



### Articulate Your Ask

7-10 weeks out



Day of presentation



Polish your request to present. Your talk will:

- Build awareness of the personal and professional development opportunities provided by serving as an AmeriCorps VISTA member
- Showcase the significance of civic engagement
- Spread the word about national service to student populations
- Educate the group about poverty in the U.S.



### Find a School or Classroom

6 weeks out



Day of presentation



Who will you reach out to? Consider:

- Your alma mater
- A favorite high school social studies teacher
- The sociology department at the community college
- A senior class at the alternative high school
- The career or community service center at the local university



### Discuss Your Presentation with Your Host

5 weeks out



Day of presentation



Review your approach and logistics prior to your talk.

- Tailor your presentation to the age, needs, and interests of your audience
- Determine the size of the audience and an appropriate length of the presentation
- Ask about visitor clearances and check-in procedures for the school you plan to visit
- Discuss any audiovisual needs you may have
- Ask your host about the best way to promote your presentation



### Promote Your Presentation

4 weeks out



Day of presentation



- Create and post a flyer (see flyer templates: [letter size](#) (8.5x11), [poster size](#) (11x17))
- Provide sample messages for your host to send out (examples below) through social media and student newspapers.
- Be sure to include an interesting photo with your post and suggest that they send reminders out one week and one day before your presentation.



Want to improve lives in the U.S.? Learn what it's like to tackle poverty from AmeriCorps VISTA alumni J. Smith. 1/28 2:00 Beacon Hall, rm7



Are you up for a challenge? Want to improve lives in the U.S.? Learn what it's like to tackle poverty from AmeriCorps VISTA alumni Jane Smith, Tues, Jan. 28th, 2:00 Beacon Hall, room 7

Newspaper Article Example below. Be sure to include an interesting photo with your story submission.

## FOOD PANTRIES, CROWDED SHELTERS, WORN OUT TENNIS SHOES AND HOPE.

Jane Smith BA, class of 2011, returns to share stories of hope from the front lines of poverty on Tues, Jan. 28th, 2:00 Beacon Hall, room 7. Smith spent her first year out of college serving her country as an AmeriCorps VISTA member at the County Homeless Action Coalition in Anytown, USA. She worked on projects to build capacity for homeless services including developing a volunteer recruitment system for a homeless shelter and building alliances with local property owners to increase access to affordable housing for homeless families.

Smith will share stories and images from her year of service. Attend the session to learn how you can give back as an AmeriCorps VISTA member.



### Craft Your Story

2 weeks out



Day of presentation



- Use the presentation template to guide the design of your talk, more instructions can be found in the notes area for each slide
- Gather images and artifacts that represent your experience (pictures, music, objects, food, gifts)
- Share experiences through storytelling (accomplishments, surprises, challenges, and changes to your world view)
- If you have Internet access for your talk, choose one of the three videos to play on slide #10. Delete slide #10 if you do not have Internet access.
- Utilize resources from the [VISTA Campus](#)
  - Vintage photographs, audio clips and videos ([YouTube](#) or [DVD](#))
  - [Order](#) free AmeriCorps VISTA frisbees and other marketing materials
- Practice your talk alone or in front of a group



### Give Your Talk

Day of presentation



- Start with a compelling story
- Be aware of timing, incorporate pauses, breathe!
- Finish with a question-and-answer session
- Provide details on where to get more information ([AmeriCorps.gov/VISTA](#))
- Give out Frisbees or other information you may have ordered
- Thank your host and the audience

No more than one week after your presentation



### Follow Up



- Contact your host for feedback and follow up on any promises you made
- Send a follow-up message to attendees and/or add them on social media to stay in touch
- Tell your personal network about your presentation experience
- Share insights about your session with the VISTA community on Twitter @VISTABuzz