

SERVICE & EDUCATION TEAM

HOST SITE PLACEMENT PROPOSAL COVER SHEET

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: Grand Coulee Dam School District
(Organization responsible for the contract e.g. XYZ Social Service Agency)

Address: 110 Stevens Ave. Coulee Dam WA 99116

Main project contact: Lee Stockhorst Title: 21st Century CLC Director

Phone: (509) 633-3033 Fax: _____

E-mail: lstockhorst@gcdsd.org Web Address: www.gcdsd.org

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

Phone: (573) 881-0143 E-mail: _____

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

Site organization: Lake Roosevelt High School
(Organization where the member will serve e.g. Thompson Elementary School)

Address: 500 Civic Way Coulee Dam, WA 99116

On-site supervisor: Brad Wilson Title: Principal

Phone: (509) 633-1442 Fax: (509) 633-0356

E-mail: bwilson@gcdsd.org Web Address: www.gcdsd.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: Dr. Dennis Carlson Title: Superintendent, Grand Coulee Dam School District

Address: 110 Stevens Ave. Coulee Dam, WA 99116

Phone: (509) 633-2143 Fax: (509) 633-2530

E-mail: dcarlson@gcdsd.org

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: Sandy Davidson Title: Accounts Payable

Address: 110 Stevens Avenue Coulee Dam, WA 99116

Phone: 509-633-2143 Fax: (509) 633-2530 E-mail: sdauidson@gcdsd.org

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, Grant, Douglas
Legislative districts: 12th
Congressional districts: 4th, 5th

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

- Telephone/Voicemail
- Computer
- Internet
- Other *please specify* Member will have access to a desk in the library _____
- Fax machine
- Email Account
- Office space, *please specify square feet* _____

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? Funds are already allocated from our general ed budget

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 _____ has an active Drug Free Work Place Policy.
(Legal Applicant)

Non-Discrimination Policy

I certify that _____ 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: _____

Project Name: _____

Name of Authorized Representative: _____

Title of Authorized Representative: _____

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).

We are requesting a SET member to assist with the sustainability of our out-of-school time programming and its connection to the regular school day. We wish to add the AmeriCorps individual to assist in the efforts of providing one-on-one and small group tutoring, mentoring, before/after school programs & summer programming. An important aspect of this position is relationship building with the school day teachers. This individual will assist in the brainstorming, planning, gathering/recruiting of resources, gaining community involvement, assisting with continuing the implementation of a sustainable volunteer program and facilitating and evaluating quality programming. Increasing parent involvement is a main goal for our programs for the next program year and the AmeriCorps members will play a key role in facilitating this. The member would also provide academic support to students during the regular school day in accordance with policies and procedures agreed upon between the Principal, AmeriCorps member and school day teachers. We also hope the AmeriCorps member can begin implementing at least one new club or extracurricular activity for LRHS students (i.e. School Newspaper, Science Club, Math Club).

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

The proposed position has been held by an AmeriCorps member for the past several years with similar duties and responsibilities. No staff member is being displaced or replaced to create this AmeriCorps position. We will work closely with our school unions to ensure that this policy is adhered to and evaluated often.

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: Begin academic support during the school day; Take over responsibility as Program Leader for the LRHS Afterschool and Morning Programs; Start working with school day staff to develop afterschool clubs and activities;; Organize Student Support Council; attend mandatory monthly SHARP Kids Staff Meeting
- October: Attend the Bridges Conference in Seattle; continue with academic support and SHARP Kids responsibilities; attend mandatory monthly SHARP Kids Staff Meeting; assist in planning College Fair with Pathways Coordinator; meet with SHARP Kids Director to begin organizing educational series for parents and families; plan and execute first part of Family series for SHARP Kids
- November: Continue with academic support and SHARP Kids responsibilities; plan and execute second part of Family series for SHARP Kids; organize and host meeting with Student Support Council; attend mandatory SHARP Kids Staff Meeting; begin developing a sustainability plan for the LRHS Afterschool Program
- December: Continue with academic support and SHARP Kids responsibilities; continue organizing educational series for parents and families; attend mandatory SHARP Kids Staff Meeting; plan and execute third part of Family series for SHARP Kids
- January-March: Continue with academic support and SHARP Kids responsibilities; begin implementation of parent and family educational series; attend mandatory SHARP Kids Staff Meeting; plan and facilitate meeting with Student Support Council
- April: Continue with academic support and SHARP Kids responsibilities; continue facilitation of parent and family educational series; attend mandatory SHARP Kids Staff Meeting; plan and facilitate meeting with Student Support Council; assist with facilitation of Student Lead Conferences at LRHS
- May: Continue with academic support and SHARP Kids responsibilities; complete facilitation of parent and family educational series; attend mandatory SHARP Kids Staff Meeting; plan and facilitate final meeting with Student Support Council; attend SHARP Kids Summer Program meetings; submit end of year paperwork for SHARP Kids
- June-July: Assist in all SHARP Kids Summer Programming; finalize sustainability plan for LRHS Afterschool Program and present to Grant Director;

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)?

There is a distinct need for academic support services at Lake Roosevelt High School. Many of the students perform below state standards and experience poverty on a daily basis. The AmeriCorps member would provide much needed support to the students in the form of tutoring and mentoring. The Grant Director and the Principal of LRHS identified the need for ongoing academic support during the school day and during afterschool programming.

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.)

Part of the responsibilities for the AmeriCorps member will involve recruiting and retaining community volunteers to provide support to the afterschool program. Recruitment will occur primarily through individual contact between the AmeriCorps member and community members. The Grant Director, LRHS Principal and other school district staff will help the member begin making contacts within the community.

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: AmeriCorps Member

Project Sponsor and Website: Grand Coulee Dam School District www.gcdsd.org

Project Location: Lake Roosevelt High School

Position Summary: (150 words or less)

AmeriCorps member will be responsible for academic tutoring and mentoring as well as continued development of quality after school day programming. Student engagement, family involvement and strong connection to the school day is of utmost importance.

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

- Assist students in obtaining academic proficiency
- Coordinate with school day staff to provide academic support services during school hours
- Create an educational component for parents and families through SHARP Kids with the goal of increasing family involvement in student learning
- Create and implement a sustainability plan for afterschool programming at LRHS
- 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 program/agency/school
- Coordinate out-of-school/after-school, weekend, winter/spring break education activities for youth/adults in disadvantaged circumstances.
- Increase the capacity of schools and agencies/organizations in meeting unmet community needs
- Attend mandatory SHARP Kids staff meetings and complete/submit all mandatory paperwork in a timely manner
- 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)

- Math skills
- Science skills
- Reading and writing skills
- Leadership ability
- Strong communication skills
- Teaching/mentoring skills
- Self motivated/go-getter
- Interest in starting at least one club
- 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)

- College graduate
- Program development experience
- Collaboration skills
- Strong organizational skills
- Previous experience participating in/leading a school club or activity

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

- Awesome coworkers
- Travel reimbursement for travel to approved, non-AmeriCorps trainings
- 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:

- **Highly recommended that the SET Member have a reliable personal vehicle. We operate in a rural area with no established public transportation. The Grand Coulee Dam School District will not provide the member with an alternative vehicle.**

ORGANIZATIONAL CAPACITY (30 POINTS)

1. What is your organization's mission statement?

Continuous student learning.

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

The SHARP Kids program operates within the Grand Coulee Dam School District.

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

Lake Roosevelt High School has hosted an AmeriCorps member several times in the last eight years. Due largely to this continuous presence, and the deep community involvement of previous AmeriCorps members, the community is largely aware of AmeriCorps and the role of members within the Grand Coulee Dam School District.

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 member will meet with the Grant Director and LRHS Principal on his/her first day of service. The Director and Principal will work together to ensure that the member is introduced to key staff at LRHS and informed of/trained on all important policies and procedures before the member begins her service.

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

The LRHS Principal, Brad Wilson, has agreed to provide daily supervision of the member. The 21st Century CLC Grant Director, Lee Stockhorst, will provide supervision and oversight of the member in regards to member responsibilities involving before and afterschool SHARP Kids programming.

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

- Bridges Conference: Afterschool programming conference that offers a multitude or break out sessions on various topics relating to extended day learning
- Monthly SHARP Kids Staff Meetings and Professional Development Opportunities: these meetings and professional development activities will provide the member with various different training opportunities.

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

Several professional development opportunities will be available throughout the year through the school district and SHARP Kids.

Space: Describe the office space the member will occupy.

Space is limited at LRHS, but the member will have access to a desk in the library. This area is home to several other members of the support staff and will provide the member with a place to provide students with tutoring and support outside of class. The library at LRHS is also the home location for before and afterschool programming at LRHS.

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.

Lee Stockhorst, 21st Century CLC Grand Director, will handle the interviews with potential members. Prior to the start of the interviewing process she will likely develop a rubric to score applicants based on their responses and correlation to the needs of the students at Lake Roosevelt High School. Brad Wilson, the Principal at LRHS, will also try to sit in on as many interviews as possible to help determine whether the applicant is a good fit for LRHS.

Name: Lee Stockhorst _____ Phone: (Office & Cell) (509) 633-3033 (office) (573) 881-0143 (cell) _____

Fax: (509) 633-2530 _____ Email: lstockhorst@gcdsd.org _____

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: Lee Stockhorst _____ Phone: (Office & Cell) same as above _____

Fax: same as above _____ Email: same as above _____

SUSTAINABILITY (15 POINTS)

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

The strategic plan for SHARP Kids requires the outlining of a sustainability plan. The duties and responsibilities of the AmeriCorps member will help us to achieve that requirement while establishing procedures that ensure academic support services will continue at LRHS after the 21st CCLC grant ends.

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

The member will engage in volunteer recruitment. It is our hope that these volunteers will remain active within the Grand Coulee Dam School District and the SHARP Kids program after the departure of the member. We are also hopeful that the presence of the AmeriCorps member will help to encourage the student body to seek more assistance from regular school day staff.

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

We will continue to utilize the our pool of community volunteers as well as the partnerships established with other programs in the Grand Coulee Dam School District such as LAP and Title VII to provide academic support services.

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 and staff of Lake Roosevelt High School will directly benefit from all placement goals. The AmeriCorps member will directly benefit from any trainings that he or she participates in as well as from the regular staff meetings. The community overall will also benefit from having an AmeriCorps working towards our placement goals.

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

SHARP Kids has an extensive local evaluation process that it participates in as a part of its grant requirements. The AmeriCorps member will assist with our data collection and general evaluation process. Tools will include students and family surveys, teacher surveys, local and state test scores, and other tools as needed.

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 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

An Equal Opportunity Program