

*AmeriCorps*VISTA Candidate Document Submission Checklist*

When you've got an approved organizational application (Parts A and B) and you've selected your candidate(s) to serve as your CTC VISTA(s), sometime approximately one month from the start date and the PreService Orientation (PSO) program they will attend you will need to submit the following. The specific deadline date will be announced prior to each PSO. Be sure to submit two copies of each of the following:

- If your candidate has applied to be a VISTA through the online registration system, please make sure we get a signed certification form for the online application, the original and a copy. The form is on the same page as the online application-- <https://recruit.cns.gov/applyform.asp>.
- A signed member assignment description form from your Part B, the original and one copy.
- References: documentation that you've spoken with the two references, using the reference form for a guide to your interview with them. Reference forms are at <http://www.americorps.org/resources/index.html> -- Letters from the references will do in place of this. If your applicant has used the non-electronic application, submit the original recommendations and copies.
- Your signed sponsor evaluation (see template) and a copy.

The travel form (see template).