

# 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: \_\_\_\_\_ College Assistance Migrant Program (CAMP) at Wenatchee Valley College  
(Organization responsible for the contract e.g. XYZ Social Service Agency)

Address: 1300 Fifth Street, Wenatchee, WA 98801 \_\_\_\_\_

Main project contact: Catherine Youngbuck \_\_\_\_\_ Title: Program Director \_\_\_\_\_

Phone: (509) 682 6975 \_\_\_\_\_ Fax: (509) 682-6841 \_\_\_\_\_

E-mail: cyoungbuck@wvc.edu \_\_\_\_\_ Web Address: <http://www.wvc.edu/directory/departments/camp/CAMP.asp> \_\_\_\_\_

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

Phone: (509) 682 6977 \_\_\_\_\_ E-mail: same as above \_\_\_\_\_

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

Site organization: \_\_\_\_\_  
(Organization where the member will serve e.g. Thompson Elementary School)

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

On-site supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

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

E-mail: \_\_\_\_\_ Web Address: \_\_\_\_\_

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

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

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

Contract signee: Suzie Benson \_\_\_\_\_ Title: Vice President, Administrative Services \_\_\_\_\_

Address: 1300 Fifth Street, Wenatchee, WA 98801 \_\_\_\_\_

Phone: (509) 682- 6515 \_\_\_\_\_ Fax: (509) 682-6501 \_\_\_\_\_

E-mail: sbenzon@wvc.edu \_\_\_\_\_

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

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

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

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

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

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

Name: Jonah Nicholas \_\_\_\_\_ Title: Director of Fiscal Services \_\_\_\_\_

Address: 1300 Fifth Street, Wenatchee, WA 98801 \_\_\_\_\_

Phone: (509) 682 6505 \_\_\_\_\_ Fax: (509) 682-6501 \_\_\_\_\_ E-mail: njonah@wvc.edu \_\_\_\_\_

# 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: Assist students in improving academic skills, particularly in Algebra and writing skills.

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: \_\_\_\_\_  
Congressional districts: \_\_\_\_\_

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

- Telephone/Voicemail
- Computer
- Internet
- Other *please specify* \_\_\_\_\_
- Fax machine
- Email Account
- Office space, *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

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

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

\_\_\_\_\_

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:** Wenatchee Valley College

**Project Name:** College Assistance Migrant Program (CAMP)

**Name of Authorized Representative:** Suzie Benson

**Title of Authorized Representative:** Vice President, Administrative Services

**Signature:** \_\_\_\_\_ **Date:** 05/20/2011

# **SET PLACEMENT PROPOSAL NARRATIVE**

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

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

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

Our goal is to teach migrant students how to be academically successful by adopting good studying habits and utilization of all resources of the CAMP program and Wenatchee Valley College

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

This position would be an adjunct position to the required positions we already have. This will be a supplemental education support position.

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 to June: monthly academic monitoring of CAMP students, tutoring will be conducted individually and in groups as well as mentoring. June-August: a significant number of CAMP students take summer school to catch up with college credits. Tutoring services in the summer months will be very beneficial to struggling student in math and writing.

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)?

The CAMP grant was fully supported by various community groups; it was integral to its being awarded.

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

The volunteer would have the opportunity to network with our partners. They could help establish a tutoring base and volunteer.

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:** CAMP Tutor/Mentor

**Project Sponsor and Website:** <http://www.wvc.edu/directory/departments/camp/CAMP.asp>

**Project Location:** Wenatchee Valley College CAMP office

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

This is a full-time position with emphasis in tutoring college-level Math, college-level English writing, and possibly other coursework for up to 60 CAMP students. Form study groups or individual sessions with CAMP students to promote routinely homework checks and good study habits. Assist students with information about resources provided by Wenatchee Valley College and the local community. Assist the Retention Specialist with tracking student academic progress. Help administer academic and health assessments to CAMP students. Be a positive role model to CAMP students and have a positive attitude towards education. Conduct or facilitate weekly college-success workshops by teaching students note taking skills, study time management, budget management, resume writing, cover letter, thank you letter, writing essays, and how to cite sources properly.

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

- Tutor up to 60 CAMP students on a weekly basis in college-level writing and/or college-level algebra.
- Form study groups and/or arrange individual tutoring sessions for all CAMP students.
- Provide a supportive role in student's academic life
- Provide information about Academic and health related services rendered at Wenatchee Valley College
- Provide information about health services rendered in the local community
- Assist the retention specialist with weekly updates of tutoring services and the overall student progress.
- Assist the retention specialist with early screening of academic and health assessments.
- Assist any other CAMP staff and perform other duties as necessary.
- Keep a log of all tutoring services provided to CAMP students.
- 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)

- Bachelor's degree in any field.
- Ability to tutor college-level writing and college-level algebra for up to 60 students. ( Will request a college transcript)
- Ability to relate well to college students, especially to those with a farm-working background.
- Strong communication and organizational skills.
- Be a reliable team player, resourceful, and receptive of student's academic needs.
- 18 years of age or older at beginning of service term.
- U.S. citizen, national, or lawful permanent resident.
- 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)

- Master's degree in any field with ability to teach college success workshops.
- Bilingual in English and Spanish.
- Previous teaching experience a plus.

**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:**

- Free annual pass for WVC parking lots
- Bike racks are available on campus locking up bicycles.
- Walking distance to affordable housing area

## ORGANIZATIONAL CAPACITY (30 POINTS)

1. What is your organization's mission statement?

To provide supportive services to migrant freshman college students. Including academic, financial and social support

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

CAMP is a federally funded program through the Department of Education-Office of Migrant Education. It has been in existence since 1972. It has a high success rate for the graduation of Latino (a) students achieving a baccalaureate degree.

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

The AmeriCorps member would be a fully functioning member of our staff, equal to any other staff member (4 staff total) at this time. The AmeriCorps member would focus on the academic support aspect of the program.

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

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

We hold a fall CAMP orientation for all staff in August and an office orientation are weekly meetings.

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

Supervisor: on site-weekly meetings with CAMP director. Retention Specialist: one site-regular check in.

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

1. Cultural enrichment activity with the students/staff.
2. Orientation to the cultural background of our Migrant Ed students.

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

Participation in one state-wide conference  
Migrant ED. Access to college resources

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

They will have their own office, next to the existing 4 staff member's offices.

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.

The AmeriCorps member could work in conjunction with the CAMP Recruiter when he is visiting schools and community partners. The AmeriCorps will have an opportunity to recruit potential volunteers to help sustain the tutoring program at CAMP.

applications; interview applicants; and make decisions about placement of AmeriCorps Members during the program term.

Name: Catherine Youngbuck Phone: (Office & Cell) Office: (509) 662-6975 Cell:

Fax: (509) 682-6841 Email: cyoungbuck@wvc.edu

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

**Name:** Catherine Youngbuck **Phone:** (Office & Cell) Office: (509) 682 6975

**Fax:** (509) 682-6841 **Email:** cyoungbuck@wvc.edu

### **SUSTAINABILITY (15 POINTS)**

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

It is a basic component of the CAMP program academic support

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

Our students are freshmen that need to complete the full (fall-spring) academic year.

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

We will provide most of the academic support along with help of former CAMP students, and volunteers from the local community brought by the AmeriCorps member. However, not having AmeriCorps around would mean having less time available for students that struggle in math and writing skills.

### **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?

Freshman, first in the family Migrant college students who have a very poor success of graduating college

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

An extensive annual project report with defined goals and objectives.

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

## **Intermountain AmeriCorps**

620 Lewis Street  
Wenatchee, WA 98801  
Attn: Toby Haberlock

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

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

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

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

*An Equal Opportunity Program*