



Campus Compact
of the Mountain West

SECond Mission AmeriCorps VISTA Outside Employment Request Form		
All VISTAs who wish to pursue outside employment while serving must complete this form and submit it to their Site Supervisor. The Site Supervisor, upon approval/disapproval will submit the form to CCMW.		
VISTA Name:		
Host Site:		
Outside Employer:		
Type of Work:		
Checklist		
	Yes	No
Is your AmeriCorps VISTA assignment your paramount focus?		
Will your VISTA project's needs supersede any requirements of your outside employment?		
Does the outside employment conflict with your VISTA service or service hours?		
To the best of your knowledge, does the outside employment violate any applicable federal, state, or local laws and regulations?		
Will you be an employee of or contractor for the VISTA sponsor, host site, or other partner-related organization to which you or any other VISTAs at your host site are assigned to serve?		
To the best of your knowledge, does the outside employment conflict with any AmeriCorps VISTA program requirements or policies?		
Is the outside employment part-time?		
Have you reviewed the AmeriCorps VISTA Outside Employment Policy in full?		

AmeriCorps VISTA Signature: _____ Date: _____

The VISTA Site Supervisor's submission of this form indicates their approval/disapproval of the VISTA's request to hold outside employment while serving as a SECond Mission VISTA Member. It does not signify that the Site Supervisor has inspected the outside employment arrangement. No such inspection is required.

Supervisory Determination		
I approve the request for outside employment.	Yes	No
If the Site Supervisor disapproves, indicate the reason here:		

Site Supervisor Name: _____

Site Supervisor Signature: _____ Date: _____

Please email this signed document to katie@ccmountainwest.org.