

# SERVICE & EDUCATION TEAM HOST SITE PLACEMENT PROPOSAL COVER SHEET

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**Please Note:** Intermountain AmeriCorps host site placements for the 2011-2012 program term are contingent on availability of Federal and State program funding from AmeriCorps.

**Directions:** Please complete all pages of the cover sheet. Double-click on check boxes to select.

## Contact information for legal applicant organization:

Legal applicant/Sponsoring agency: Brewster School District

(Organization responsible for the contract e.g. XYZ Social Service Agency)

Address: P.O. Box 97 Brewster, WA 98812

Main project contact: Lynnette Blackburn Title: Principal

Phone: 509-689-2581 Fax: 509-689-0965

E-mail: lblackburn@brewster.wednet.edu Web Address: \_\_\_\_\_

Alternative email address and phone number (if applicable, e.g., during summer months):

Phone: 923-2617 E-mail: \_\_\_\_\_

## Contact information for on-site supervisor: (if different from legal applicant)

Site organization: Brewster Elementary School

(Organization where the member will serve e.g. Thompson Elementary School)

Address: 502 S. 7<sup>th</sup> Street

On-site supervisor: Lynnette Blackburn Title: Principal

Phone: 509-689-2581 Fax: 509-689-0965

E-mail: lblackburn@brewster.wednet.edu Web Address: \_\_\_\_\_

Alternative email address and phone number (if applicable, e.g., during summer months):

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Contact information for individual responsible for signing legal contracts in your organization: (Check with your business office)

Contract signee: Dianne Johnson Title: Federal Programs Director

Address: P.O. Box 97 Brewster, WA 98812

Phone: 509-689-3449 Fax: 509-689-0749

E-mail: drjohnson@brewster.wednet.edu

## Contact information where contract should be sent: (if different from the contract signee)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Contact information for individual who should receive billing:

Name: Same as Above Title: \_\_\_\_\_

Address: P.O. Box 97 Brewster, WA 98812

## COVER SHEET (CONTINUED)

### PROGRAM RESOURCES & REQUIREMENTS

1. How many SET members are you applying for?

One  Two  Three  Other: \_\_\_\_\_

2. Are you applying to be a first-time sponsor with IMAC?  Yes  No

3. Which start date are you applying for?  September 2011  September 2012

4. Which objective(s) best represents your placement's focus?

- Assist students (either youth or adult) to increase academic proficiency  
 Assist students in improving English language skills  
 Create programs that actively involve parents in their child's learning process  
 Educate students in citizenship skills such as leadership, peer mediation, and team building  
 Mobilize and recruit volunteers of all ages in education-, environmental-, and social service-related issues to help sustain the program, agency, or school  
 Civically engage community members in their own communities by implementing service learning projects  
 Coordinate out-of-school, after-school, weekend, winter break, or spring break education activities for youth or adults in disadvantaged circumstances  
 Increase the capacity of schools, agencies, or organizations in meeting unmet community needs  
 Engage in outreach to educate the community about available resources and assistance  
 Other: \_\_\_\_\_

5. Will your organization be able to assist your AmeriCorps volunteer in securing local affordable housing?  Yes  No  
 This is not a requirement for a partner site, but could be beneficial for the AmeriCorps member.

6. Type of transportation available for member(s) to get to service site: (check all that apply)

Carpool  Public Transportation  Personal vehicle required  Bike/Walk

7. Transportation requirements for service: (Keep in mind that some of our applicants do not own personal vehicles.)

- An organizational vehicle is available for service-related activities and **the member is covered by organization's vehicle insurance policy.**  
 Personal vehicle is necessary for member service activities and mileage reimbursement is approved.  
 Bus passes/tickets for member service activities are approved.  
 Does your organization require driver or other training to do this placement?  Yes  No

8. The project site is wheelchair accessible:  Yes  No

9. The member will conduct the majority of the service activities in the following (list up to 3):

Counties: Okanogan  
 Legislative districts: \_\_\_\_\_  
 Congressional districts: \_\_\_\_\_

10. The member will have access to the following resources for service activities: (Check those that apply)

- Telephone/Voicemail  Fax machine  
 Computer  Email Account  
 Internet  Office space, please specify square feet 20

Other *please specify* \_\_\_\_\_

## COVER SHEET (CONTINUED)

11. **Cash Match Description:** IMAC requires a cash match of \$5,800.00 for government agencies, non-profit organizations, and school partner sites. Please indicate your organization type(s):

- 501(c)(3) community-based organization  
 School district or educational service district  
 Government agency: city, county, regional, state, or federal

Is your cash match: (check one)       Pending       Secured

If pending, when will you receive confirmation of funds? \_\_\_\_\_

Source of funding:    **\*\*Federal**       State       Local

**\*\*If source of funding is federal**, are the funds approved by the federal funding source to be spent to support an AmeriCorps member? **Please check with the appropriate entity prior to checking the box. AmeriCorps is a federal program and there may be limitations on your funding.**

Yes, I certify that the federal funding source approves of this money being spent on AmeriCorps, another federal program.

12. **In-Kind:** IMAC also requires each sponsoring organization to provide a minimum of \$3,500.00 of In-Kind donations made in support of member project(s). In-kind donation documentation must be provided and could include supervisor time, training, mentoring, other training and conference opportunities, office space, mileage reimbursement, bus passes for member, and other non-monetary support.

If you do not meet this In-Kind requirement, you will be asked to submit a written explanation with reasons as to why the requirement was not met. If you have not met this requirement in the past and are applying for a new member, this will be a factor when reviewing your application.

13. IMAC sends out invoices for billing purposes three times a year, in November, February, and May.

September 1, 2011 – November 30, 2011 (November Invoice)	\$2,900.00
December 1, 2011 – March 15, 2012 (February Invoice)	\$1,450.00
March 16, 2012 – July 15, 2012 (May Invoice)	\$1,450.00

\_\_\_\_\_ I understand that if a member serves at any time during the payment period, the entire amount will be due.  
initials

If this schedule does not work for you, please list your preferred billing date(s):

14. If applicable, have you discussed the placement with your union representative?    Yes    No    N/A

15. Does your organization require drug testing of potential AmeriCorps members?    Yes    No

16. Does your organization conduct random drug testing?       Yes    No

17. The North Central Educational Service District (NCESD) provides **fingerprinting services** for all Intermountain members for a fee of approximately \$60.00. **The host site will be billed for this fee.** Members are fingerprinted within the first 10 days of service. Records are sent to Washington State Patrol and the FBI. NCESD also notifies each school/agency that the member was fingerprinted. Washington State Patrol clearance usually takes up to six weeks and FBI clearance typically takes two months or longer. (Technically, during this time the member is not to be serving / working alone with children.) Washington State Patrol and FBI both send their results to OSPI, which publishes the results on their website. ESD personnel continually check the OSPI website for results. If the member's fingerprints are rejected by the FBI for any reason the school/agency is notified by the FBI. If this is already a part of your pre-screening employment process, please indicate this in the space below.

In addition, IMAC performs criminal background checks and National Sex Offender Registry checks on all AmeriCorps members prior to the beginning of the program year. Legally, IMAC cannot share the results of any background checks, but will take action on any information that was not identified during the application process. Any additional background checks and costs are the responsibility of the sponsoring organization.

Your agency/school uses its own background check/clearance and will provide this at your own expense.  
 Yes  No

Your agency/school understands that NCESD will bill you directly for the fingerprinting services they provide.  
 Yes  No

## **CERTIFICATIONS**

### **Drug Free Workplace**

I certify that Brewster School District has an active Drug Free Work Place Policy.  
(Legal Applicant)

### **Non-Discrimination Policy**

I certify that Brewster School District has an active Non-Discrimination Policy.  
(Legal Applicant)

# COVER SHEET (CONTINUED)

## SERVICE TIME ACKNOWLEDGEMENTS:

- IMAC members serve up to 1400 hours with their host site and spend 300 hours in IMAC-sponsored development and leadership opportunities.
- Members will be available to host sites approximately 8 hours daily, Monday through Thursday of one week, and Monday through Friday of the following week.
- Member orientation will take place September 1-9, and their first day at host sites will be September 12, 2011.
- IMAC will provide a year-long program calendar that details days when members are involved in outside trainings or projects and will not be serving at their sites, and the host site will accommodate these occasional absences.

## ASSURANCES:

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the local cash match) required to ensure proper planning, management, and completion of the project described in this application.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
- Will keep such records and provide such information to IMAC or to the Federal government with respect to the program as may be required for fiscal audits and program evaluation, including documentation of in-kind match.
- Will comply with the non-displacement rules found in section 1777(b) of the National and Community Service Act of 1990, as amended (42 U.S.C. 12501 et seq.). Specifically, an employer shall not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the employer using an AmeriCorps member; a service opportunity shall not be created that will infringe on the promotional opportunity of an employed individual; an AmeriCorps participant shall not perform any services or duties or engage in activities that (1) would otherwise be performed by an employee as part of the employee's assigned duties, (2) will supplant the hiring of employed workers, (3) are services or duties with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; or (4) have been performed by or were assigned to any presently employed worker, an employee who recently resigned or was discharged, an employee who is on leave, an employee who is on strike or is being locked out, or an employee who is subject to a reduction in force or has recall rights subject to a collective bargaining agreement or applicable personnel procedure.
- Will comply with the ineligible service provisions found in section 132 of the Act. Specifically, a program may not use AmeriCorps members to perform service that provides direct benefit to any (1) business organized for profit; (2) labor union; (3) partisan political organization; (4) organization engaged in religious activities (unless such service does not involve the use of assistance or participants to give religious instruction, conduct worship services, provide instruction as part of a program that includes mandatory religious education or worship, construct or operate facilities devoted to religious instruction or worship, or engage in any form of proselytizing); or (5) nonprofit organization that fails to comply with the restrictions contained in section 501 (c)(3) of the Internal Revenue code (26 U.S.C. 501 (c)(3)).
- However, the provisions contained in section 132 of the Act shall not be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative.
- Will comply with all Prohibited Activities related to AmeriCorps member service.

By signing below, you certify that you agree to perform all actions and support all intentions in the Acknowledgement, Certification and Assurances sections above.

**Organization Name:** Brewster School District

**Project Name:** Brewster Elementary

**Name of Authorized Representative:** Dianne Johnson

**Title of Authorized Representative:** Special Programs

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# **SET PLACEMENT PROPOSAL NARRATIVE**

**DIRECTIONS:** Briefly answer each of the following questions, referring to the RFP Guidelines.

## **QUALITY OF PROJECT (40 POINTS)**

1. Provide an overview of the direct service and/or volunteer mobilization project you propose. Include the project goals and objectives. (Briefly tell us who, what, where, when, and why).

Our plan is to place one member in our HOSTS program. This program is a mentor based program that works with students in the area of reading. The SET member will work with students, mentors and staff in improving students learning in the area of reading. They will work with students in grades 2-4, about 80 overall students, instructing them in strategies to improve their reading. In addition the HOSTS program is a mentor based program that relies on about 85 mentors. This person would be involved in the recruitment and training of mentors from the community. Our second SET person will work in our supplemental math program. This program is designed to be a "second dose" of math. Working with students in grades 2-6 to improve their math skills. The SET member will be going into the different classrooms to work with identified students to assist in improving math skills, in addition they will pull some students for individual help.

2. Describe how the proposed position is not a staff position.

We currently have certified and classified in the above mentioned programs. The SET individuals will be assisting those people.

3. Provide a monthly timeline of the member's major project activities. If you are a school, please remember to include a plan for the summer month through July 15, 2011.

The plan for the HOSTS program for the SET person to assist in the recruitment of mentors, work with students and staff. For supplemental math is to identify the students and work out schedules. In both cases SET members will be properly trained to carry out their duties. The SET members will continue their extended time into our summer school program. Our summer school program is for grades k-6 and is an intervention program. SET members would continue to work in the area of reading and/or math to support student learning.

4. How does this proposed project meet the needs of the community that your organization serves? How was the need identified (include any community involvement)?

Based on multiple assessment data we are able to identify students who struggle in these academic areas. The goal is to bring these students up to grade level.

5. Recruiting volunteers is an important performance objective for AmeriCorps volunteers nationwide. How will your member be involved in recruiting or supporting community volunteers at your service site to help facilitate your program's desired operation and focus? (Volunteers can include parents, community members, or students.)

Recruiting is a big part of these programs. SET members will work with staff to carry out this task.

6. Following the example in the RFP Guidelines, create a position description for your member's direct service activities on the following two pages. Items already listed in some categories are IMAC's requirement of and benefits to the member; list yours in addition to these.

## INTERMOUNTAIN AMERICORPS SET POSITION DESCRIPTION

### **Position Title: Two SET positions Available, One in the area of Math and One in the area of Reading**

Our plan is to place one member in our HOSTS program. This program is a mentor based program that where volunteers work with students in the area of reading. The SET member will work with students, mentors and staff to improve student learning in the area of reading. Our second SET person will work in our supplemental math program. This program is designed to be a “second dose” of math and the employee will work with students in grades 2-6 to improve their math skills.

**Project Sponsor and Website:** www.brewster.wednet.edu

**Project Location:** Brewster, WA

**Position Summary:** (150 words or less)

**SET members will be working either in the area of reading or math. In reading the SET member will be working in a mentoring program for students who struggle in reading. In math the SET member will be going into classrooms to work with students struggling in the area of math.**

**Essential Functions:** (list 5-10; add yours before the existing items)

- Former classroom experience preferred
- Self-motivated
- Self starter
- Works well with others
- Complete and submit all necessary IMAC/AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all IMAC/AmeriCorps training and service requirements including orientation, trainings, team meetings, and national service days.
- Wear IMAC/AmeriCorps- appropriate identifiers and required safety gear while performing service or attending official events.

**Position Requirements:** (list up to 9; add yours before the existing items)

- The ability to work well with students and adults
- Willing to take on responsibilities and carry through
- 18 years of age or older at beginning of service term.
- U.S. citizen, national, or lawful permanent resident.
- Possession of a high school diploma or equivalent.
- Ability to commit to the full 10.5-month service term.
- Successfully pass a criminal history background check provided through IMAC.
- Regular and reliable attendance.
- Have not previously served two terms in an AmeriCorps State or National program.

**Preferred Qualifications:** (list up to 7)

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**Member Benefits:** (AmeriCorps benefits are listed; please add any additional benefits your site can provide)

- Taxable monthly living allowance of \$1,125.00.
- Education award of \$5350 upon successful completion of a term of service. It can be used on to repay qualified student loans or for further education at accredited schools. It is taxed in the year it is used.

- Student loan forbearance and payment of interest on qualified loans accrued during the service year.
- Basic medical coverage for the member only, not including vision and dental.
- Child care allowance for those who qualify.
- Professional development, trainings, and networking opportunities.

**Transportation Information:**

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## ORGANIZATIONAL CAPACITY (30 POINTS)

1. What is your organization's mission statement?

Empower all in the pursuit of excellence.

2. Describe your organization's history and qualifications for conducting this project.

Our elementary school has been involved with americorp for years. We provide a healthy learning environment, in partnership with the community, where all individuals become ready to enter the workforce. We model and follow the expectations of responsible educators and citizens to all stakeholders in the district.

3. Describe your plan for educating staff and community members about AmeriCorps and the member's role in your organization.

We will introduce SET members to staff and community members through a variety of activities and events. Meetings, community functions..

4. Describe how your organization will provide support to the member in the areas below. (For more information on IMAC Sponsor Responsibilities, refer to the Request for Proposal instructions.)

**Orientation:** Provide a general outline of your orientation plan, including orientation to your organization and community.

We will provide the same orientation and professional development to SET members as we do regular staff members.

**Supervision:** Describe the structure for both the daily supervision of the member and overall project oversight.

SET members will be working with a certified and classified staff member and overall supervision will be done by the building principal. Ben Garcia will be the person supervising in the area of Math and Cathey DeNadel will be the person supervising in the area of reading. Lynnette Blackburn, the elementary principal will be supervising both programs.

**Training:** Name and describe at least two skills trainings you will provide for your member.

SET members will receive Student and classroom management training. Our coaches will also train SET members for the specific skills of the task they will be involved in each day.

**Professional Development:** Describe the professional development opportunities available to the member.

We have Professional Development every Monday from 7:30-9:30.

**Space:** Describe the office space the member will occupy.

The SET member will have a place in the same area as the staff member that they work with each day.

5. Outline your plan for assisting with the recruitment of your member(s) in conjunction with IMAC's recruitment procedure outlined in the RFP Guidelines.

**Recruitment Contact:** This person must be available to receive phone calls, electronic communication, or faxed applications; interview applicants; and make decisions about placement of AmeriCorps Members during the program term.

Name: Lynnette Blackburn Phone: (Office & Cell) 509-689-2581

Fax: 509-589-0749 Email: lblackburn@brewster.wednet.edu

**Summer Recruitment Contact (June through August 2011):** This person must be available to receive phone calls, electronic communication, or faxed applications, interview applicants; and make decisions about placement of AmeriCorps members during June, July and August.

Name: Same as Above Phone: (Office & Cell) \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### SUSTAINABILITY (15 POINTS)

1. How does this project fit into your organization's strategic plan?

It is a part of our RTI plan.

2. How will the member's activities support the sustainability of the project?

Our programs rely on small group intervention. In order to implement the RTI program we must have as many available, qualified people as possible to keep the student teacher ration down for the tier 2 and 3 intervention.

3. How will the organization continue the project in the future without the support of an IMAC member?

Without the SET members we are unable to reach the number of students with the quality of teaching that is necessary for significant growth.

### EVALUATION (15%)

#### EVALUATION (15 POINTS)

Answer the following questions for each of your organization's placement goals. A Project Activity Worksheet planning tool to assist in the preparation of the responses for the questions below is provided on page 11 of the **RFP Guidelines**.

1. Who will directly benefit from each major project activity?

The students of Brewster Elementary will be the direct benefactors.

2. What evaluation tools and criteria will be used to measure and track the success of each activity?

We will use a variety of assessments to track students; NWEA, MBA, RBA, CBA, DIBELS.

# Completed Proposal Checklist

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Complete RFP Application ensuring that all proposal questions are completely answered.

- Complete RFP application ensuring that all proposal questions are completely answered.
- Email** proposal to [tobyh@intermountainac.com](mailto:tobyh@intermountainac.com) on or before **May 27, 2011, by 5 p.m.**
- Print and sign pages 4 & 5 of RFP application.
- Mail pages 4 & 5, as well as copy of 501(c)(3) verification status to: (postmarked by May 27, 2011)
- Intermountain AmeriCorps host site placements for the 2011-2012 program term are contingent on availability of Federal and State program funding from AmeriCorps

## **Intermountain AmeriCorps**

620 Lewis Street  
Wenatchee, WA 98801  
Attn: Toby Haberlock

## **TO APPLY OR FOR MORE INFORMATION ON INTERMOUNTAIN AMERICORPS CONTACT:**

Intermountain AmeriCorps  
Chelan Douglas Community Action Council  
620 Lewis Street  
Wenatchee, WA 98801  
509.662.6156 phone  
509.662.1737 fax

### **VISIT OUR WEBSITE AT:**

[www.intermountainac.com](http://www.intermountainac.com)

*An Equal Opportunity Program*