

# 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: Children's Home Society of Washington

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

Address: 1014 Walla Walla Ave., Wenatchee, WA 98801

Main project contact: Douglas Head

Title: Community Service Manager

Phone: (509) 663-0034

Fax: (509) 663-3726

E-mail: douglash@chs-wa.org

Web Address: www.childrenshomesociety.org

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: same as above

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

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

On-site supervisor: Kris Collier

Title: Program Manager

Phone: (509) 663-0034

Fax: (509) 663-3726

E-mail: [kriscol@chs-wa.org](mailto:kriscol@chs-wa.org)

Web Address: childrenshomesociety.org

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: Sharon Osborne

Title: President and CEO

Address: P.O. Box 15190, Seattle, WA 98815

Phone: (206) 695-3200

Fax: (509) 695-3201

E-mail: sharonos@chs-wa.org

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

Name: Marilyn Detrick

Title: Contract Manager

Address: P.O. Box 15190, Seattle, WA 98815

Phone: (206) 695-3200

Fax: (206) 695-3201

E-mail: marilynd@chs-wa.org

### Contact information for individual who should receive billing:

Name: Tammie Pauly

Title: Administrative Services Supervisor

Address: 1014 Walla Walla Ave., Wenatchee, WA 98801

Phone: (509) 663-0034

Fax: (509) 663-3726

E-mail: tammiep@chs-wa.org

# COVER SHEET (CONTINUED)

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## 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: Chelan and Douglas

Legislative districts: 12th

Congressional districts: 4<sup>th</sup>

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 Shared, 120 sq. ft or more*

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 Children's Home Society of Washington has an active Drug Free Work Place Policy.  
(Legal Applicant)

### **Non-Discrimination Policy**

I certify that Children's Home Society of Washington 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: Children's Home Society of Washington**

**Project Name: Readiness To Learn Program**

**Name of Authorized Representative: D. Sharon Osborne**

**Title of Authorized Representative: President/CEO**

**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).

CHSW has utilized AmeriCorps Volunteers in our Readiness To Learn (RTL) Program for the past four years. Volunteers serve as case managers, group leaders, mentors and parent coaches and enable CHSW to extend its services to more children and families in our community. All of the children served through RTL are struggling to be successful in a number of domains – family, school, with peers, and in the community. Some of the children are “at risk” and benefit from the positive and early intervention of a case manager or mentor. Some children are well beyond “at risk” status and need more support than can be found at school or at home. AmeriCorps Volunteers can help these children and their families by creating positive activities, such as after-school groups in elementary and middle/junior high schools, assisting parents to reach out to the community’s other resources (such as temporary housing, food banks, financial assistance, parenting classes) or engaging in a one to one mentoring relationship with the child, based on the approach that one interested and caring adult can make all the difference in a child’s life. Our services can be accessed through school districts that are partners in the Readiness To Learn Program – Wenatchee, Eastmont, Cashmere, Entiat and Orondo. Contacts with students, parents and other partners occur primarily in the school setting during and after normal school hours and in the community, for example in activity groups. For CHSW, AmeriCorps Volunteers have been an answer to our goal of providing more service to children and families beyond the programmatic and bureaucratic constraints of narrow program funding.

Goals and Objectives:

Goal 1: Implement the Parent Engagement Model in order to increase disengaged parents’ participation in the school setting in at least one elementary school.

Objectives: 1) Selection of engagement model and initial contacts with parents will be accomplished by the end of September. 2) Parent group will begin in October with a minimum of 8 parents participating. Meetings will be held monthly through May. 3) A parent leader will assume responsibility for the group organization, with the support of the RTL staff member and AmeriCorps Volunteer, beginning in November.

Goal 2: In order to increase student academic and social success, provide after school mentoring groups in selected schools.

Objectives: 1) RTL staff and AmeriCorps Volunteers will select no less than three schools in which to provide after school groups, work with the school counselor to identify students and begin groups in October. 2) A total of 30 students will participate in the groups. Students will demonstrate an increase in school performance and reduced problem behaviors. 3) RTL staff and AmeriCorps Volunteers will identify and/or develop a curriculum for the groups, which will include time devoted to tutoring and in developing social skills.

Goal 3: Increase student participation in community and school activities as a way to build healthy skills.

Objectives: 1) RTL staff and AmeriCorps Volunteers will identify student needs and interests and make referrals to appropriate community resources. 2) RTL staff and AmeriCorps Volunteers will refer at-risk students to GEAR-UP and other enrichment programs as available in the school settings, encourage participation in after-school volunteer service groups such as Builder’s Club, Key Club, Interact Club, etc.

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

AmeriCorps Volunteers are assigned to do work that goes above and beyond our agency's capacity to provide. A good example of extended capacity is our after school group opportunities. Volunteers allow us to serve more children and families and to add services that, without AmeriCorps, would be impossible to provide with paid staff. This has been the case for the four years that we have had AmeriCorps Volunteers at CHSW. We understand that AmeriCorps Volunteers are not allowed to replace staff positions. Fortunately our RTL funding for the next fiscal year, which begins on 7/1/11, appears to be stable. AmeriCorps Volunteers are treated as key service providers at CHSW and have total access to the systems that support our staff, such as routine supervision, training and mileage reimbursement.

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.

- September: Training and orientation. Assessment training. Involvement in the annual United Way school supply drive and distribution to students. Shadow an existing staff member's activities as an introduction to RTL case management. Begin implementation of the Parent Engagement Model in the selected schools.
- October: Begin Parent Engagement Model meetings. Begin after school activity/homework groups. Share identified cases with an RTL staff member, including active participation in assessments and interventions with the students and parents.
- November: Begin building an independent caseload. Focus increases on referral to community resources, such as food banks, temporary housing, financial assistance and clothing. Volunteer assumes responsibility for all documentation and client files. Begin annual Christmas For Kids campaign (gifts and food for over 400 children/family members).
- December: Volunteer assumes responsibility for a full caseload of at-risk students in addition to group and mentoring activities.
- January – May: The Volunteer is involved in all routine aspects of RTL case management, with responsibilities for assessment, case management with students and parents, collaboration with schools and community agencies and accurate documentation.
- June-July: Planning for and implementing summer activity groups, selection of students to participate. Begin case closure process with students and parents. Conduct graduation ceremonies and close files. Complete research paperwork.

Please note: this plan is applicable for new AmeriCorps Volunteers. It is assumed that returning Volunteers have received all of the training noted above and will be immediately and fully functional in the returning RTL work.

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)?

At-risk children are substantially underserved in our community. For instance, students in the five school districts served by the Readiness To Learn Program (Wenatchee, Eastmont, Orondo, Cashmere and Entiat), with 15,228 students (5/2010) and 25 schools, are referred with the following identified needs: academic – 99%, social/behavioral – 66%, basic needs – 24%, health – 11% (RTL Draft Evaluation Report, 20109/10). Poverty is a significant issue, demonstrated by high levels of eligibility for Free and Reduced Lunch (Orondo – 100%, Wenatchee and Eastmont – 55%, Entiat – 57%, Cashmere – 47.5%). However, students receiving our services meet the poverty level in almost every instance. RTL fills several gaps in community services: serving students and families who do not meet eligibility requirements for Medicaid funded mental health services; serving students and families without regard to income or legal status; providing services beyond the limited capacity of school counselors; providing outreach and in home services. RTL is a partially State and United Way funded program that goes through a lengthy application process bi-annually to the State and annually to United Way. State evaluators rate the application and continue to support the program. United Way volunteers review and assess our application and the way in which we propose to address community needs and United Way continues to provide funding for RTL. RTL is also a priority program for The Partnership for Children and Families, our local interagency collaborative which serves in an oversight role. A committee of approximately 15 social service providers receives monthly reports on RTL status and makes recommendations for service delivery. The Chelan-Douglas Trends website identifies the public high school on-time graduation rate at 74.9%. RTL services are highly valued by school districts as one of the early intervention strategies targeting students at risk of dropping out or future school failure. RTL services also target our significantly underserved minority population. 54% of RTL students are minorities. The high level of referrals and, unfortunately, long waiting lists also serve to indicate the need for these services.

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.)

AmeriCorps Volunteers typically assist in recruiting volunteers for special projects and events related to CHSW activities during the year. This can involve recruiting fellow AmeriCorps Volunteers to assist with smaller projects occurring during evening and weekend hours and recruiting community contacts to help with program related activities, such as after school groups, community presentations, events such as Healthy Kids Day and the United Way school supplies fall distribution.

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: Readiness To Learn Program Case Manager**

**Project Sponsor and Website: Children's Home Society of Washington,**  
[www.childrenshomesociety.org](http://www.childrenshomesociety.org)

**Project Location: Chelan and Douglas Counties**

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

The Readiness To Learn Case Manager provides a range of case management services to a diverse consumer population, of students, parents and other family members, which includes assessment, direct service and referral to community resources. Develops relationships with community partners, especially school personnel. Maintains high quality documentation.

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

- Provide key input to the initial assessment of student/family needs and development of the service plan
- Work collaboratively with referring school personnel, frequently exchanging information
- Establish and maintain collaborative relationships with appropriate community resources
- Maintains consumer records and ensures confidentiality
- Provides targeted case management services to the student/family/parents
- Engages in both group and individual mentoring relationships with referred students
- Increases parent involvement in the student's academic success
- 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)

- Good interpersonal skills, a positive attitude and ability to function as a member of a team
- Ability to accurately complete routine program reports and documents and to do so in a timely manner
- Reliable transportation, a valid driver's license, clean driving history and ability to provide documentation
- 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)

- 21 years of age
- Bachelor's Degree in social/health services or education
- Bilingual in Spanish and English
- An interest in assisting children to succeed and in supporting parents
- Good computer skills
- Experience in leading or facilitating groups
- Previous work or volunteer experience with at-risk school age children

**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:**

- Personal vehicle is required for service activities and mileage reimbursement is provided.

## ORGANIZATIONAL CAPACITY (30 POINTS)

1. What is your organization's mission statement?

To develop healthy children, create strong families, build engaged communities and speak and advocate for children.

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

Children's Home Society was founded in 1896 in Seattle and opened an office in Wenatchee in 1955. During this long period of time, CHSW has evolved to meet the needs of children and families, always focusing on local needs and priorities. The agency has always valued the concept of a continuum of services, from prevention to out of home care (foster care and residential treatment). As a statewide not-for-profit organization, CHSW espouses six core service areas: Family Support, Child and Family Counseling, Out of Home Care, Adoption, Early Learning and Advocacy. The Wenatchee office is primarily involved in three service areas: Family Support, Child and Family Counseling and Out of Home Care. We are accredited by the national Council on Accreditation and have State of Washington Child Placing Agency and Community Mental Health Services licenses. Specifically, our Wenatchee area programs are: Child and Family Counseling, Therapeutic Foster Care, Readiness To Learn, The Incredible Years parenting classes, Project Safe Care home visiting and Grandparents Raising Grandchildren. With a staff of over 25 people, plus three AmeriCorps Volunteers, we positively impact the lives of thousands of children and families in our area. The Wenatchee office of CHSW has been involved with the State's Readiness To Learn Program since its inception in 1993.

The Wenatchee office, which serves children and families in Chelan, Douglas and Grant Counties, has hosted AmeriCorps Volunteers for four years. The focus of their services has primarily been through the Readiness To Learn Program. As stated above, AmeriCorps provides CHSW the opportunity to go far beyond what we would otherwise accomplish in serving children and families with paid staff. We have a demonstrated four year track record in providing a valuable, high quality experience to our volunteers. This experience includes meaningful work, diverse responsibilities, clients and staff who are culturally diverse, a very high level of supervision and support, quality training and full acceptance as valuable team members. The Volunteers are surrounded by talented and experienced co-workers who eagerly support and mentor them as they learn their challenging jobs. CHSW is highly supportive of the intent of the AmeriCorps experience for our volunteers and we willingly accommodate and encourage volunteers in their additional community service projects.

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

Our staff (and board members and volunteers) are well aware of the presence of AmeriCorps volunteers at CHSW. AmeriCorps Volunteers attend weekly staff meetings in which they hear information about agency activities and present information themselves about work and community projects. Our supervisors take a personal interest in integrating the volunteers into their teams. Volunteers accompany co-workers on community activities and in making presentations in schools, service clubs, community events, etc. AmeriCorps Volunteers are always introduced as AmeriCorps Volunteers first and CHSW service providers second. All of our staff are proud of our Volunteers and enjoy introducing them throughout the community. The contribution of AmeriCorps Volunteers was highlighted at our annual Sweethearts For Kids luncheon this year.

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 new Volunteer immediately completes a number of required CHSW documents. Then the first month involves specific orientation to the Readiness To Learn Program case manager's duties. This includes training in paperwork and computer documentation, safety, ethics, service responsibilities and agency policies and procedures. The Volunteer is directed to go to selected community/partner agencies to learn about resources available to children and families. After the basic orientation is completed, the Volunteer begins a period of time in which he/she is mentored by existing staff members. This mentoring relationship is one of the most important learning tools available to the Volunteer. A second key tool is the establishment of a working relationship with the program manager, which begins from day one. Once the Volunteer's criminal history clearance is documented and the supervisor is satisfied with the Volunteer's grasp of the orientation information, the supervisor begins to assign primary cases to the Volunteer.

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

An experienced program manager provides both project oversight and routine supervision to the AmeriCorps Volunteer. The Readiness To Learn staff functions as a highly effective and supportive team. Each member is provided with weekly supervision, either individually or as a team. Perhaps even more importantly, the program manager is very accessible and can be contacted and consulted with on a daily basis. In other words, formal supervision is conducted weekly, but daily supervision is also available as needed. Experienced team members also serve as a source of support on a routine basis. They are available to assist with problems or questions related to children and families and can provide direction and information in regard to the community, referral sources and school expectations.

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

There are three essential trainings that will be offered to the AmeriCorps Volunteers at CHSW. These are: Family Assessment, Behavioral Interventions and Group Facilitation. Volunteers will also learn the principles of the Positive Behavioral Intervention System (PBIS) and its implementation through the CHSW-developed LEARN model.

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

The AmeriCorps Volunteer will be provided with training on the research into Adverse Childhood Experiences (ACEs) and the relationship of ACEs to the child's behavioral and emotional concerns. This training provides a baseline of understanding to our work with damaged children and parents.

The Volunteer will be trained in core social service values, including ethics and confidentiality, prevention and reporting of Child Abuse and Neglect and the strength-based perspective to social work.

In addition to these core development trainings, the Volunteer will be included in and encouraged to take advantage of local trainings and seminars. An excellent example would be a recent Behavioral Interventions training provided to CHSW staff and AmeriCorps Volunteers by a CHSW consultant.

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

AmeriCorps Volunteers have their own desks, phones and computers in the Readiness To Learn office space. Individual spaces are separated by cubicle structures. The program manager's office is in adjoining office space. There is a small meeting room adjoining the RTL office which can be used for individual meetings as needed. RTL staff also have access to open interview rooms throughout the rest of the CHSW office building, including the large meeting room which is centrally located.

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.

CHSW will assist IMAC in every possible way to recruit AmeriCorps Volunteers to our community and specifically to open positions with CHSW. We believe that recruitment and support for IMAC is not a seasonal activity. CHSW staff members proudly talk throughout the community about the incredible benefits that we have experienced with AmeriCorps Volunteers. For instance, our appreciation for AmeriCorps Volunteers at CHSW was prominently mentioned the last two years at our Sweethearts for Kids luncheon, this year to approximately 390 guests. AmeriCorps Volunteers make presentations to our CHSW regional advisory board and to our staff, which increases awareness within the community. In these difficult economic times, we refer prospective job applicants to AmeriCorps, with the advice that a year in AmeriCorps will make the applicant much more qualified and will enhance their resumes. AmeriCorps Volunteers attend community events and occasionally service clubs, often introduced as wonderful assets to our community and role models for people looking for a positive way to impact community issues, including at risk children.

**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:** Kris Collier

**Phone:** (Office & Cell) (509) 663-0034

**Fax:** (509) 663-3726

**Email:** [krisc@chs-wa.org](mailto:krisc@chs-wa.org)

## **SUSTAINABILITY (15 POINTS)**

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

The Readiness To Learn Program and AmeriCorps Volunteer participation is an excellent fit for our strategic plan. Falling under the umbrella of our Family Support Core Service, the project is an important response to the Strategy to "empower Washington's culturally and structurally diverse families and help them find and utilize community resources and support systems early on." The project supports goals of increasing school linked resources, decreasing truancy, encouraging academic achievement and providing an emphasis on early intervention and parent involvement and support. The project also addresses our goal of providing culturally competent services to minority populations (who are the majority of RTL recipients).

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

The work of AmeriCorps Volunteers enhances the service capacity of RTL by allowing us to serve more children and families, to serve more schools and to provide a greater variety of services. It is important to create accessibility for referred students and, ideally, to maintain only a short waiting list. AmeriCorps Volunteers are major contributors to accessibility. With AmeriCorps Volunteers we are able to address the need for mentors for school age children, who are able to take advantage of both after school mentoring groups as well as some individual mentoring relationships. Clearly the good work of our Volunteers has generated a very high level of appreciation within the five school districts we serve. The presence of AmeriCorps in RTL enhances our competitive, bi-annual state application for on-going funding because AmeriCorps is seen as such a tremendous asset to the program and to our community. Furthermore, AmeriCorps Volunteer activities are included in the RTL state research and data analysis compiled by Washington State University and distributed to participants and state legislators.

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

The RTL Program is highly valued in the schools that we serve. We have been successful in our bi-annual grant applications to OSPI for on-going funding, although certainly not at the level that we would like. The program is also supported by United Way funding, contributions and part of the proceeds of our Sweethearts for Kids luncheon. These funding sources will continue into the future. The IMAC member simply allows us to provide more service to more children and schools and with greater variety of services.

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?

AmeriCorps Volunteers will primarily engage in broadly termed "case management" activities, which are highly flexible and individualized in relationship to the child, family, parents and school. Activities can include assessment of the needs of the student and family; one to one interactions with the student and/or parent; social skills and academic groups; communications with school administrators, teachers and counselors; referral to community resources; mentoring the student or parent; parent education; home visiting and assisting the family with basic needs, such as housing, medical and financial eligibility. The Volunteer will usually be working with referrals from the five member school districts: Wenatchee, Eastmont, Cashmere, Entiat and Orondo. Currently, 64% of students are in elementary schools, 30% in middle/junior high schools and 6% in high schools. Clearly, RTL provides a valuable prevention/early intervention by focusing on at risk students in early grades. Approximately 200 students are served annually as open cases, a number that is more than doubled with parents and other family members who also receive services. Additional services are provided to the community through RTL participation in community events, such as the United Way school supplies drive, the CHSW Christmas For Kids campaign and school-based events. Since RTL is highly flexible, some families are seen only a few times, especially when referral to the appropriate resource is accomplished, whereas some students and families require a long term relationship and a great deal of support for difficult circumstances and challenging behaviors.

Activities of the AmeriCorps Volunteer are intended to serve our area's highest need schools, students with multiple threats to developmental safety and wellbeing and students lagging significantly behind in meeting academic standards. RTL supports address four domains: increasing access to basic needs; creating academic skills support; addressing health care access and creating social-emotional supports for children and families in distress. As mentioned above, approximately 200 children plus parents and additional family members receive RTL services annually. The case management activities are designed to create strengths and improvements and relieve problems in the four domains stated. The activities are guided by goals established by the student and parents through the assessment process. RTL supports are associated with improvements in teacher ratings of academic progress, reduced absences, reductions in truancy, and reductions of repeated incidents of suspension.

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

All Readiness To Learn Programs in the State of Washington participate in research and evaluation required by the Office of the Superintendent of Public Instruction and compiled by researchers at the Area Health Education Center, Washington State University/Spokane. A comprehensive report is published each year with a lengthy description of program participant characteristics, needs assessment and program outcomes. The following instruments are used: RTL Initial Child Demographics and Referral Form, Needs Assessment Form, Academic Status Form, Grade Level Expectations (GLE) Teacher Rating Form – Initial, Initial Teacher Strengths and Difficulties Questionnaire, Initial Parent Strengths and Difficulties Questionnaire, Student Strengths and Difficulties Questionnaire, GLE Teacher Rating Form – Follow Up, Follow Up Teacher Strengths and Difficulties Questionnaire, Follow Up Parent Strengths and Difficulties Questionnaire, Follow Up Student Strengths and Difficulties Form. The Annual Evaluation Report describes and quantifies progress in multiple categories. Key outcomes include: attendance, tardiness, reduction in suspensions, improved grades, improved social skills, parent participation, health issues addressed, safety, and basic needs addressed (e.g., housing, safety, nutrition, clothing).

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

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

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