



Volunteer Tennessee



TO: Team Tennessee AmeriCorps Programs

FROM: Latiyfa Fields, Director of Service

DATE: May 23, 2024

RE: 2024 Volunteer Tennessee Commissioner Site Visits

It's your AmeriCorps program's opportunity to shine! That's exactly what you get to do when you invite the Volunteer Tennessee Commissioners to visit your program. Plus, you are equipping them to effectively advocate for National Service programs with legislators and in their communities.

It's as simple as 1, 2, 3, 4:

1. Schedule the visit with your assigned commissioners **before June 30**:
 - a. Try to schedule both commissioners at the same time.
 - b. Work with your assigned Commissioners to determine if the visit will be in-person or virtual.
2. Share program information with the commissioners BEFORE the visit, so they can be prepared to ask relevant questions. This information can include:
 - a. Progress reports;
 - b. Current year performance measures;
 - c. Media coverage; and
 - d. Website and social media links.
3. Design the visit to tell your story effectively. Clearly and concisely, share the effectiveness of your programs and the impact you are making. Be sure to:
 - a. Share an overview of your structure and service activities;
 - b. Utilize visual tools to help commissioners get a clear understanding of your program; and
 - c. Invite AmeriCorps and agency staff to share their story.
4. Complete the [post-visit survey](#), so we can promote the visit. Make sure you include pictures!

You can access more resources for a successful visit, including the commissioner's materials, on [our website](#). If you have any questions about the Commissioners assigned to your program or about how to set up the visit, please call me at 615-253-2805.

xc: AmeriCorps Host Site Executive Directors

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