

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: Upper Valley MEND

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

Address: P.O. Box 772, Leavenworth, WA 98826

Main project contact: Brian Thompson-Royer Title: Executive Director

Phone: 509-548-0408 Fax: 509-548-7167

E-mail: brian@uvmend.org Web Address: www.uvmend.org

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

Phone: 509-220-1806 (cell) E-mail: _____

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

Site organization: Jubilee Global Gifts

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

Address: 723 Front Street, Leavenworth, WA 98826

On-site supervisor: Sandi Thompson-Royer Title: Jubilee Global Gifts Store Manager

Phone: 509-548-3508/509-863-7005 (cell) Fax: _____

E-mail: sandi@uvmend.org Web Address: www.jubileeglobalgifts.com

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

Phone: _____ E-mail: sandit@hotmail.com

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

Contract signee: Brian Thompson-Royer Title: Executive Director

Address: P.O. Box 772, Leavenworth, WA 98826

Phone: 509-548-0408 Fax: 509-548-7167

E-mail: brian@uvmend.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: same Title: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

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: creating marketing and educational materials for Jubilee Global Gifts, Fair Trade store which supports the programs of Upper Valley MEND

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 _____
Legislative districts: 12th _____
Congressional districts: 4th _____

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

Telephone/Voicemail Fax machine

- Computer
 Internet
 Other *please specify* _____
- 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? _____

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

 btr 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.
X Yes No

CERTIFICATIONS

Drug Free Workplace

I certify that Upper Valley MEND has an active Drug Free Work Place Policy.
(Legal Applicant)

Non-Discrimination Policy

I certify that Upper Valley MEND has an active Non-Discrimination Policy.
(Legal Applicant)

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: Upper Valley MEND

Project Name: MEND Volunteer Coordinator/Jubilee Marketing, Community Education & Outreach

Name of Authorized Representative: Brian Thompson-Royer

Title of Authorized Representative: Executive Director

Signature: _____ **Date:** 5/27/11

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).

Upper Valley MEND (meeting each need with dignity) is an umbrella nonprofit that provides direct service to the Leavenworth area. There are five direct service program: The Community Cupboard is the food bank and emergency assistance; Cornerstone is newly opening home for developmentally delayed adults; Free Medical Clinic provides weekly services to those without insurance. The Community Cupboard is also a thrift store that helps support MEND services. Our new program Jubilee Global Gifts, a Fair Trade store that not only supports artisans in developing countries, the proceeds go to support MEND programs. MEND also provides affordable homes for purchase through SHARE Community Land Trust and is embarking on the Titus-Chumstick Affordable Housing Development which will add up to 100 new residences.

AmeriCorp volunteer's time will be approximately 50/50% split with MEND and Jubilee but the focus for both will be volunteer mobilization. All of these programs use community volunteers and with increased need, this position will help develop a sustainable volunteer program that recruits volunteers with specific skills that meet the needs of our organization.

With Jubilee, we hope to develop new marketing strategies and community education materials that will potentially increase sales that will benefit the programs of MEND, ultimately benefit low and moderate income families in the Leavenworth Valley.

Jubilee is looking at organizing monthly community educational events featuring 'local' Fair Trade efforts. Winter 2012, we hope to do some "face lifting" of Jubilee and will need volunteer labor, materials, etc. This position will help organize this project.

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

There has never been a staff position to recruit and train volunteers nor has there been a formal/or marketing staff for Jubilee. With our increased need for service as well as the upcoming Titus-Chumstick Housing Development, more than ever it is important to thoughtfully develop a sustainable volunteer program. Jubilee has always used volunteers although many are retired and not available as much as we need. Jubilee volunteers have primarily only worked in the retail end of the store. We are hoping to draw some specific skills into Jubilee to help with marketing and design efforts. To keep staffing costs down and continue to be able to support MEND financially, Jubilee needs quality volunteers and new ways to market and provide community education and outreach.

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 – Orientation to agency programs spending time with each program supervisor and their sites. Through these meetings, begin to identify agency volunteer utilization, capacity and needs. Get office set up at Jubilee and educate self on Fair Trade concepts, history of Jubilee, and meeting current volunteers. Orient to Leavenworth community.

October – Begin developing ways to sustain current volunteers and recruitment of new. Research other Fair Trade store websites and marketing tools.

November – Marketing focus with Jubilee for Holiday season; Face Book, website development; community outreach, etc. Begin identifying needs for Jubilee Face Lift project and recruit volunteers and materials needed.

December – Continued marketing for Jubilee in Holiday season. Possible out of store education and sale events.

January – Provide first volunteer training. Be involved with Jubilee “face lift” – working with volunteers, donors, etc. Help plan MEND annual Volunteer Appreciation Luncheon.

February – Placement of new volunteers. Volunteer Appreciation Luncheon. Continued volunteer recruitment. Wrap up Jubilee “face lift” efforts.

March – Assess training and begin planning second volunteer recruitment and training in May or June. Continue Jubilee marketing, community education & outreach.

April – Continued Jubilee marketing and outreach efforts.

May – Jubilee marketing preparing for summer season.

June – Volunteer training session. Continue Jubilee marketing efforts.

July – Assess and wrap up Volunteer Coordinator materials. Wrap up Jubilee marketing efforts and training Store Manager.

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)?

With the increased needs for food, emergency assistance, medical care, and affordable housing, recruiting skilled volunteers will mean we are able to provide more services to those in need. Marketing will increase Jubilee sales and with more volunteers, MEND will be able to provide deeper services for more families. .

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.)

Creating a sustainable volunteer program will be at least 50% of the member's job during their 10.5 months.

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: Upper Valley MEND Volunteer Coordinator/Jubilee Marketing, Community Outreach & Education

Project Sponsor and Website: www.uvmend.org & www.jubileeglobalgifts.com

Project Location: Leavenworth, WA

Position Summary: (150 words or less)

AmeriCorp Volunteer will develop sustainable volunteer program. During their service time, they will test the program twice through recruitment, training, and placing new volunteers into MEND programs. This will also include helping organize yearly volunteer appreciation luncheon event in February. Volunteer will be housed at Jubilee Global Gifts, working on marketing efforts that will help raise sales to continue the financial support of MEND.

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

- Work with MEND staff and programs to develop effective volunteer program.
- Attend MEND staff meetings.
- Communicate honestly and effectively with supervisor and staff.
- Comfortable with public speaking.
- Sensitivity to poverty and people from diverse cultures and backgrounds.
- 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)

- Excellent writing skills.
- Experience with marketing, especially social networking and website editing.
- Good communication and working within a team.
- Excellent computer skills; i.e., developing newsletters, flyers, website editing, MS Office Suite, Publisher, etc.
- Maintain confidentiality.
- 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)

- Fair Trade knowledge
- Social Service experience
- Marketing experience
- Retail experience

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:

- Leavenworth is 25 miles from Wenatchee. There is public transportation available to site from Wenatchee area.
- Volunteer will be asked to flex hours at times to meet needs of evening and weekend trainings and events.

ORGANIZATIONAL CAPACITY (30 POINTS)

1. What is your organization's mission statement?

Upper Valley M.E.N.D. (Meeting Each Need With Dignity) is an independent, nonprofit Christian service organization committed to affirming the worth and dignity of everyone we serve. We operate through a dedicated community of volunteers and staff, providing emergency family assistance and food bank services, affordable housing, health care services, and housing and support for adults with developmental disabilities.

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

MEND began in 1983 through the local Ministerial Association with the food bank being its initial program. Upper Valley MEND formally became a nonprofit 1988 when they decided to expand services and hire part time staff. The Community Cupboard supports the food bank and emergency assistance.

In 1995 MEND's board made a commitment to address the need for affordable housing in the area. SHARE (Securing Affordable Real Estate) Community Land Trust was developed to provide secure, affordable housing in the Leavenworth area. There are currently two SHARE neighborhoods with ten homes on each with a third project in the works.

Most recently, MEND has expanded to include the Upper Valley Free Clinic and Cornerstone Adult Family Home.

On April 1, Jubilee Global Gifts, Fair Trade store was donated to MEND as another way to support the programs. MEND is proud to be able to support artisan cooperatives in developing countries. We say we are supporting poverty efforts around the globe. Proceeds from the store go to MEND.

MEND has an excellent reputation in the Upper Valley with many passionate and caring people wanting to be involved through volunteerism and donations.

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

They will be introduced through staff, board, and advisory committee meetings. MEND will also introduce our member through an interview in our newsletter. We will also have a Jesuit Volunteer Corp (AmeriCorp) member beginning in August. Having them both will increase awareness among our staff, volunteers and community of their role in our agency.

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.

Volunteer will spend time in each program with supervisors, attend regular staff meetings, and be introduced at community events and gatherings.

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

Supervisor will have weekly meetings with member. Soon after beginning and learning about MEND, project goals and concrete tasks will be created. Daily informal interaction will happen on site.

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

Staff trainings on team building and communication; training by Community Foundation on Nonprofit Development; and other potential trainings offered during their time of service that they may need for their position.

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

Volunteer will have access to regular Fair Trade webinars. Visit Fair Trade store in Spokane, Seattle or Olympia, WA and possible large wholesale store.

Space: Describe the office space the member will occupy.

Small office will be set up at Jubilee Global Gifts with computer, printer, copier. They will have access to fax and other equipment at the MEND office site.

- 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.

MEND will be available for interviewing applicants. MEND will refer individuals to IMAC.

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: Sandi Thompson-Royer **Phone:** (Office & Cell)509-548-3508 or 509-863-7005 (cell)

Fax: 509-438-7167 **Email:** sandi@uvmend.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: Same info as above **Phone:** (Office & Cell)

Fax: **Email:**

SUSTAINABILITY (15 POINTS)

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

Two key strategies are: 1) expanding and increasing positive community impact of the Community Cupboard and emergency assistance program; and 2) increasing utilization, orientation, support and integration of volunteers to expand the capacity of the organization.

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

They will create a Volunteer Training Manual that can be used to continue volunteer program. They will implement a volunteer tracking program. At Jubilee, they will train Store Manager on social networking and marketing skills.

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

Volunteer will recruit a volunteer to help with creation and implementation of Volunteer Program.

EVALUATION (15%)

EVALUATION (15 POINTS)

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

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

Clients served by all of MEND's programs will be the beneficiaries. These will be people in poverty and low and moderate families in the area.

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

- Number of volunteers will increase.
- Food bank volume will increase.
- Sales at Jubilee Global Gifts will increase.
- Education opportunities at schools, churches, and community clubs will increase.
- Volunteer orientations, trainings and tracking will document the value of volunteer matching contributions leveraging other private funding.
- Bringing and utilizing more skilled volunteers into MEND, thus expanding community service delivery.

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