

SERVICE & EDUCATION TEAM HOST SITE PLACEMENT PROPOSAL COVER SHEET

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: Bridgeport School District # 75
(Organization responsible for the contract e.g. XYZ Social Service Agency)

Address: 1400 Tacoma Ave. PO Box 1060, Bridgeport WA, 9881

Main project contact: Diane Hull Title: Special Projects Director

Phone: 509-686-5656 Fax: 509-686-2221

E-mail: dhull@bridgeport.wednet.edu Web Address: www.bridgeport.wednet.edu

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

Phone: _____ E-mail: _____

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

Site organization: Bridgeport high school
(Organization where the member will serve e.g. Thompson Elementary School)

Address: PO Box 1060, Bridgeport WA, 98813

On-site supervisor: Diane Hull Title: Special Programs Director

Phone: 509-686-5656 Fax: 509-686-2221

E-mail: dhull@bridgeport.wednet.edu Web Address: www.bridgeport.wednet.edu

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

Phone: 509-733-2370 E-mail: dhull@bridgeport.wednet.edu

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

Contract signee: Diane Hull Title: Special Projects Director

Address : P.O. 1060, Bridgeport, WA 98813

Phone: 509-686-5656 ext. 215s Fax: 509-686-2221

E-mail: ssattler@bridgeport.wednet.edu

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

Name: Diane Hull Title: Special Projects Director

Address: P.O. 1060, Bridgeport, WA 98813

Phone: 509-686-5656 ext. 215 Fax: 509-686-9622

E-mail: dhull@bridgeport.wednet.edu

Contact information for individual who should receive billing:

Name: Deb Blayne Title: Business Office Assistant

Address: P.O. 1060, Bridgeport, WA 98813

Phone: 509-686-5656 ext. 224 Fax: 509-686-2221

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 2010** September 2011

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: _____

2. 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.

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

Carpool Public Transportation **Personal vehicle required** Bike/Walk

4. 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

7. The project site is wheelchair accessible: **Yes** No

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

Counties: Douglas and Chelan counties

Legislative districts: Legislative district # 12

Congressional districts: Washington's 4th congressional district

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

Telephone/Voicemail

Computer

Internet

Other *please specify* _____

Fax machine

Email Account

Office space, 144 square ft. _____

COVER SHEET (CONTINUED)

10. **Cash Match Description:** IMAC requires a cash match of \$5,500.00 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 X Secured

If pending, when will you receive confirmation of funds? _____

Source of funding: **Federal State X **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.

11. **In-Kind:** IMAC also requires each sponsoring organization to provide a minimum of \$3,000.00 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.

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

September 1, 2010 – November 30, 2010 (November Invoice)	\$2,750.00
December 1, 2010 – March 15, 2011 (February Invoice)	\$1,375.00
March 16, 2011 – July 15, 2011 (May Invoice)	\$1,375.00

If a member serves at any time during the payment period, the entire amount will be due.

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

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

14. Does your organization require drug testing of potential AmeriCorps members? Yes X **No**

15. Does your organization conduct random drug testing? Yes X **No**

16. 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.
X Yes No

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

CERTIFICATIONS

Drug Free Workplace

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

Non-Discrimination Policy

I certify that Bridgeport 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 1-10, and their first day at host sites will be September 13, 2010.
- 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: Bridgeport School District

Project Name: AmeriCorps Set Tutor/Mentor

Name of Authorized Representative: Diane Hull

Title of Authorized Representative: Special Programs Director

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 goal for the SET member is to provide students with tutoring and academic mentoring to increase their competence in study and organizational skills, in grades, and on tests.

To assist students with limited English skills to improve their comprehension, fluency, vocabulary, pronunciation, and grammar, as well as build communication skills.

To mentor youth and/or adults to help them see their potential in life and help them build self-esteem, graduate from high school and continue their education into post-secondary education.

The SET member will also assist in fulfilling our goal to increase parent involvement in student academic life, and will serve as a resource for youth and families.

And to coordinate after-school activities in the Bridgeport middle school through the AVID program.

The SET member will assist in our projects goals to improve and accelerate the academic achievement of AVID students, grades 7-9 and ensure that students, teachers and parents will have higher expectations for students' postsecondary attendance, and will know the associated costs, financial aid, programs and admission requirements of various types of postsecondary institutions.

Daily: SET member will assist AVID by implementing various components of the AVID Program in the middle and high school, working with students, grades 7-12.

During the day: The majority of the member's time will be spent during the day in classrooms assisting ESL students, and other students needing academic help.

After school: The AmeriCorps member will tutor students to increase their academic proficiency during and after school daily.

Evening Events: The SET member will also assist in implementing evening enrichment for parents, such as ESL classes, Family Information nights focused on helping students graduate from high school and continue on to college. The SET member will assist and implement activities that will improve student behavior, attitude, self-esteem and homework habits.

Duties will range from student tutoring during the school day to planning and implementing activities for AVID's after school program. Our program needs added tutoring help for students struggling academically with the many challenges of second language acquisition and other challenges inherent in coming from migrant families. The addition of a SET member would enable us to run our homework/tutoring program from before school to include extended hours after school.

The SET member will work under the direction of the AVID program helping to implement the AVID program. Duties would include one on one and small group tutoring during school hours, assisting the director in various program activities such as, creating learning opportunities, website development, community service projects, recruiting high school tutors, and helping with family information through newsletters, and AVID & Family nights.

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

There is no staff employed in our district that can fill this position. The AVID program offers an extended school program and is in our district based on a state grant. The AVID Site Coordinator will be the SET member's direct supervisor and the member will work with in the grant program to fulfill the objectives and goals of AVID. The Site Director is employed by the Bridgeport school District.

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, 2010.

Daily, September, 2010 – June 15, 2011, SET member will work during school in classrooms tutoring, both English as Second Language students, and students at risk. Daily, SET member will tutor in the after school program. Once a month SET member will assist in co-ordination and implementation of AVID Parent Information Events & Family Literacy Nights that focus on their children's academic achievement and improvement. Interspersed throughout the school year, SET member will assist with AVID field trips to various college and university campuses by recruiting and mentoring on the trips. Each year the SET member will help recruit, mentor and work with a community service project at the end of the school year. During the school year, the SET member will assist the AVID Site Director in recruitment of students for the after school program and field trips. Grade checks will be ongoing and member will help to recruit students whose grades are either failing or in danger of failing. On going student, teacher, parent survey results will help member assist in recruitment efforts for the after school program and parent information nights.

- The SET member will have the opportunity to assist the school district in the "Summer school program" and will be in the classroom with a teacher and tutor students both one on one and in small groups.

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)?

Our school is a rural, underserved district with a demographic of a majority of below poverty level families assessed by statistics of Douglas County and the Bridgeport School District. We are a Provision II school, which means 100% of our students receive free lunch and breakfast school. Most of the students attending our school have parents whose primary language is Spanish making it a challenge for the English speaking faculty and staff and the AVID Site Director to accomplish their missions of student academic success. A SET member who has bi-lingual skills and has knowledge of our town and it's inhabitants can overcome that challenge to reach students and their parents, as well as many of the Spanish speaking business owners. Because of tough economic times and budget cut backs we need a SET member more than ever to assist in accomplishing our goals for students, parents and our community.

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.)

The large majority of the area's population is Spanish speaking and in order to successfully recruit volunteers it is essential to have the ability to speak Spanish fluently. It is also essential to have a dedicated, bilingual SET member, AmeriCorps Volunteer, who at every opportunity will recruit volunteers from students they work with daily to the parents of students they are working with. Working with AVID the SET member will have many outreach opportunities in our community. The SET will have access to AVID peer tutors and will take a lead role in telephone campaigns, flyers, home visits, and Parent meetings to find volunteers willing to give time and/or materials to meet the focus of the school and the AVID program services. The AVID Site Director and SET supervisor will provide support and opportunities for the SET member to perform the objective of recruiting volunteer and supporting community volunteers.

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.

Position Title: The SET member will serve as a Student Mentor and Tutor working within the Bridgeport high school and middle school and assist in the AVID program.

INTERMOUNTAIN AMERICORPS SET POSITION DESCRIPTION

Position Title: AmeriCorps SET Tutor/Mentor

The SET member will serve as a Student Mentor and Tutor working within the Bridgeport high school and middle school and assist in the AVID program.

Project Sponsor and Website: Diane Hull

Project Location: Bridgeport Middle School

Position Summary: (150 words or less)

6 hours per day: The SET member will work with ESL students to help them better understand math, English, Science, and Social studies homework and classroom assignments. The member will be in classrooms five to six period hours per day impacting, approximately 125 students daily. While the SET member may not be directly working with all students in each class, SET member's presence and role modeling will have a positive effect on all students as well as the classroom teacher.

Two hours per day: The extended school program that the member will assist in is two hours per day effecting 10 to 20 students four days per week.

AVID also has other extended learning opportunities in which the SET member can assist, such as, weekend study groups, University and college campus field trips, and leadership camps and conferences.

Quarterly AVID has parent information nights that focus on student academic success. A large majority of our parents are Spanish speaking and it is essential that we have a strong bi-lingual role model for them and their children to learn from. The SET member will assist in reaching parents during these events.

Essential Functions of the AmeriCorps Volunteer:

- Provide students with tutoring and academic mentoring to increase their competence in study and organizational skills, in grades, and on tests.
- Assist students with limited English skills to improve their comprehension, fluency, vocabulary, pronunciation, and grammar, as well as build communication skills.
- Organize and participate in community service projects.
- Mentor youth and/or adults to help them see their potential in life and help them build self-esteem.
- Increase parent involvement in student academic life.
- Provide direct services to assist low-income community members by assisting ESL instructor.
- Engage in outreach to educate the community about available resources and assistance working through AVID family Information events.
- Serve as a resource for youth and families.
- Expand the capacity of the agency's ability to provide services.
- Develop and implement service-learning projects with youth and/or adults.
- Coordinate after-school, weekend and winter/spring break education activities for youth

Position Requirements:

- Must have a valid driver's license, clean driving record, and ability to provide documentation.
- Ability to successfully pass a drug test (random or otherwise) conducted by project sponsor.
- Travel and attend meetings in various parts of the region.
- Communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, community volunteers, students, and the general public.
- Serve occasional evenings and weekends.
- Strong organizational and interpersonal communication skills.
- Desire to serve with people to promote education, community involvement, and an ethic of service.
- A cooperative manner and the ability to serve as part of a team.
- A willingness to ask questions for clarification and job completion.
- A commitment to the goals of Bridgeport Middle School and AVID.
- An independent, self-motivated, creative and resourceful individual who enjoys serving with diverse groups of people.

Preferred Qualifications:

- Ability to speak Spanish.
- Desire and ability to recruit and manage volunteers.
- Ability in math, algebra I and higher
- Desire to gain a degree at an institute of higher education.

Member Benefits Include:

- Training for position

Transportation Information:

- Project site is not accessible by public transportation.
- Personal vehicle is recommended to get to service site.

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

- 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)

- 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)

ORGANIZATIONAL CAPACITY (30 POINTS)

1. What is your organization's mission statement?

The AVID mission statement is: to close the achievement gap by preparing all students for college readiness and success in a global society. AVID's working definition of college readiness is a system that utilizes AVID to empower students with academic skills, individual determination, and social adaptability leading to college graduation. Our goal is for students to study hard, stay in school, graduate and continue on to post-secondary education.

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

AVID began in the Bridgeport School District during the 2009-2010 school year. The program provides services in each high school building for four years to build a sustainable culture of college-awareness and preparation by the project's end. AVID is funded through a competitive state grant designed to increase the number of low-income students prepared to enter and succeed in postsecondary education. Through AVID partnerships, local schools, community-based organizations, businesses, and institutions of higher education work together to strengthen academic programs and students services in the schools so that students are prepared academically and financially to enter and succeed in college. The goal of AVID is a perfect match for an AmeriCorps volunteer.

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

The SET member will be introduced in meetings of staff and faculty, school board meetings, city hall meeting and in community organizations such as American Legion, Chamber of Commerce and OIC. The SET member will also be introduced through the local newspapers, Quad-City Herald and Wenatchee Daily World.

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.

The SET member will be given a tour of the school campus and be introduced to all administration and faculty members that the volunteer will be working. They will be given a copy of the grant. The AVID Site Director will go over this with the volunteer.

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

In the classrooms the teacher in charge will have direct supervision of the member and the overall project oversight will come from the AVID Site Director who will meet with the member daily.

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

The member will receive mandatory & other training when offered to district employees during the school year.

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

The SET member will have an opportunity to attend the annual LEAP (Latino Education and Awareness) Conference in Tacoma. This four day conference has many breakout sessions and opportunities to learn about career opportunities. They will also have the opportunity to work with Central Washington University Bridges Mentors.

Space: Describe the office space the member will occupy.

The member will have an office space. The member will be provided with a desk, a computer, internet and any materials and supplies needed in their position.

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.

Living and working in our community gives us the ability to find contacts who know high performing individuals who can meet the qualifications desired by our organization.

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: Diane Hull Phone: 509-686-5656 ext 215

Fax: 509-686-2221 Email: dhull@Bridgeport.wednet.edu

Summer Recruitment Contact (June through August 2010): 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: _____ Phone: _____

Fax: _____ Email: _____

SUSTAINABILITY (15 POINTS)

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

The project that the SET member fills is key to improving and fulfilling the AVID plan for students to succeed academically in high school, graduate and continue on to post-secondary education. Without the SET members volunteer hours tutoring and mentoring the number of students impacted would be greatly diminished.

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

The effect of the role of IMAC members will be lasting. More students will succeed and continue on to college and return to their community to serve students to ensure their academic success. Parents whose children have been helped by the IMAC member will be encouraged to volunteer in the school to tutor students. Community members will see the value and need to give volunteer hours to support the education of the youth in their community.

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

Our organization will continue the project in the future because of the volunteer recruitment efforts of the AVID program and the IMAC member.

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?

We have English as Second Language Learners that are "mainstreamed". Without the help of a bi-lingual tutor their academic struggle, is many times, insurmountable. The SET member will work in small groups and/or one on one with students to help them understand math, English, Science, and Social studies homework and classroom assignments. The end result will be that these students will acquire the targeted materials of the classroom instruction.

Many parents are eager to improve their own education and our ESL classes are well attended. The SET member will assist the ESL instructor with the classes; develop relationships with the parents that will help them to feel comfortable, thus overcoming the cultural and language barriers that prevent them from coming to the school to help their children.

The member will be in classrooms for 5 hours per day, each class having an average of 25 students. The AmeriCorps member will impact approximately 125 students daily. While the member may not be directly working with all students in each class, SET member presence and role modeling will have a positive effect on all students as well as the classroom teacher. The extended school program that the member will assist in is two hours per day effecting 10 to 20 students four days per week. AVID and the Bridgeport Middle and High School also has other extended learning opportunities in which the SET member can assist, such as, weekend study groups, University and college campus field trips, and leadership camps and conferences.

Quarterly AVID has parent information nights that focus on student academic success. A large majority of our parents are Spanish speaking and it is essential that we have a strong bi-lingual role model for them and their children to learn from. The SET member will assist in reaching parents during these events.

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

The tools/methods used to measure the impact of the SET member will be in the form of grade reports, AVID Academic evaluation reports and AVID Annual Progress Reports. All time spent by the SET member is recorded and tracked through data tracking program. All hours spent engaged in tutoring students is calculated monthly, semi-annually and annually. The hours are separated into the specified areas such as Math, Science, and English etc. All students sign into the after school program and that data is recorded, all parent activities and field trips are also tracked in the same manner.

Each year students, parents, and teachers fill out surveys and the results are tracked and recorded to determine the effectiveness of the tutoring program and improvement needs. The results of the tracking and survey are maintained in annual reports.

Completed Proposal Checklist

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 on or before **May 31, 2010, 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 31, 2010)

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

An Equal Opportunity Program