**Guidelines for VISTA letter of intent for NCNMEDD VISTA Subsites**

1. Address your letter to

Felicity Fonseca

NCNMEDD

3900 Paseo del Sol

Santa Fe, NM 87507

1. Send it via email to Felicity at felicityf@ncnmedd.com. Call with questions 505-356-9098.
2. Identify your VISTA focus area or areas. NCNMEDD seeks VISTA projects in these areas: Economic Opportunity, Healthy Futures, Education.
3. Your letter of intent should include:
* Project Title
* Project Goal Statement
* Objectives of the project (at least three)
* Activities that the member will do (at least three)
1. Explain how the project will build for the three-year term, moving towards completion and sustainability.
2. Identify who the VISTA supervisor will be.
3. Discuss how you will recruit for the position.
4. Give a brief description of how you will conduct on-site orientation for the new member.

PROJECT GOAL STATEMENT

State the overall goal of the project (as opposed to the overall goal of the specific member position). The statement provides context for how the project addresses poverty and how the member activities will build capacity. The project goal must:

• Address poverty by member efforts

• Describe who (population) will be served

• Include verbs to describe the member activities

• Define how the member activities will build capacity

• State the specific product(s) or service(s) resulting from member efforts

OBJECTIVES

Articulate what the member will achieve throughout the assignment in order to reach the project’s goal. Include multiple objectives that link the overall project goal and the member’s activities. Use active verbs.

MEMBER ACTIVITIES

Identify the specific activities the member will carry out to achieve the objectives. Activities that include the desired outcome or deliverable are most informative and effective. Use active verbs and avoid vague statements such as, “will assist with…” Activity statements should be specific enough that someone unfamiliar with the project can understand the expectations of the member.