonkey.com). The OCS has a complete [surveymonkey.com](http://www.surveymonkey.com) account. Andee Dunick has the necessary information to access that account.

Note: Due to recruitment concerns, ACMAC members must be careful about what is posted on the Wiki. Questions or comments that shed negative light on communities should not be posted.

## Trouble shooting:

The Handbook and the Community are forums where questions and answers to troubleshooting the Wiki are posted. The Wiki Handbook (<http://handbook.wikidot.com/en:start>) has instructions on how to create a website and edit pages for beginners and advanced users, as well as advice on content control and site promotion. The Community (<http://community.wikidot.com/>) is a forum that has been created by Wiki users to answer troubleshooting questions for others or find answers to questions. If the answer to a question cannot be found in the Wiki Handbook, check the Community and vice versa. The best way to understand how the Wiki works is to explore.

## Section 6- AmeriCorps Quarterly Newsletter

<http://acmac.wikidot.com/newsletter>

### What is the AmeriCorps Quarterly Newsletter?

The purpose of the AmeriCorps Quarterly newsletter is to foster communication between AmeriCorps members across the state. It gives AmeriCorps members a chance to tell everyone what they have been doing and to find out what others have been doing. Finding out about overlapping projects leads to enhanced collaboration and awareness of other AmeriCorps programs in the state.

### Calls for Submissions

- The newsletter is released quarterly in January, April, July, and October.
- Calls for submissions should be sent out to AmeriCorps members six weeks to a month before the submission deadline. 2-4 subsequent reminders should be sent out.
- The first email should include a brief summary of what AmeriCorps Quarterly is and a link to past issues.
- All emails should include submission ideas, the submission deadline, a tentative publication date and email addresses stating where to send submissions.
- Encourage entries from AmeriCorps members, Supervisors and others from the state offices.
- VISTAs, Energy Corps members, and Justice for Montanans members can be contacted directly. Leaders can be contacted for Conservation Corps, Campus Corps, and Young Adult Service Corps (currently Sarah Sadowski). Leaders will forward emails to members.
- Give AmeriCorps members that you know specific ideas for submissions this will provide better results; encourage other ACMAC members to do the same.
- Send thank you emails to everyone that submits to the newsletter.
- Terms begin for the following programs at the following times, so make sure to update email lists then:
  - VISTA: January/July
  - Campus Corps: August/September
  - Conservation Corps: February
  - Young Adult Service Corps: September
  - Justice For Montanans: August/September

- Energy Corps: Fall

## Content

- If a newsletter is released in a month with a Service Day, be sure to release before service day and list planned community activities. It might also be appropriate to list past service day activities.
- National Days of Service:
  - Winter Issue (January): Martin Luther King, Jr. Day
  - Spring Issue (April): Global Youth Service Day and AmeriCorps Week (May)
  - Summer Issue (July): Summary of AmeriCorps Week
  - Fall Issue (October): Make a Difference Day and 9/11 National Day of Service (September)
- Potential content topics:
  - AmeriCorps member profiles
  - AmeriCorps alumni profiles
  - Artwork
  - Comics
  - Contests (we cannot buy contest prizes, they must be donated)
  - Free time activities
  - Lists of free resources
  - Articles from across the state (what are people doing for their communities)
  - Pets
  - Picture stories
  - Photos
  - Poems
  - Recipes and cooking on a budget
  - Recommended reading lists
  - Service day activities
  - Short stories/flash fiction
  - Tips for incoming volunteers
  - Things people wish they had known before coming

## Editing

(Refer to diagrams Newsletter 3.1, 3.2, 3.3 for screen shots)

- Articles are to be in Times New Roman point size 10.
- One space after a period not two.
- Do not use a serial comma (i.e. a list should look like lion, tigers and bears, not lions, tigers, and bears).

- Headlines are to be in Times New Roman point size 20.
- Only capitalize the first word in a headline and proper nouns.
- Write out 0-10 in words (i.e. two) and use numbers for anything above 10 (i.e. 11)
- By-lines are to be in Times New Roman point size 10, and should read:
  - (ex) By Sally Smith  
*AmeriCorps\*VISTA*  
*Richland County Health Department*
  - (ex) By Bob Jones  
*Campus Corps Team Leader*  
*MSU-Billings*
- Avoid contractions
- Punctuation goes inside of quotation marks, not outside
- Do not change the voice/personality of an article
- Photo captions are to be in Times New Roman italics point size 8.
- Photo credits are to be in Times New Roman point size 8 and should read:
  - (ex) ALEX JOHNSON/AmeriCorps\*VISTA
  - (ex) SAM JOHNSTON/Campus Corps

## Formatting/Designing

(Refer to diagrams Newsletter 3.1, 3.2, 3.3 for screen shots)

- There is no page limit on the newsletter so use everything you receive as long as it is appropriate. Past newsletters have been between 3 and 15 pages.
- The newsletter should be designed in Microsoft Publisher. Templates will be available from previous editor.
- All pages should have three columns that are in justified alignment.
- Graphic features to always include:
  - A masthead (place that says the publication's name) with:
    - Publication's title "AmeriCorps Quarterly" in Lucida Bright point size 68
    - Publication date in Times New Roman point size 11
    - Volume and issue number in Times New Roman point size 11.
  - A table of contents should be on the front page, Gill Sans MT point size 9.
  - A list of all ACMAC members should be on the first page, specifically name the co-coordinators, should be in Californian FB point size 11.
  - An introduction to the newsletter should also be on the first page written by one of the editors.
  - The bottom left corner of each page should say "AMERICORPS QUARTERLY", in Gill Sans MT point size 8.
  - The top right hand corner of each page should say "Volume #, Issue #", Times New Roman point size 11.

- The bottom right corner of each page should say "PAGE #" (Gill Sans MT point size 8) except for the first page which should give the wiki's address "VISIT US ONLINE @ HTTP://ACMAC.WIKIDOT.COM", Gill Sans MT point size 11.
- An "AmeriCorps/ACMAC" section on the second to last page that includes
  - Contact information for the Co-coordinators
  - The Wiki url address
  - A 'branches of AmeriCorps matrix' that represents all programs
  - Committee progress reports, definitions and Committee Chair contact information
  - A call for submissions for the next newsletter with editors contacts
  - ACMAC mission statement:
    - ACMAC is a representative council of AmeriCorps State and AmeriCorps\*VISTA members from across Montana. We work to encourage networking between all AmeriCorps programs in Montana through action, communication and representation, in an effort to enhance the national service experience in our state.
- A calendar of events across the state for that quarter (specifically from communities which have AmeriCorps members) should be on the last page.

## Posting on Wiki

Protocol for uploading PDF version of the newsletter to the Wiki:

- Sign onto Wiki
- Click on newsletter tab on sidebar
- Click on FILES link on bottom of page
- Click UPLOAD FILES on bottom of page (Make sure the file was saved without spaces)
- Once uploaded refresh file list and click on new file to open
- COPY url address
- Click EDIT on bottom of the Newsletter page
- PASTE url under the correct year

# Edit the page

Title of the page:

Newsletter



```
[[div class="table-list-container"]
* 2010
* [http://acmac.wdfiles.com/local--files/newsletter/JULY2010.pdf Spring 2010 (pdf)]
* [http://acmac.wdfiles.com/local--files/newsletter/JAN%202010.pdf Winter 2010 (pdf)]

* 2009
* [http://acmac.wdfiles.com/local--files/newsletter/Fall%20Newsletter%202009 Fall 2009 (pdf)]
* [http://acmac.wdfiles.com/local--files/newsletter/Reallyreally%20Summer%202009%20Newsletter Summer 2009 (pdf)]
* [http://acmac.wikiidot.com/local--files/newsletter/Spring.2009.pdf Spring 2009 (pdf)]
* [http://acmac.wikiidot.com/local--files/newsletter/Winter%202009%20Newsletter Winter 2009 (pdf)]

* 2008
* [http://acmac.wdfiles.com/local--files/newsletter/Fall%202008%20Newsletter Fall 2008 (pdf)]
* [http://acmac.wikiidot.com/local--files/newsletter/Summer%202008%20Newsletter Summer 2008 (pdf)]
* [http://mt.gov/mcsn/media/stories/AmeriCorpsSpring2008.pdf Spring 2008 (pdf)]
* [http://acmac.wikiidot.com/local--files/newsletter/Winter%202008%20Newsletter Winter 2008 (pdf)]

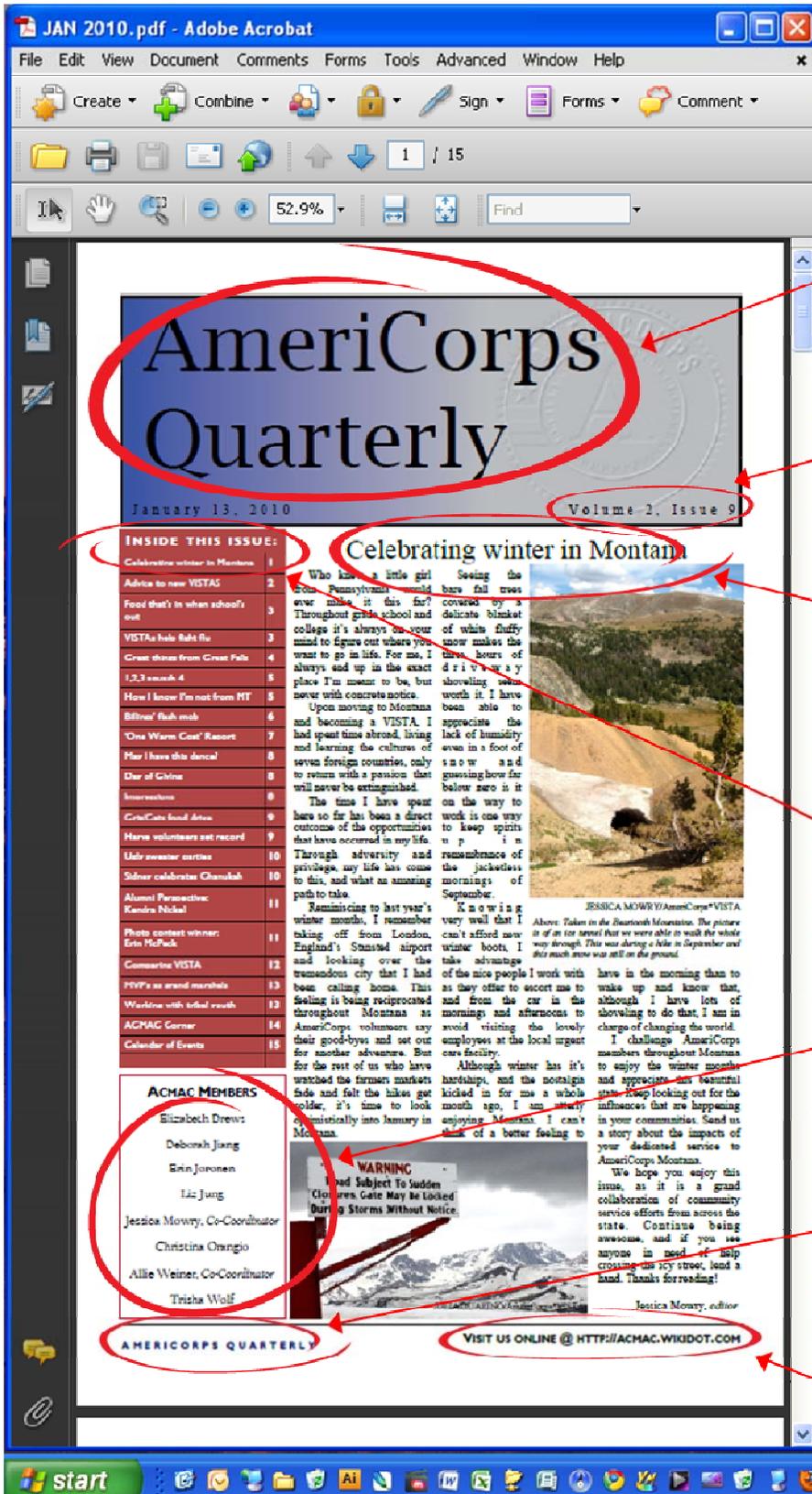
* 2007
* [http://acmac.wikiidot.com/local--files/newsletter/Fall%202007%20Newsletter Fall 2007 (pdf)]
[[/div]]
```

Help: [wiki text quick reference](#) | [code snippets collection](#)

- Years should have: \*, a space, then ex. 2010.
- Issues should have: a space, \*, space [, pasted url, space, (issue title) ex. Spring 2010 (pdf) *this is what will appear on the actual web page,* ]
- Click SAVE and Continue

Email out link to newsletter after it is posted.

# Newsletter 3.1



A masthead with the publication's title (Lucida Bright, size 68), publications date (Times New Roman, size 11), volume and issue number (Times New Roman, size 11).

The top right hand corner of each page should say "Volume #, Issue #" (Times New Roman, size 11)

An introduction to the newsletter, written by the editors, should be on the front page. (Times New Roman, size 20)

Table of contents should be on the front page. (Gill Sans MT, size 9)

A list of all ACMAC members should be on the first page. (Californian FB, size 11)

The bottom left corner of each page should say "AMERICORPS QUARTERLY". (Gill Sans MT, size 8)

The bottom right corner of the front page should say the wiki's url address. (Gill Sans MT point size 11)

# Newsletter 3.2

**JAN 2010.pdf - Adobe Acrobat**

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Sign Forms Comment

3 / 15

52.9%

Find

**Volume 2, Issue 9**

**The Snow Man**  
*Wallace Stevens*

One must have a mind of winter  
To regard the frost and the boughs  
Of the pine-trees crusted with snow;

And have been cold a long time  
To behold the junipers shagged with ice,  
The spruces rough in the distant glitter  
Of January sun, and not to think  
Of any money in the sound of the wind,  
In the sound of a few leaves,

When the first falling snow is like a hand  
Full of the same wind  
That is blowing in the same bare place  
For the listener, who listens in the snow,  
Can—hear himself—believe  
Nothing that is living  
and the nothing that is.

**Food that's IN when school is OUT!**  
by Emily Dunklee  
*AmeriCorps VISTA  
Montana Foodbank Network*

During the school year, many kids in Montana receive at least one nutritionally sound lunch and/or breakfast through the Free and Reduced-Price School Meals program. In addition to ensuring a nutritious meal, school meals offer parents a way to stretch their household budgets. If a child receives two meals a day five days a week that is ten meals per week that parents don't need to worry about providing. But what happens when school is out for the summer?

The Summer Food Service Program (SFSP) is a federally funded program that provides free meals to kids, age 18 and under, during the summer at sites across Montana. All kids have to do is show up. There is no income verification or identification requirement to participate in the program. The SFSP is a great way to help fill the gap in child nutrition and family budgets when school is out. However, less than 13% of kids receiving free or reduced price meals during the school year in Montana have access to free meals during the summer. Many families are unaware of the summer meal program sites in their community, and for many families the nearest site is located too far away. In fact, 22 out of 56 counties in Montana have no summer food site at all. The Montana Food Bank Network is working to increase the number of summer food sites across the state as well as increasing participation at current sites.

Summer may be long gone, but NOW is the time to start thinking about what YOU can do to connect kids with the SFSP. There are many ways you can help kids across Montana access healthy food during the summer — the easy way is to work for an organization that could sponsor a new SFSP site or help support an existing one. Individuals can volunteer at a site or help a site gain resources. Many sites also need help spreading the word about their program to families in their community. The SFSP helps make summer a fun and nutritious time for low-income families.

Want to learn more about the Summer Food Service Program? Contact Emily at (406) 721-5825 Ext 230 or [edunklee@mfbn.org](mailto:edunklee@mfbn.org).

**VISTAs help Cooke City fight flu**  
by Alyssa Fanning  
*AmeriCorps VISTA  
Community Health Partners*

VISTAs Matt Hale and Robert Kaporovic along with Patty Kosdin of the Park County Community Foundation, others from Community Health Partners and I spent some of the early months exploring our VISTA project area. We first visited Cooke City in September because we knew it was the most remote town in Park County, and we wanted to see what kinds of resources are available there.

With a year round population of about 100 and a summer population of 300, Cooke City can be isolating, but residents are surrounded by surrounding natural beauty, a wild playground for the outdoor enthusiasts.

In the summer, residents can travel over the scenic Beartooth Highway at a shortcut to Red Lodge and Billings. But for nine months out of the year there is only one road out of town through Yellowstone National Park. Cooke City is about an hour from Gardiner and two hours from Livingston, the closest hospital.

We visited the Chamber of Commerce, the Post Office and the general store, all trying to get a sense of where people go when they need help. We were directed to Jan, a local woman who runs a bed and breakfast called Bed N Bus, and who happens to be the head of the local EMT department. She also knows every person in town. I met with her and asked her what she thought people needed in town. One of the first things she mentioned was that the people wanted flu shots.

Rachel and I returned to Community Health Partners in Livingston and had around to see if this might be possible. We were able to secure a number of flu shots, and then returned about a month later with a pharmacist and two pharmacy students to deliver the vaccinations to the people of Cooke City. Rachel and I are now working on putting together a traveling dental and medical clinic in West Yellowstone, a small town in southern Gallatin County, a couple of times a year.

*Below: VISTAs Matt Hale, Robert Kaporovic and Alyssa Fanning were on an outreach trip to Cooke City and were able to spend the night camping at a campground on the Beartooth Hwy.*

**“You cannot do all the good the world needs, but the world needs all the good you can do.” - Anon**

AMERICORPS QUARTERLY

PAGE 1

The top right hand corner of each page should say "Volume #, Issue #"

Article text should be in Times New Roman, size 10.

All pages should have three columns that are in justified alignment.

Only capitalize the first word in a headline and proper nouns. (Times New Roman, size 20)

Formatting for photo captions. (Times New Roman italics, size 8)

Formatting for by lines. (Times New Roman, size 10. Italicize Program and Project site)

Formatting for photo credits. (Times New Roman, size 8)

The bottom right hand corner of every page (except the front page) should say "PAGE #" (Gill Sans MT, size 8)

# Newsletter 3.3

**Volume 2, Issue 9**

**ACMAC Corner**

**Ambassador Committee Update:**  
 The Ambassador Committee has been busy with several new projects. We have revamped the ACMAC website—check it out at [acmac.wikidot.com](http://acmac.wikidot.com)! Use the side navigation for helpful tips about AmeriCorps, service days, resources for AmeriCorps members and life in Montana. We have updated city profiles to include great restaurants and places to go. If you would like to add information about your city feel free to email Liz at [liz.jung@montadvisory.org](mailto:liz.jung@montadvisory.org). Continue to check the ACMAC wiki for new changes. We recently rolled out a survey to help AmeriCorps Members find places to live, cost of living, and life in their new cities. We are in the process of sorting all the data and will be posting it on the ACMAC wiki site soon.

The Ambassador Committee role is to encourage networking among the members of all branches of AmeriCorps. Do you have ideas for networking among AmeriCorps members? Let us know! Contact Liz Jung at [liz.jung@montadvisory.org](mailto:liz.jung@montadvisory.org) or Elizabeth Drews at [edrews123@gmail.com](mailto:edrews123@gmail.com).

**Public Relations Committee Update:**  
 The PR committee has been pretty busy this quarter! Our lovely co-editors have been working like crazy getting the newsletter together and brainstorming new ideas! We have also been getting ideas together to involve AmeriCorps alumni, as well as to spread the word about ACMAC. We produced an awesome bookmark to hand out at FSO as well as other events that explains what ACMAC is and how we can help as a resource for AmeriCorps members. We are always trying to expand our efforts and expose the word of service around the state! Any super ideas? Let us know!

The PR committee is responsible for both local and statewide publicity projects for AmeriCorps. Contact a member of this committee if you have questions about what AmeriCorps is and does, or for help with publicity for your events. Contact Allie Weiner at [allie.weiner@themontadvisory.com](mailto:allie.weiner@themontadvisory.com) or 442-6000. Thanks for contributing to our state!

**AmeriCorps Members Advisory Council (ACMAC)**

**About ACMAC :**  
**Our Mission**  
 ACMAC is a representative council of AmeriCorps State and AmeriCorps®VISTA members from across Montana. We work to encourage networking between all AmeriCorps programs in Montana through action, communication, and representation, in an effort to enhance the national service experience in our state.

**Questions??**  
 Please contact the Coordinators!!  
 Jessica Mowry: [jnmowry@hotmail.com](mailto:jnmowry@hotmail.com)  
 OR  
 Allie Weiner: [valley\\_allie@ymail.com](mailto:valley_allie@ymail.com)  
 or go online @ <http://acmac.wikidot.com/>

We are always looking for articles, ideas, photos and information about your local events. The next issue of AmeriCorps Quarterly will be out in April 2010.

Please send newsletter submissions and questions to  
 Trisha: [trisha.wolf@gmail.com](mailto:trisha.wolf@gmail.com)  
 or  
 Jessica: [jnmowry@hotmail.com](mailto:jnmowry@hotmail.com)

ACMAC reports to:  
 Montana Office of Community Service  
 1301 Lockay Ave. 3rd floor, P.O. Box 200801  
 Helena, MT 59620-0801  
 (406) 414-2572

**ACMAC Members at the Fall Retreat**

VOLUME 2, ISSUE 7 PAGE 14

Committee progress reports, definitions and Committee Chair contact information. (Format as Headline.)

ACMAC mission statement.

Contact information for the Co-coordinators and the Wiki url address.

Call for submissions for the next issue with editors of next issues contact information.

Contact information for ACMAC supervisor.

\*\*\*Note: Add 'branches of AmeriCorps matrix'.

## Section 7- AmeriCorps Programs in Montana

### Campus Corps

The Campus Corps AmeriCorps Program is a statewide AmeriCorps program found on 20 college campuses across Montana. The mission of Montana Campus Corps is to actively engage college students in meeting community-identified needs through meaningful service. Each year, Campus Corps places students from the 12 participating campuses with community agencies, non-profit organizations, schools and healthcare facilities to address Montana's most challenging problems.

Campus Corps members serve in the fields of education, human services, public health and safety, the environment, and homeland security. They are helping to improve Montana while gaining valuable connections, skills, community insight and careers in the common good.

Campus Corps mainly focuses on Service Team members and Service Learning members. Service Team members are part of a team-based corps that primarily focuses on extra-curricular service, while the service of Service-Learning members is focused on addressing community needs while meeting academic goals. All members who successfully complete a term of service receive an Education Award. Many Service-Learning members are combining AmeriCorps service with their academic work, so they also receive course credit for their service term hours, in addition to an Education Award.

### Energy Corps

The Montana Energy Corps AmeriCorps project is an initiative of the National Center for Appropriate Technology (NCAT) that was created to address unmet community energy needs. Energy Corps members are placed throughout Montana in order to promote sustainable energy consumption and education that will in turn help-mitigate the effects of global climate change.

Montana Energy Corps has three project goals:

- ***Hands-On Energy Assistance:*** Montana Energy Corps members provide hands-on energy efficiency and alternative energy assistance to underserved Montana communities and groups.
- ***Energy Education and Outreach:*** Energy Corps members create energy awareness through education and outreach activities to those groups and communities most affected by energy and climate fluctuations.
- ***Community Energy Planning and Organizing:*** Energy Corps members work to form energy action networks and organize communities to develop sustainable strategic energy plans.

## Jobs for Montana Graduates Foundation's Young Adult Service Corps (YASC)

The Jobs for Montana Graduates Foundation's Young Adult Service Corps (YASC) serves as a volunteer incentive as well as a means to engage Montana's young adults in service to their schools and local community based organizations.

A YASC member that completes 300 hours of volunteer service and training in the program year (Sept 1- Aug 31), will earn a \$1,000 Education Award voucher that can be used for higher education at qualified colleges nationwide and/or towards student loans for a period of up to 7 years.

YASC AmeriCorps members are aged 17-24 and deliver direct service to meet community needs, recruit volunteers and complete leadership activities. Members earn hours a few ways; 240 hours must be direct service, up to 60 hours can be member development, (such as attending trainings and working on personal, professional and service related goals) and up to 30 hours can be earned through fundraising activities.

## Justice for Montanans

AmeriCorps State members serve, respectively, with the Montana Legal Services Association, the Self-Help Law Program of the Montana Supreme Court Office of the Court Administrator, and the Montana Attorney General's Office of Consumer Protection & Victim Services. Members receive training about the legal system, access to justice efforts and engage in activities to develop their own unique views about lifelong service.

Full-time members are required to serve 1,700 hours during their 11-month (September to August) term of service. Generally, the schedule for members will consist of 8-hour shifts

on weekdays, with some weekend or evening service as directed. All Justice for Montanans members will participate in volunteer recruitment and outreach efforts, as well as trainings and meetings as directed.

## Montana Conservation Corps (MCC)

MCC is a young adult development program modeled after the Civilian Conservation Corps of the 1930s. Using conservation projects to foster citizenship and personal growth in its members, MCC operates crews in five towns throughout Montana: Missoula, Kalispell, Helena, Billings and Bozeman, which also serves as the program's central office. These crews participate in projects such as trail construction and maintenance, fencing repair, noxious weed control, habitat restoration, tree planting, fuels reduction, historical building renovation and campground improvements.

MCC crews are managed by a pair of co-leaders and consist of four to five Corps members. The Crew Leader terms last from February to November, while the Corps member terms last from May to October.

## Volunteers in Service to America (VISTA)

AmeriCorps\*VISTA is the national service program designed specifically to fight poverty. Founded in 1965 and incorporated into the AmeriCorps network of programs in 1993, VISTA has been on the front lines in the fight against poverty in America for more than 40 years.

VISTA members commit to serve full-time for a year at a nonprofit organization or local government agency, working to fight illiteracy, improve health services, create businesses, strengthen community groups, foster economic develop and otherwise assist low-income communities. With passion, commitment and hard work, VISTAs create or expand programs designed to bring individuals and communities out of poverty.

VISTA members generally do not provide direct services instead they focus their efforts on building the organizational, administrative and financial capacity of organizations. VISTA has several different avenues of service which are represented by various Sponsors.

## VISTA Sponsors:

Montana Campus Compact (MTCC)

The Montana Campus Compact (MTCC) AmeriCorps\*VISTA program, referred to as MTCC VISTA, is a statewide National Service program that connects campus resources with critical community needs. MTCC VISTAs serve from Montana college campuses in partnership with community-based organizations, nonprofits, schools and faith-based organizations. MTCC VISTAs work closely with community groups to address local poverty problems involving housing, school performance, and hunger.

### Montana Legal Services Association (MLSA)

MLSA is a non-profit organization dedicated to providing free civil legal assistance to low-income Montana residents. It is the mission of MLSA to protect and enhance the civil legal rights of and promote systemic change for Montanans living in poverty.

MLSA, in cooperation with the Corporation for National and Community Service (CNCS), has developed VISTA projects as a way to expand MLSA's capacity to provide services to poverty stricken Montanans. MLSA VISTA members serve in various locations throughout Montana and concentrate within one of three specific service areas: asset development, domestic violence or poverty law.

### Prevention Resource Center (PRC)

The Prevention Resource Center VISTA Project connects Montana communities, the Interagency Coordinating Council for State Prevention Programs, and AmeriCorps throughout the state of Montana. It strives to keep Montana children, communities and families strong and resilient against risks such as unintended and unhealthy pregnancies, child abuse and neglect, substance abuse, crime and violence, and high school drop-outs. The VISTA Project works proactively in order to create and sustain conditions that reduce risk, as well as promote the safety, personal responsibility and well-being of all. There are VISTAs at many sites throughout the state of Montana.

### Communities in Action (CIA)

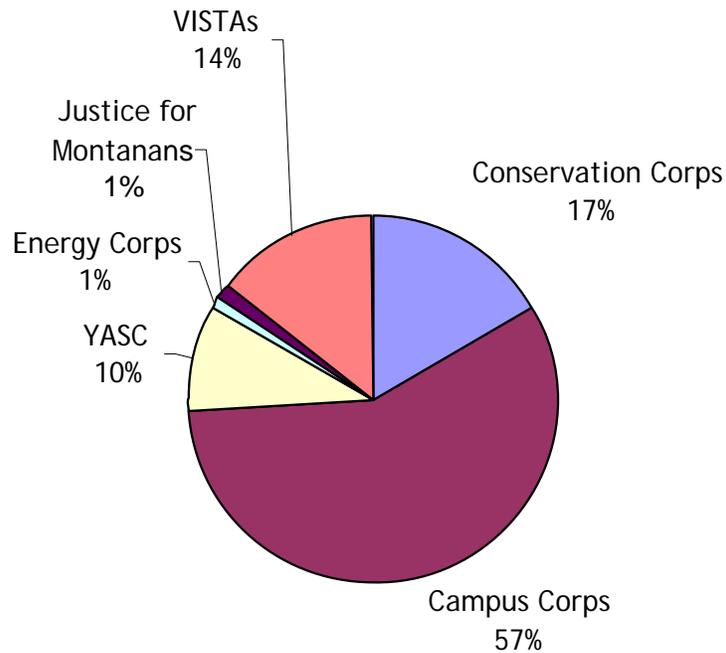
The Communities in Action (CIA) Project, administered by the Richland County Health Department is implementing a sustainable community building process that combines all aspects of health and economic development to improve quality of life in eastern Montana.

## Billings Metro VISTA Project (MVP)

The City of Billings has formed an AmeriCorps VISTA Project known as Billings Metro VISTA Project (MVP).

MVPs work in accordance with the Mayor’s Committee on Homelessness and the City’s ten-year plan to end homelessness in Billings. As organizations involved with the homeless initiative in Billings exceeds 50 participants, VISTAs work to facilitate connections to enhance community collaboration. Covering all realms of capacity building and sustainability, MVP’s are committed to mobilizing local resources to give individuals a hand up and out of poverty.

Percentage of AmeriCorps Members per Program



\*Numbers based on October, 2009 data: <http://serve.mt.gov/wp-content/uploads/2009/11/2009-program-porfolio.pdf>

## Senior Corps:

Senior Corps is a program of the Corporation for National and Community Service (CNCS) that connects individuals over the age of 55 with the people and organizations that have a need for the experience and expertise Senior Corps volunteers have accrued over the years. They become mentors, coaches or companions to people in need, or contribute their job skills and expertise to community projects and organizations. Conceived during John F. Kennedy's presidency, Senior Corps currently links more than 500,000 Americans to service opportunities.

Senior Corps offers several ways to get involved. Volunteers receive guidance and training so they can make a contribution that suits their talents, interests, and availability.

- The Foster Grandparent Program connects volunteers age 55 and over with children and young people with exceptional needs.
- The Senior Companion Program brings together volunteers age 55 and over with adults in their community who have difficulty with the tasks of day-to-day living. Companions help out on a personal level by assisting with shopping and light chores, interacting with doctors, or just making a friendly visit.
- Retired Senior Volunteer Program (RSVP) connects volunteers age 55 and over with service opportunities in their communities that match their skills and availability. From building houses to immunizing children, from enhancing the capacity of non-profit organizations to improving and protecting the environment, RSVP volunteers put their unique talents to work to make a difference.