

CTC VISTA Project Financial Obligations Agreement

Project Participation Fee

To defray some of the cost of supporting AmeriCorps*VISTA members, participation with the CTC VISTA Project has the following Project Fee:

First Time Participation: if this is your organization's first time participating with the CTC VISTA Project	\$3,000 or
Continuing Participation: per VISTA for organizations that have <u>previously</u> received a CTC VISTA member (or a second VISTA member for first time organizations)	\$3,500 per VISTA

This fee will be invoiced by the CTC VISTA Project within one month following the Pre-Service Orientation and placement of a VISTA member. *Please do not send it now.*

☐ Check here if you would like to work out a payment plan

Refunds

Should a VISTA's service be terminated early for any reason, a refund will be issued per the following formula:

$$[(\text{Project Fee}) - \$500] - [(\text{Months Served by VISTA}) \times (\text{Project Fee}) / (12 \text{ Months})]$$

In plain language, this means the fee is prorated except for a non-refundable \$500. No refunds will be issued after the 9th month of service.

Additional Budgetary Needs

The following are VISTA support costs that should be budgeted by the host site over VISTA's member's year of service:

Local VISTA Transportation: Train, bus pass or gas-card.	~\$60/month
National Conference Attendance: Registration, airfare and hotel fees to allow your VISTA member to attend a national technology or media conference.	~\$1,000
VISTA Emergency Retainer: In the event of a significant family emergency (death in family, etc.) this can be used to pay for VISTA travel. This money will be refunded— <i>pre-approval must be given by the CTC VISTA Project.</i>	\$500 retainer (will be refunded if used)
Project Support Costs: VISTA members should receive adequate resources to accomplish their project. VISTA members should be promptly reimbursed for any project related expenses.	As Necessary
Professional development and Training: VISTA members may need additional training to accomplish their project.	As Necessary

By signing, our organization understands and agrees to these financial commitments as part of hosting an AmeriCorps*VISTA member through the CTC VISTA Project.

Organization Name _____

Signed _____ Date _____
Executive Director or Board President