

**Partner Organization  
Application  
New Sites  
2018-2019**



Application due April 30th

Louisiana's longest running AmeriCorps program

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### **Directions for completing the application:**

Please complete the form and email it to [Lisa@servelouisiana.org](mailto:Lisa@servelouisiana.org). The agreement page may be mailed separately to: Serve Louisiana, PO BOX 64799, Baton Rouge, LA 70896. Applications are due to us by April 30th.



Spring 2018

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**Staff**

**Lisa Teer**

*Executive Director*

**Maggie Conarro**

*Program Director*

Dear Friends:

I am pleased to enclose the 2018-2019 Serve Louisiana (formerly Louisiana Delta Service Corps) Partner Organization Application. In September, Serve Louisiana will place 37 AmeriCorps members with non-profit and community based organizations who develop excellent corps member projects. Projects should feature innovative ways for your organization to address the most pressing health and environmental needs in your community through *capacity building activities* intended to grow and strengthen your programs. Capacity building activities are *indirect services* that enable organizations to provide more, better and sustained direct service.

Serve Louisiana’s strong leadership development training will enable our members to expand services and work collaboratively with other groups. It’s a strong partnership that benefits everyone involved – the AmeriCorps members, your organization, and the people you serve.

The application process for corps members is competitive. Please read the information enclosed in its entirety. Take time to develop your proposal. If your organization is selected, you and your corps member(s) will be expected to fulfill the goals you craft in this application.

The deadline for submission is April 30th. If you have questions or need further information, please feel free to call (225) 930-9949 and speak to a member of the program team.

The 2018-2019 Partner Organizations will be announced May 11<sup>th</sup>.

Please keep in mind that all approved Partner Organizations are provisional pending notification of our award from the Corporation for National and Community Service. We expect this notification in July 2018.

Sincerely,

Lisa Moore Teer  
Executive Director

Supported by a grant from the Volunteer Louisiana Commission in the Office of Lieutenant Governor Jay Dardenne

Serve Louisiana

PO Box 64799 | Baton Rouge, LA 70896 | 225.930.9949 (office) | 225. 930. 0645 (fax)

servelouisiana.org

# Introduction:

## Overview and General Information

### Background Info

In 1991, Congress passed the National Community Service Trust Act, which provided funding for a small number of national service demonstration projects. Serve Louisiana (formerly, Louisiana Delta Service Corps) was such a program and had its' first corps members in 1992. With its focus on the lower Mississippi Delta, one of the poorest areas of the country, Serve Louisiana began mobilizing corps members to address critical community needs. In 1994, new legislation was passed which supported a whole new contingent of national service programs across the country. Serve Louisiana applied for and became an AmeriCorps program. The 2018-2019 service term will be our 26th year of operation. Formerly, part of a tri-state partnership headquartered in Mississippi, Serve Louisiana currently receives its funding through Volunteer Louisiana which is housed in the Office of Lieutenant Governor, William Herold "Billy" Nungesser. Throughout southeast Louisiana, Serve Louisiana members (who are AmeriCorps members) are matched with local non-profit and community based agencies for up to two years. Member benefits include a living allowance and a \$5,815 education award upon successful completion of service. Since 1992, over 1,230 members have been members with Serve Louisiana.

### Narrative

**Serve Louisiana's goal is to create future leaders of our communities while strengthening the organizations that we collaborate with. This is our approach:**

**Step A. Create partnerships with organizations that foster growth in leadership, provide equity for clients and staff, and work for sustainable social justice.** Partners will provide an abundance of training opportunities for members. Projects will be meaningful and sustainable. Supervisors/mentors will offer mentorship and a nurturing environment for members.

**Step B. Recruit members who are diverse in background, age, race, sexual orientation, abilities, education, and religious beliefs.** Members are recruited locally from the communities of the partner organizations and nationally through the AmeriCorps website and media outlets. As a mix of local and out-of state members, teams come together for personal and professional development and the sharing of best practices in their respective service sites.

### **Step C. On-Going Support and Training of Members and Partner Organizations**

#### ***Team Meetings***

Monthly team meetings and overnight out-of-town trainings educate members about the communities they serve. "Communities" include the nonprofit organizations in which the members are matched with, target beneficiaries of the agencies, the city or parish, and the state in which the organization is located. Trainings revolve around core themes such as education, health, environment, and housing. Local leaders are invited to share their knowledge of these issues and the challenges they pose. Members participate in active discussions of race, poverty, and oppression to better understand client populations and how best to serve them. Corps members acquire skills in community based asset mapping and utilize these practices as a means to understand community development and social change.

#### ***Leadership Development***

Corps members participate in regularly scheduled leadership trainings. Staff provide guidance and resources. Members practice leading groups, facilitating, teaching, consensus building, and evaluation (a combination of democratic and popular education techniques). Trainings follow a "train the trainer" model. Corps members are encouraged to share their knowledge and views with their site mentors and peers. Trainings are designed to advance professional skills such as

team building, communication skills, conflict resolution, citizenship, wellness, time and money management, and presentation skills.

### ***Capacity Building***

Corps member trainings will include a component of capacity building development such as Community Asset Mapping, Diversity and Cultural Competency, Volunteer Management, (Recruitment, training, tracking, recognition etc.), Social Media and Technology in Nonprofits, Leveraging Assets in Nonprofits, Building Networks and Community Partnerships and Organizational Assessment and Evaluation.

### ***Reflective Practice***

Effective leadership training goes beyond mere knowledge acquisition. Members are taught to interpret their service experiences by actively reflecting on their successes, challenges, and frustrations. Serve Louisiana fosters a culture of open, regular evaluation at our team meetings and at site visits, encouraging reflective practice and self-awareness, investment in the quality of meetings, commitment to the community, and open communication.

### ***Corps Member Support***

Serve Louisiana staff act as a mediator and advocate for both the corps member and the partner organization. Staff function as coaches who actively check in on members, help them navigate their position descriptions, identify long and short term goals, and help troubleshoot any challenges along the way. Coaches demonstrate communication skills for members. They promote positive interactions with other members and with staff in their partner organizations and encourage active participation in their learning and service during the year.

### ***Partner Organization Training and Support***

Serve Louisiana provides an application workshop, a supervisor orientation, mid-year luncheon, bi-yearly site visits, drop-ins, and networking opportunities for partner organizations. Serve Louisiana also mitigates conflict between organizations and corps members if and when necessary. Serve Louisiana and members are evaluated every year by our community partners and outside consultants.

Serve Louisiana would like to further the partner organizations' involvement in the leadership development of members by offering trainings on topics and themes that directly impact the work of the organization. Members will also be encouraged to transfer knowledge and continue the conversations with their sites after each training.

# Available Positions and Eligibility

## Available Positions

Serve Louisiana announces the opening of 37 full-time AmeriCorps positions in southeast Louisiana for non-profit organizations, government agencies, and public schools.

## Eligibility

Partner Organizations can be non-profit organizations, city and parish government agencies, public schools, state government agencies, higher education institutions, and faith-based institutions with secular programs.

Community organizations must provide proof of non-profit status with their application. An organization described in Section 501(c)4 of the Internal Revenue Code that engages in lobbying activities is not eligible to apply. For-profit agencies are also not eligible to apply.

## Serve Louisiana Priority Area

### Healthy Communities

Serve Louisiana's goal is to place members with partner organizations which provide needed services to improve health outcomes in the areas of nutrition and fitness as well as mental health, substance abuse and HIV/AIDS, homelessness prevention and protection of the environment. Corps Members will build capacity within their respective partner organizations through one of 4 project types (or a combination of activities):

- 1) **Volunteer Coordinator**- Corps member(s) may recruit and manage volunteers; create volunteer position descriptions; create volunteer training curriculum; train volunteers; set up (design, implement) systems to track and manage volunteers and volunteer hours; supervise and communicate timely with volunteers; oversee volunteer service projects, organize reward celebrations of volunteers and evaluate volunteer impact etc.
- 2) **\*Technology and Social Media Coordinator**- Corps member(s) may design informational/educational material for social media, email (ie. constant contact), and web platforms; train staff and volunteers on maintaining web site, Facebook page etc. once the systems are set up. Research and implement technology systems to increase the efficiency of the program or service the program provides.
- 3) **Program Outreach & Community Awareness Coordinator**- Corps member(s) may design and implement informational/educational materials and tools to increase outreach to potential community beneficiaries (ie. press releases, marketing materials); create/implement annual outreach plan; cultivate relationships with potential community partners to assess outreach opportunities and maintain existing ones; convene partners and stakeholders; develop system to track outreach effectiveness; plan, organize, implement informational outreach events (fairs, workshops).
- 4) **Program Development Coordinator**- Corps member(s) may develop guidelines, curriculum, timelines, policies and procedures and tracking systems etc. to pilot a new or fledgling program within the organization. The member may also test what they have developed and assess effectiveness. They may offer recommendations for improvement of the program. The intention of this role is to design a program which provides long-term, on-going service, not an episodic project or event. All corps members will evaluate their capacity building activities quarterly and will develop strategies to further improve their effectiveness.

\*The Technology and Social Media Coordinator could easily be collapsed into one of the other positions if it would not be a full time position in itself. Keep in mind that corps members have 11 months to serve and must serve an average of at least 40 hours per week (excluding holidays and 10 personal days).

## Restrictions

The Corporation for National and Community Service prohibits AmeriCorps members from participating in a number of activities. AmeriCorps members cannot perform the following tasks:

- Perform more than 33% of committed service hours to direct service. At least 67% must be Capacity Building activities;
- Displace paid employees;
- Fund raise for an organizations' overall budget (members may assist in fundraising efforts targeting the sustainability of their project no more than 10% of committed service hours);
- Influence legislation;
- Organize or participate in protests, petitions, boycotts, or strikes;
- Assist, promote, or deter union organizing;
- Impair existing contracts for services or collective bargaining agreements;
- Register voters;
- Engage in partisan political activities or other activities designed to influence the outcome of an election to any public office;
- Participate in, or endorse, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- Participate in activities that pose a significant safety risk;
- Engage in 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 religious proselytizing;
- Provide a direct benefit to a business organized for profit, a labor union, a partisan political organization, a non-profit organization that fails to comply with the restrictions contained in 501(c) of the Internal Revenue Code of 1986, and an organization engaged in the religious activities described above, unless the corps member is not used in support of those religious activities.
- Provide abortion services or referrals for receipt of such services.

### Additional Restrictions

Serve Louisiana members may not fill in for absent employees or perform services, duties, or activities assigned to a paid employee at a Partner Organization.

Serve Louisiana will place members in an organization that currently has another stream of AmeriCorps members on a case by case basis. Services must not be duplicated and AC members may not supervise other AC members.

Corps members may not receive additional wages or stipend money from the partner organization. They may not serve additional hours for additional monetary compensation. The members may receive in-kind donations such as housing or food. They **should** receive transportation reimbursement for travel undertaken on behalf of their project.

### Corps Member Selection

Once an agency is accepted as a Serve Louisiana partner organization, they will be asked to take a highly active role in the recruitment of their corps member(s). The Partner Organization will work closely with the Serve Louisiana program staff in recruitment and selection of these members. This selection process should start immediately after the Partner Organization is notified of their

acceptance into the program. Corps members are recruited nationally (via AmeriCorps website, Craigslist etc.) and locally through Serve Louisiana outreach and Partner Organization efforts. Serve Louisiana strives to recruit from a diverse pool of potential applicants.

*Corps members are selected based on the following criteria:*

- Members must be a U.S Citizen or U.S. national or a lawful permanent resident alien of the US;
- Members must not have a felony record (all members must undergo a state and federal criminal background check);
- Must be at least 17 years or older;
- Must have a high school diploma or GED;
- Must have a desire and willingness to serve their community;
- Must be able to live on the allowance of **\$14,000** and be able to commit to a year of full time service;
- Must have an acceptable application including compelling motivational statements;
- Employer and Community references;
- Members must have reliable transportation;
- Members must be able to utilize the \$5,815 education award to either pay off student loans or go back to school within 7 years of the end of their service.
- Members may not have served more than one other term in AmeriCorps or earned the equivalent of 2 full time education awards.
- Members cannot be hired if they, at any time were employed (received monetary compensation) by their prospective Partner Organization.
- Members may not be students while they are serving

*Partner Organizations may ask for additional requirements when recruiting a corps member such as experience in a particular field or some specific educational certification.*

*\*Serve Louisiana does not discriminate in program admission based on race, color, sexual orientation, military discharge, sex, national origin, age, disability, or any other characteristic unrelated to the ability to perform the essential functions or basic tenets of community service, or any bona fide occupational qualifications.*

## **Grant Terms and Requirements**

### **Grant Period**

Serve Louisiana service term is from September 1, 2018 to July 31, 2019. Any time served after the end date must be done on a volunteer basis or as a paid employee, unless a corps member needs to make up hours. Both corps members and Partner Organizations may apply to participate in a second term of service, which will begin in September of 2019.

### **Grantee Match**

Serve Louisiana raises additional public cash and in-kind support to lower program costs. To demonstrate local support, all Partner Organizations will be required to pay a cash match for their corps member. **Partner Organizations must contribute \$10,000 for each corps member serving at the site. All cash match is due by October 15<sup>th</sup>.** The matching funds will go directly to the corps member's living allowance and are non-refundable. Agencies that are unable to provide the matching funds will not be accepted as Partner Organizations. The cash match also covers the cost of their member's workman's comp insurance which we will provide through Serve Louisiana. In addition to the cash match, Partner Organizations must be able to cover their members with their liability insurance. The cash match does not represent fee for service. If a corps member does not complete their year of service, money is not reimbursed. **Corps members may be replaced only through November 31<sup>st</sup>.**

Serve Louisiana also requires that Partner Organizations provide an in-kind match in the form of training, supervision, access to equipment and materials, etc. Partner Organizations must submit monthly accounts of the in-kind match to the Serve Louisiana office (including receipts, time sheets etc.).

### **School Breaks/Summer Activities**

School based programs or seasonal programs must provide full-time activities for corps members during school breaks, such as Thanksgiving, Christmas, and summer vacation. Agencies that do not provide specific plans for such breaks will not be accepted.

## **Review Process and Selection Criteria**

### **Review Process**

All Serve Louisiana partner organization applications will be read and evaluated by our staff. Selected members of the Serve Louisiana board of directors and alumni members will also read and evaluate applications. Serve Louisiana staff will then discuss applicants who receive the approval of the above group. Final notification of acceptance will be sent by May 11<sup>th</sup>.

### **Selection Criteria**

Applicants will be judged by the review panel on the following criteria:

- General application quality;
- Commitment to corps members' leadership/professional development;
- A request for projects in rural communities surrounding Baton Rouge and New Orleans;
- Sustainability of project;
- Project fits with AmeriCorps/Serve Louisiana's mission (fits with the healthy communities initiative);
- Project activities are building capacity (improving effectiveness and efficiency of services, expanding services, leveraging resources etc.)
- Demonstration of clear responsibilities for corps members;
- Community need for the project;
- Demonstration of clear, consistent, quality mentorship/supervision by Partner Organization staff of Serve Louisiana project;
- E-mail/internet access, mileage reimbursement, acceptable in-kind report and other resources for corps members; access to office space.
- For renewal applications**—history of prompt return of requested forms and paperwork, payment of cash match, attendance of Serve Louisiana Partner Organization events/orientations, encouragement and support of members attending team meetings and out of town trainings, members highlighted as Serve Louisiana/AmeriCorps members as well as corps member feedback/evaluations.

### **Submitting the application:**

Serve Louisiana must receive the Partner Organization proposal by April 30<sup>th</sup>. Email the completed application to [Lisa@servelouisiana.org](mailto:Lisa@servelouisiana.org). Mail us the signed agreement page, 3 letters of support and proof of non-profit status.

*Please be sure to include the following with your application:*

- Agreement Page
- Include an organizational chart and identify where the corps members will fit. (Not needed for returning sites unless the structure has changed.)
- Placement Description Form
- Complete an In Kind Match Summary. This is a rough estimate for the year. Please indicate if you are applying for more than one corps member. You may combine the costs on one

form.

- Three Letters of Support
- Proof of non-profit status and tax exemption
- Email a jpg or pdf of logo to Lisa@servalouisiana.org
- Example of a promotional piece on a corps member (ex. An introduction of your corps member on website)
- Pre-service capacity building assessment survey for each corps member requested.
- Include a calendar for the 2018-2019 service-term including all holidays. Members must complete a bare minimum of 1700 hours in order to graduate although the preferred target is about 1750. This is based on a 40 hour workweek, 10 personal days and 6 holidays.
- In the event that your application is accepted and that your organization becomes a Partner Organization, we will need a signed Board Member Resolution. A sample resolution has been included to ensure the entire organization is aware of the partnership/contract with LDSC. It also mandates that the Board assume responsibility of the terms of the contract in the event that the executive director leaves or can no longer fulfill such terms.

## Serve Louisiana Partner Organization Application Cover Sheet 2018-2019

---

Organization's Name

---

Mailing Address

---

City

State

Zip

---

Telephone

Fax

---

E-mail Address of Project Supervisor

Web Address

---

Agency Director

Project Supervisor (if different)

### I. TYPE OF APPLICANT

#### *Check One:*

- Government (state, district or parish)
- Faith-based Institution
- Community Based Organization
- Educational Institution
- 501(c)3 Non-profit (Include proof of non-profit status)
- Other: (specify) \_\_\_\_\_

II. NUMBER OF CORPS MEMBERS REQUESTED: \_\_\_\_\_

### III. TYPE OF PROJECT

(SEE PAGE 6 FOR DESCRIPTIONS)

- Volunteer Coordinator/Manager
- Technology and Social Media Coordinator
- Program Outreach & Community Awareness
- Program Development
- Other (or combination of roles) \_\_\_\_\_

### IV. ELIGIBILITY REQUIREMENTS

- Is your organization an equal opportunity employer that does not restrict or refuse services based on race, religion, age, disability, political affiliation, veteran status, gender, sexual orientation, ethnicity or national origin?  
 YES  NO

- Is your organization in compliance with the “Drug Free Workplace” federal grant recipient requirements?
   
 YES       NO
  
- Can your organization provide a non-refundable cash match of \$10,000 to cover a portion of the living cost associated with each corps member placed with your organization? Cash match includes the cost for workman’s comp insurance. **(Due in full by October 15<sup>th</sup>).**
  
 YES       NO
  
- Will your organization be able to provide liability insurance for the Serve Louisiana members?
   
 YES       NO
  
- Was the position applied for previously filled by an employee or non-AmeriCorps volunteer?
   
 YES       NO
  
- Corps member candidates will undergo a federal and state background check and be checked against the National Sex Offender Registry. The AmeriCorps and Serve Louisiana guidelines dictate that a candidate can be disqualified for the following reasons:
  - Murder conviction
  - They are registered on the sex offender registry
  - They provide a false statement in response to inquiry about criminal history (application or interview)
  - They refuse to undergo the background check

Please indicate here if your organization has any other restrictions or requirements that would deem a candidate not eligible to serve with your organization. You may also submit your organization’s personnel policies for background checks as an attachment if you prefer. Otherwise, please check this box:

- Our organization does not have any additional disqualifiers to become an AmeriCorps member.

**VI. GEOGRAPHIC LOCATION** (Name each city and parish in which corps members will serve)

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## Pre-Service Assessment of Capacity Building

Please provide the following information to establish the **baseline status** of the capacity building activities of your organization:

Corps Member Position Title \_\_\_\_\_

1. For the each Serve Louisiana member requested, identify **one Coordinator** role in which your Serve Louisiana member will be assigned. Your members may work on other activities but for the sake of analysis and tracking progress please only identify one role for your member. Complete a separate assessment for each member you are applying for.
2. Under the coordinator role, identify each **Activity** for which your Serve Louisiana member is responsible. For each activity you've identified: highlight (or underline or bold) the baseline level at which your organization was operating at the beginning of the service year using the following scale:

**Beginning:** None or very little capacity in this area  
**Developing:** Some modest development of capacity for this activity  
**Accomplished:** Operating at an acceptable capacity level  
**Exemplary:** Exceeding expectations

**Volunteer Coordinator**

- Recruitment & management of volunteers  
Beginning.....Developing.....Accomplished.....Exemplary
- Creation of volunteer training curriculum  
Beginning.....Developing.....Accomplished.....Exemplary
- Training volunteers  
Beginning.....Developing.....Accomplished.....Exemplary
- Design of system to track & manage volunteers & hours  
Beginning.....Developing.....Accomplished.....Exemplary
- Supervise & communicate with volunteers  
Beginning.....Developing.....Accomplished.....Exemplary
- Oversee volunteer service projects  
Beginning.....Developing.....Accomplished.....Exemplary
- Organize reward celebrations for volunteer service  
Beginning.....Developing.....Accomplished.....Exemplary
- Evaluate volunteer impact  
Beginning.....Developing.....Accomplished.....Exemplary
- Other:  
Beginning.....Developing.....Accomplished.....Exemplary

**Technology & Social Media Coordinator**

- Design of informational/educational matter for media delivery  
Beginning.....Developing.....Accomplished.....Exemplary
- Development of web-based systems  
Beginning.....Developing.....Accomplished.....Exemplary
- Training staff/volunteers on the maintenance of tech systems  
Beginning.....Developing.....Accomplished.....Exemplary
- Implementation of technology systems to increase efficiency  
Beginning.....Developing.....Accomplished.....Exemplary
- Other:  
Beginning.....Developing.....Accomplished.....Exemplary

**Program Outreach & Community Awareness Coordinator**

- Design/Implementation of info/educ print materials  
Beginning.....Developing.....Accomplished.....Exemplary
- Create/implement annual outreach plan  
Beginning.....Developing.....Accomplished.....Exemplary
- Cultivate relationships with community partners  
Beginning.....Developing.....Accomplished.....Exemplary
- Facilitate focus groups  
Beginning.....Developing.....Accomplished.....Exemplary
- Develop systems to track outreach effectiveness  
Beginning.....Developing.....Accomplished.....Exemplary
- Plan, organize & implement outreach events  
Beginning.....Developing.....Accomplished.....Exemplary
- Other:  
Beginning.....Developing.....Accomplished.....Exemplary

**Program Development Coordinator**

- Develop guidelines, curriculum, timelines, etc.  
Beginning.....Developing.....Accomplished.....Exemplary  
for a new program
- Implement a program pilot  
Beginning.....Developing.....Accomplished.....Exemplary
- Develop & implement a plan to assess effectiveness  
Beginning.....Developing.....Accomplished.....Exemplary
- Other:  
Beginning.....Developing.....Accomplished.....Exemplary

# AmeriCorps Member Position Description

[Template Guidance]

\*You may copy and paste your responses from the earlier narrative section of the application. Use this guide to complete the following Position Description on page 17.

## **Days / Hours of Service:**

Include the days of the week and hours that it is expected the member will serve most commonly while in this position. (*i.e.*: *Mon. – Fri. 8:30 am – 5:00 pm*). You should be as specific as possible when defining the days and hours of service for each Member Position Description.

## **Host Site Agency Name & Complete Address of Host Site Location(s):**

Insert the name(s) and physical location(s) of the Host Site(s) where each member with this Position Description will serve. If a single member with this Position Description will serve at more than one Host Site, please list the formal name and complete address of each location where the member will serve and indicate which location is the Primary Host Site.

If more than one member will serve in this Member Position Description you must indicate this in the “# of individual members (Not MSY) serving in this Position” field on the Member Position Description Template. For each Host Site where a member with this Position Description is placed, you must list the name of each Host Site Agency and complete address on the Member Position Description.

## **Organization/Agency Mission and/or Goals (Copy and Paste from beginning of application):**

Define the mission and individual goals of the Host Site Agency where the member will be serving. If this is different than the Grantee Agency, you must detail this information for the Host Site Agency (or Placement Site). This information pertains to the Host Site Organization or Agency where the member is serving. (*i.e.*: *If the Agency where the member is serving is the American Red Cross, you will include the overall Mission and Goals of the entire American Red Cross agency.*)

## **Program Mission and/or Goals:**

Define the mission and goals of the individual program that the AmeriCorps member will be supporting through his/her service. If this is different than the Grantee Agency, you must detail this information for the Host Site Agency (or Placement Site). This information pertains to the specific program that the member’s service will support. (*i.e.*: *If the Agency where the member is serving is the American Red Cross, and the member’s service will support the Disaster Preparedness & Response Program, you will include the Mission and Goals specific to the Disaster Preparedness & Response Program – not the Mission and Goals of the American Red Cross.*)

## **Community Need:**

Thoroughly define in specific quantitative and qualitative terms the community need that has been identified and will be addressed as a result of the AmeriCorps member’s service. Provide statistical data to demonstrate the need, what National Focus Areas are represented, what population or entity will be served by this member, and other information that clearly and concisely demonstrates a strong community need that require AmeriCorps resources.

## **Member Position Summary:**

Please choose one of the 4 positions (or a combination of) outlined on page 6 of the application. Describe the responsibilities of the position in a narrative format. Keep in mind that this section should thoroughly define the member service activities in specific terms including quantifiable performance goals and projected accomplishments. Member Position Descriptions should provide meaningful service activities and performance criteria that are appropriate to the skill level of members.

**Necessary Training or Training Plan to be implemented prior to Member Placement:**

Include a description of all training that a member must have received in order to successfully complete his/her service in the Position Description. If training will be provided by the Grantee Agency and/or Host Site Agency, you should include a brief description of that training in this section.

**Member Impact:**

Include a narrative that describes how the activity discussed in the Member Position Summary will directly address the issues defined in the Community Need section and what specific quantitative and/or qualitative changes will be seen to address those Community Needs. Explain how the member's service will impact the project's outcomes, clients, community, or mission. It is critical to identify expected impact of the member's service so that he/she will be aware of the importance of their service.

- What are the measurable short- and long-term goals that should be achieved by the member during their service term that the member can be evaluated on?

**Essential Functions of Position:**

List all basic service activities that the member must perform to achieve the targets defined in the Member Impact section.

- Identify only the tasks essential to the position. Focus on results, not process.
- List as many activities as necessary which constitute the position.
- Confirm that each activity is necessary.
- What is the relationship between each task? Is there a specific sequence the tasks must follow?
- Do the tasks necessitate specific physical activities such as sitting, standing, walking, lifting, carrying, etc?

**Required Knowledge, Skills, and Abilities:**

Identify the specific areas of knowledge, skills and abilities required to be qualified for the position.

**Required Academic and Experience Qualifications:**

List minimum qualifications, training, or experience required and/or useful to be successful in the position.

# AmeriCorps Member Position Description

Member Position / Title:

# of Member Slots in this Position:

Member Immediate Supervisor  
Service:

Name: Days / Hours of

Member Immediate Supervisor Title:

Email Address:

Partner Organization Name:

Address:

City: , LA

Zip Code:

Phone number:

Fax number:

Website:

---

Organization/Agency Mission and/or Goals:

Program Mission and/or Goals:

Community Need:

Member Position Summary:

Member Impact:

Essential Functions of Position:

Required Knowledge, Skills, and Abilities

Required Academic and Experience Qualifications:

Required Academic and Experience Qualifications:

**IN-KIND MATCH REPORT ESTIMATE  
for the 2017-2018 service term**

How many members does this form account for?

**CASH  
or IN-KIND MATCH**

**BUDGET CATEGORY**

**A. Personnel Expenses-**

Value of Partner Organization supervision given the corps members (proportion of site supervisor's salary and benefits associated with direct supervision of the members). For example, 4 hours of supervision weekly is 10% or 4/40<sup>th</sup> of the salary and benefits of the supervisor. (\* you will include a monthly supervisor time sheet during the year)

\_\_\_\_\_

**B. Administration:** Value of the administrative time devoted to activities related to LDSC such as: record keeping, reports, time spent at mandated LDSC meetings, etc.

\_\_\_\_\_

**C. Corps Member Travel**

Reimbursement for travel and/or meal expenses to members while on duty at their service site (please include mileage, invoices and receipts).

\_\_\_\_\_

**D. Supplies**

Value of the supplies used by corps members provided at their sites such uniforms, equipment (computers), school and office supplies, other office equipment.

\_\_\_\_\_

**E. Training**

Value of training received by site supervisor to better prepare them as coaches and supervisors of corps members

\_\_\_\_\_

Value of member training provided by the site. Include cost of conferences, workshops and in-service trainings.

\_\_\_\_\_

Educational materials: value of training materials purchased for use by the corps members

\_\_\_\_\_

**TOTAL IN-KIND SUPPORT**

\_\_\_\_\_

Memorandum

(Not due until October 15, 2018 if site is accepted)

BOARD RESOLUTION FOR (Name of your organization)

BE IT RESOLVED that the Board of Directors of the above corporation do hereby authorize \_\_\_\_\_ and his/her successors in office to negotiate on terms and conditions that he/she may deem advisable, a contract or contracts with Serve Louisiana, with the effective date of \_\_\_\_\_, and to execute said document(s) on behalf of the corporation, and further we do hereby give her the power and authority to do all things necessary to implement, maintain, amend and renew said documents.

We also acknowledge that in the event that the Executive Director or his/her appointee is unable to fulfill the terms of the contract with Serve Louisiana, we, the Board of Directors will assume responsibility for said contract which includes the supervision of the corps member(s) assigned to the agency and the completion of all required reports.

Signature of President of Corporation \_\_\_\_\_

President (Print or type name) \_\_\_\_\_

Date \_\_\_\_\_

Agreement Page

*Please print this page and obtain the appropriate signature. We will require this document with an original signature to complete your application packet.*

**Read Before Signing:**

Submission of this application does not guarantee that the Serve Louisiana will provide corps members to your organization, nor does it compel your organization to accept any such corps members. If corps members are placed with your agency, your agency will be responsible for the supervision of the corps members, the development and implementation of service projects, and the effective evaluation of those projects. Corps members may not perform tasks that have been done by paid employees or a volunteer within the last twelve months. If a corps member placed at your organization withdraws or is released from service, the Serve Louisiana does not guarantee a replacement and will not refund any portion of the cash match. If your organization is accepted as a host agency, your organization agrees to collaborate with Serve Louisiana to meet all project evaluation objectives as stated by Serve Louisiana . Your organization must fulfill all requirements of the application process prior to being awarded corps members including the orientation seminar. Non-compliance with the mandated guidelines for Partner Organizations as described in the Program Handbook may result in loss of corps member's placement. Serve Louisiana reserves the right to call upon the immediate services of the corps members during times of national or local emergency. The organization signing below understands all the above-mentioned facts.

Signature of authorized representative (original signature required)

Title

Date

Name of Organization