

**Partner Organization
Application
New Sites
2021-2022**



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. The agreement page may be mailed separately to: Serve Louisiana, 353 St. Charles Street, Baton Rouge, LA 70802. Applications are due to us by March 31, 2021.



Spring 2021

Dear Friends:

I am pleased to enclose the 2021-2022 Serve Louisiana Partner Organization Application. In September, Serve Louisiana will place 35 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 March 31st. 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 2021-2022 Partner Organizations will be announced April 16th.

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 2021.

Sincerely,

Lisa Moore Teer
Executive Director

Board of Directors

Jodi Hill
President
Loyola University of New Orleans
College of Law – Student

Kyle C. Viator
Treasurer
Market President
AmeriHealth Caritas Louisiana

Kia Bickham
E Pluribus Unum
Director, Engagement

Lindsay Jarrell Blouin
Deputy District Defender
Office of the Public Defender
East Baton Rouge Parish

Amanda Hassan, MSW
Director of Academic Advising
Tulane University School of
Professional Advancement

Amanda Bonam
Project Manager
NOLA Public Schools
Founder, theblackandproject.com

Tiffany Jeanminette MPA
Director
Policy & Equity
Louisiana Public Health Institute

Emmy O’Dwyer, M.Ed.
Director of Early Childhood Leadership
Development
LA Department of Education

Donovan L. Segura, Ph.D.
University Liaison and a Graduate and
Undergraduate Instructor
Southern University and A&M College

Kellie Chavez Greene
Greater New Orleans Foundation
Director
Nonprofit Leadership & Effectiveness

Staff

Lisa Teer *Executive Director*

Maggie Conarro *Program Director*

Supported by a grant from the Volunteer Louisiana Commission in the Office of Lieutenant Governor Billy Nungesser
Serve Louisiana

353 St. Charles Street, Baton Rouge, LA 70802 | 225.930.9949 (office) |
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 2021-2022 service term will be our 28th 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 \$6,345 education award upon successful completion of service. Since 1992, over 1,300 members have participated in our program.

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 35 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 and economic outcomes in the areas of nutrition and fitness as well as mental health, access to affordable housing, 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 **\$17,000** 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 \$6,345 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, 2021 to July 31, 2022. 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 2022.

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 \$11,000 for each corps member serving at the site. All cash match is due by October 15th.** 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 October 31st.**

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 April 16th.

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 more than one corps member;
- 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 March 31st. Email the completed application to 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).
- ❑ Position 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@servelouisiana.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 2021-2022 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 8 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 Serve Louisiana. 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.
- ❑ Accepted applicants must have the direct supervisor undergo a Serve Louisiana Federal Background and NOSPW check before service begins on September 1, 2021. The supervisor will be the person responsible for signing member timesheets and completing monthly in-kind reports among other duties.

Serve Louisiana Partner Organization Application Cover Sheet 2021-2022

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 \$11,000 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 15th).**

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)

VII. PROPOSED PROJECT PLAN

- 1) What is the purpose and mission of your organization?
- 2) Briefly describe your organization’s program activities.
- 3) Why does your organization want to become a Serve Louisiana Partner Organization?
- 4) Describe your proposed Serve Louisiana projects by completing each of the following steps for each

project.

- a) How did the project idea come about? How did your organization engage the community in designing your plan? Describe your targeted beneficiaries?
- b) Provide a description of the proposed project.
- c) Describe a typical day for corps members placed with your organization.
- d) Describe how you will collaborate with other community organizations and community members to accomplish these goals.

5) Long Term Goals/Sustainability of Project:

- a) What long-term measurable, positive change do you expect in your community from the service provided by the Serve Louisiana members?
- b) How many service terms will you continue to request corps members? Why?
- c) What steps will you take this year to make your project(s) sustainable beyond the support of Serve Louisiana?
- d) How will you accomplish this project if you are not accepted as a partner organization?

6) Corps Member Mentorship/Supervision:

- a) Please indicate who will directly supervise/mentor the Serve Louisiana members? Direct supervisors must undergo a state and federal background check and will sign off on timesheets and in-kind reports.
- b) How many hours per week will direct supervision of corps members be provided?
- c) How will the corps member be mentored/supervised?
- d) Please describe the orientation that will be provided to the corps member. Members must receive a minimum of 15 "orientation" hours. How will you prepare them to achieve the objectives you have proposed?
- e) Describe what kind of support your mentor/supervisor will need from Serve Louisiana to be effective in their role?

7) What training and professional development will your organization provide the corps members to enhance their project? Members must receive at least 65 hours of site specific training throughout their service.

8) How will you highlight your corps member to others in the community (newspaper articles, board

meetings, website, newsletters etc.)?

- 9) What safety trainings will provide your corps members to ensure their safety while serving with your organization? This includes protection from contracting Covid-19.
- 10) Monthly team meetings, Fall and Spring retreats, and Corps-wide service projects require corps members to be away from their Partner Organization an average of 16 hours each month (up to two times for up to three consecutive days). How will you support the project when the corps member is out?
- 11) Monthly team meetings will contain an educational element based on the theme of that meeting and will have readings, outside facilitators/panels and be corps member lead. Team meetings will be led in a “train the trainer” structure. How will you support your member’s leadership development by allowing them to share their trainings with your organization?

Which of these topics would be of interest to you for your corps member to receive and possibly train others in your organization?

- Team building/forming and goal setting
- Communication Skills
- Presentation Skills
- Organizing and Facilitating Meetings
- Civic Engagement and Reflection
- Service Project Planning and Implementing
- Red Cross Disaster Preparedness and Shelter Management Training
- Wellness and Self Care

Capacity Building Trainings

- 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
- Organizational Assessment and Evaluation
- Others: _____ -

- 12) If your site is school based, what will the corps members do when school is not in session (corps members must serve from September 1, 2021 through July 31, 2022)?
- 13) What resources will be made available to the corps members in order to ensure success in the project?
- Personal office/desk
 - Computer
 - Email

- Use of site vehicle
- Mileage reimbursement (required if use of personal vehicle is expected)
- Cell Phone
- Housing
- Food vouchers
- Other _____

14) How will the member's service impact the project's outcomes, persons served, community or mission? What are the measurable short and long-term goals that should be achieved by the member that they can be evaluated on?

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. for a new program
Beginning.....Developing.....Accomplished.....Exemplary
 - 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 for Guidance Purposes]

***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.

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.

Required Transportation Needs:

Does this position require a car? Drivers license? Or can a corps member use public transportation or bicycle?

AmeriCorps Member Position Description

Member Position / Title:

Member Immediate Supervisor

Name: Days / Hours of Service:

Member Immediate Supervisor Title:

Partner Organization Name:

Address: _____ **City:** _____, LA **Zip Code:** _____

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 Transportation Needs:

IN-KIND MATCH REPORT ESTIMATE

for the 2021-2022 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 4/40th 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 Serve Louisiana such as: record keeping, reports, time spent at mandated SL 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, 2021 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