



# Volunteer Tennessee



TO: Volunteer Tennessee Commission Members

FROM: Latiyfa Fields, Director of Service

DATE: May 23, 2024

RE: 2024 Volunteer Tennessee Commissioner Site Visits

The most effective way to understand the importance of Tennessee's AmeriCorps programs is to participate in site visits. They are a critical educational opportunity that equip you to be an effective advocate for national service programs and to make informed funding decisions.

Making these visits can be fun and enjoyable if you follow these simple steps.

1. Work with the program representative and commission partner to schedule your site visit by **June 24**.
  - a. A program representative will initiate this process, so watch for their call or email.
  - b. In-person visits are preferred, but virtual may be the better option due to the current timeline.
2. Research your program before the visit and be prepared to ask probing questions during the visit.
  - a. The program will send your information to read before the visit to help you understand what they do, so you will want to review it.
  - b. Consider doing additional research, such as looking at their website and social media sites.
  - c. Compile a list of potential questions to ask.
3. Be engaged during the visit. The program will spend a lot of time preparing for your visit and is excited to share how they're changing lives.
  - a. Ask questions to better understand the programs goals and accomplishments.
  - b. Express gratitude for what they're doing and for inviting you to visit.
  - c. Encourage site visit pictures that we can use after the visit to promote the program.
4. Complete the [post-visit survey](#), so we can promote the visit. Make sure you include pictures!
5. Send a thank-you. A hand-written note is best, but at the very least, send an email to the program after the visit. Be sure to thank all the staff and AmeriCorps members you spoke with during the visit.

More resources are available on the [Commission-Only webpage](#). If you have specific questions about the program, you have been paired with, please call me at 615-253-2805.