

# OKLAHOMA SERVES YOUTH-BASED AMERICORPS PROGRAM



## 2010-2011 HOST SITE INFORMATION AND APPLICATION PACKET

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## INTRODUCTION

AmeriCorps can be thought of as a domestic “Peace Corps” program - instead of helping abroad, service-minded individuals serve in local communities to help solve critical community needs. Since 1994, 670,000 Americans have participated in AmeriCorps, a national service initiative that provides an education award and a small living allowance for individuals who commit to a full or part-time term of community service. In Oklahoma, AmeriCorps members have been impacting communities statewide in numerous ways by tutoring and mentoring students, serving in after-school and summer programs for at-risk youth, responding to natural disasters, revitalizing neighborhoods, providing home repairs for low-income families and offering financial literacy programs. In the tradition of AmeriCorps\* VISTA and the Peace Corps, AmeriCorps members receive minimal financial compensation for their efforts.

The Oklahoma Serves program is one of eleven statewide programs. The primary purpose of the program is to assist Oklahoma communities in improving the future of Oklahoma’s youth through the service of AmeriCorps members in local nonprofits, schools, agencies and faith-based organizations. Since the inception of the Oklahoma Serves program in 2004, 415 OK Serves members have impacted the lives of over 250,000 Oklahoma youth, many of whom are considerably underserved. Examples of program activities include tutoring and mentoring; life and marketable skills training; leadership training; gardening, cooking and nutrition education; arts, theatre and science-based activities; money management; nature exploration; physical education; prevention education; college and job preparation; and community service projects.

The program was created in response to the community need to host one or two AmeriCorps members rather than develop and administer a traditional AmeriCorps program. Oklahoma Serves members will implement new programs, expand on existing programs, and increase the quality of existing programs in local nonprofits, schools, agencies and faith-based organizations dedicated to providing services to children and youth.

Full-time, half-time and minimum-time members who complete their service earn an AmeriCorps Education Award to pay for college, graduate school, or to repay qualified student loans. However, the long-term impact on the members themselves and the communities they serve is immeasurable.

**ANNOUNCING YEAR 7**

**The Oklahoma Serves AmeriCorps Program**

The Oklahoma Community Service Commission has been given the opportunity to host the Oklahoma Serves program in which AmeriCorps members will serve with organizations and communities committed to helping meet the five fundamental resources for children and youth:

- 1) Caring adult in a child's life (MENTOR)
- 2) Safe places to learn and grow (PROTECT)
- 3) Healthy start (NURTURE)
- 4) Marketable skill (TEACH)
- 5) Opportunity to Serve (SERVE)

The following positions will be available for the 2010-11 program year:

Position Type	Service Hours	Max Service Period	Minimum Living Allowance	Education Award	Grant Award	Cash Match Required*	Health Care	Child Care
Full-time	1,700	12 Months	\$14,000	\$5,350	\$10,500	\$5,000-\$10,000	No-cost Benefit	No-cost Benefit
Half-time	900	12 Months	\$7,200	\$2,675	\$5,100	\$3,000-\$10,000	Benefit provided: member expense	Not Provided
Minimum-time	300	3-4 Months	\$2,000	\$1,132	\$1,500	\$700	Not Provided	Not Provided
Minimum-time	300	3-4 Months	\$0	\$1,132	\$0	\$0	Not Provided	Not Provided

\*Cash match includes grantee share for member living allowance and also includes employers FICA, workers compensation, SUTA, member training, travel expenses, and in-kind support. Documentation of match is required.

Full-time Oklahoma Serves Members will serve 1,700 hours within 12 months and receive a living allowance of at least \$14,000, health care (if not already covered under another plan), and child care (must qualify)-along with an AmeriCorps Education Award of \$5,350.

Half-time Oklahoma Serves Members will serve 900 hours within 12 months and receive a living allowance of at least \$7,200 along with an AmeriCorps Education Award of \$2,675.

Minimum-time Oklahoma Serves Members will serve 300 hours during a three-four month period of time such as summer and will receive a living allowance of at least \$2,000 and earn an AmeriCorps Education Award of \$1,132. Education Award only minimum time members will serve 300 hours during a three-four month period and earn the education award of \$1,132 only, with no living allowance. Full-time and half-time members will begin their terms of service September 1, 2010. Minimum-time members may begin their terms of service at any time throughout the 2010-11 program year and must complete their terms within a three-four month period. All members must complete their terms no later than August 31, 2011.

Your organization may be eligible to receive a \$10,500 grant by competing to host a full-time member (1,700 hours), a \$5,100 grant to host a half-time member (900 hours), and a \$1,500 grant for a minimum-time member receiving a living allowance.

Your organization may also apply to host 300 hour AmeriCorps Education Award positions. With these positions, your organization covers all costs with the exception of the education award. These positions work well in summer or college-based placements

Your organization may apply for up to five (5) FTE-full time equivalent positions. The program is partially funded through a grant from the federal agency, CNCS, with host sites contributing cash and in-kind funds to share in the cost of federal cash match requirements. Organizations of all sizes and levels of development are encouraged to apply. Please refer to the “Key Elements of a Successful Host Site” on page five to gauge your readiness to host AmeriCorps members.

The application is attached and is due to the Oklahoma Community Service Commission no later than 5:00 p.m. on **June 23, 2010**. *Please submit one unbound, single-sided original paper application plus two stapled copies.*

If you are interested in applying to participate in this program or if you have any questions, please contact us by email: [aroff@okamericorps.com](mailto:aroff@okamericorps.com) or telephone: (405) 858-7278.

**COMPLETED APPLICATION DUE: June 23, 2010**

PLEASE MAIL TO (FAXED copies will not be accepted):

Amy Roff  
Oklahoma Community Service Commission

730 W. Wilshire Blvd., Suite 101  
Oklahoma City, OK 73116

## THE OKLAHOMA SERVES YOUTH-BASED AMERICORPS PROGRAM - WHAT'S IN IT FOR YOU?

### ROLE OF AN OKLAHOMA SERVES AMERICORPS MEMBER

Oklahoma Serves members will serve in state or local nonprofit organizations, public agencies, colleges and universities, schools, religious organizations and other community-based organizations dedicated to serving children and youth and to promoting access to the five fundamental resources: mentoring, protecting, nurturing, teaching, and service learning. Members may serve as capacity builders – their service activities help to expand, strengthen and improve a community's ability to deliver the five fundamental resources in sustainable ways.

### WHAT COULD AN OKLAHOMA SERVES MEMBER BE TO YOUR ORGANIZATION?

- A full or part-time coordinator of individual or multiple sites, such as schools and housing complexes that provide access to resources for youth
- A full or part-time coordinator of existing youth based services/programs
- A developer of brand new youth based services/programs
- A minimum-time member serving youth in a summer program
- A recruiter and manager of volunteers in a local or regional effort to provide one or more of the five fundamental resources
- An initiator of a job-shadowing program for high school students; or
- A full or part time coordinator for a mentoring program

### SAMPLE ACTIVITIES AN OKLAHOMA SERVES MEMBER CAN SUPPORT

- Efforts to stimulate service learning opportunities K-12
- Community and school efforts to provide after-school and summer programs in safe places
- Youth leadership to stimulate service and service-learning by inner city youth
- Immunization efforts aimed at young children and their families
- Mentoring programs linking adults with youth in need of additional support

### WHAT IS A HOST SITE RESPONSIBLE FOR?

- \$5,000 to \$10,000 in cash match for a full-time position
- \$3,000 to \$10,000 in cash match for a half-time position
- \$700 in cash match for a minimum-time position with living allowance
- Office or desk space and access to computer, phone, fax, copier, etc.
- Site specific training related to member objectives
- Assignment of a site supervisor to supervise the AmeriCorps member's day-to-day activities, evaluate the member's performance twice a year and approve the member's time sheets and monthly reports
- Demonstration of an ability to achieve measurable outcomes consistent with the OK Serves program design
- Cash and in-kind match documentation
- Advertisement of position and recruitment of AmeriCorps member(s)
- Reimbursement of service-related mileage and other related expenses on a monthly basis to member(s)
- Provide AmeriCorps members with appropriate mentoring and leadership opportunities that will enhance their professional development, including arranging for their participation in AmeriCorps sponsored trainings

**RESTRICTIONS**

AmeriCorps members may not participate in political activities, lobbying, union and or labor campaigns, fundraising for general operating funds (members may assist in fundraising efforts targeting the sustainability of their project), religious proselytizing, or providing support for a for-profit organization while they are earning AmeriCorps service hours. AmeriCorps members may never be used in a capacity to replace or displace employees.

**HOST SITE SELECTION CRITERIA**

Host sites will be selected on the following criteria:

- General application quality
- Community need for the project;
- Commitment to providing fundamental resources to children and youth;
- Demonstration of clear responsibilities and goals for AmeriCorps members;
- Commitment to members’ leadership and professional development;
- Demonstration of clear and consistent member supervision

**AMERICORPS READINESS - INTERNAL SELF-ASSESSMENT SURVEY**

<b>Key Elements of a Successful Host Site</b>
Effective organizational structure to successfully meet the needs of your community
Commitment and support of Board of Directors and Staff to meet AmeriCorps program requirements, regulations and timelines
Effective financial systems and resources to successfully support the operations of your site and to document cash and in-kind match
Commitment and support of staff to effectively supervise, train and mentor AmeriCorps member(s)
Commitment to the mission of AmeriCorps program to expand volunteerism and service

# **Oklahoma Serves Youth-Based AmeriCorps Site Application Form**

## **I. Organization:**

Organization Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

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

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

Organization or Agency Director: \_\_\_\_\_

On-Site supervisor (if different): \_\_\_\_\_

## **II. Type of Applicant: (check one)**

- Non-profit agency
- State agency/government
- Indian tribe
- Religious Organization
- School
- Other

**Employer Identification Number:** \_\_\_\_\_

## **III. Number of Oklahoma Serves Members requested:**

Your organization may apply for up to five (5) FTE-full time equivalent positions.

- Full-Time Positions
- Half-Time Positions
- Minimum-Time Positions

## **IV. Identify the fundamental resource/s for children and youth that the host site currently addresses:**

### **Brief Description**

Mentor \_\_\_\_\_

Protect \_\_\_\_\_

Nurture \_\_\_\_\_

Teach \_\_\_\_\_

Serve \_\_\_\_\_

## V. Eligibility Requirements

(Please circle “Yes” “No” or “N/A” for each of the following.)

- Yes No N/A Is your organization an equal opportunity employer, which 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 N/A Is your organization in compliance with the “Drug Free Workplace” federal grant recipient requirements?
- Yes No N/A Can your organization provide a minimum of \$5,000 non-federal cash match to cover a portion of the living costs for each full-time AmeriCorps member and other expenses associated with each member placed with your organization and provide documentation of matching funds?
- Yes No N/A Can your organization provide a minimum of \$3,000 non-federal cash match to cover a portion of the living costs for each half-time AmeriCorps member and other expenses associated with each member placed with your organization and provide documentation of matching funds?
- Yes No N/A Can your organization provide a \$700 non-federal cash match to cover a portion of the living allowance for each minimum-time AmeriCorps member and other expenses associated with each member placed with your organization and provide documentation of matching funds?
- Yes No N/A Will time be provided for site supervisors to attend the Oklahoma Community Service Commission’s orientation and training in Oklahoma City?
- Yes No N/A Will time be provided for the Oklahoma Serves member(s) to attend the Commission sponsored trainings? Approximately three mandatory trainings per year for full-time members and one member orientation for half & minimum-time member(s).
- Yes No N/A Will your organization provide required OSBI background checks for the Oklahoma Serves member(s)?
- Yes No N/A Will your organization provide training for the Oklahoma Serves member(s) specific to the members’ service activities at your site?
- Yes No N/A Is your organization able to recruit qualified Oklahoma Serves members?
- Yes No N/A Does your organization agree to complete and return all reports, requests for data and performance reports in a timely manner?
- Yes No N/A Will member(s) have the opportunity to distribute and gather age-appropriate participant evaluations to the children and youth and adult coordinators who are directly affected by their service activities/ host site programming? Surveys will be submitted to the Oklahoma Serves Program Director for the purpose of gathering information about the Oklahoma Serves program.
- Yes No N/A Will your organization’s Oklahoma Serves member(s) participate in one or more days of service, including but not limited to Martin Luther King Jr. Day, AmeriCorps Week, etc.

**VI. Proposed Project Plan**

**Please respond with no more than three to five pages (3-5) additional single sided, double-spaced pages. Use the questions or points below as HEADINGS for each section in your project plan.**

**Project Narrative:**

- A. Briefly describe the primary purpose of your organization and discuss the services and programming that your organization currently provides to children and youth.
- B. Describe in detail the types of service activities that each AmeriCorps member requested will be performing.
- C. What funding sources will your agency utilize to secure the cash match for each member?
- D. Please describe and estimate the amount of grantee in-kind match (used to help meet the overall federal match requirements).
- E. Will your Oklahoma Serves member(s) recruit and/or manage volunteers? If so please describe.
- F. Oklahoma Serves members are required to attend general trainings of the Oklahoma Community Service Commission (approximately three mandatory trainings per year for full-time members and one member orientation for minimum and half time members), as well as participate in Corps-wide service projects. Please describe how you will support the project when the Oklahoma Serves member(s) are away from your site.
- G. Your organization is responsible for training specific to the member's day-to-day assignments to your organization. Please describe how you will train your member(s).
- H. Who will supervise the AmeriCorps member(s)? Please describe the site supervisor's time availability and suitability to manage AmeriCorps members.
- I. What resources will be made available for the Oklahoma Serves member(s) to ensure the success of the project? (Check all that apply.)

<input type="checkbox"/> Office/desk	<input type="checkbox"/> Computer	<input type="checkbox"/> FAX Machine
<input type="checkbox"/> Postage	<input type="checkbox"/> Copier	<input type="checkbox"/> Internet
<input type="checkbox"/> Phone	<input type="checkbox"/> Mileage/service related reimbursement	

- J. Please describe other resources that will be made available to the Oklahoma Serves member(s) (training materials, etc.).

**Member Eligibility**

An eligible member is an individual who:

- Is a U.S. citizen or U.S national or lawful permanent resident alien of the United States
- Is at least 17 years of age at the commencement of service
- Has a High School diploma or an equivalency certificate or agrees to obtain a high school diploma or its equivalent before using an education award.

**VII. Checklist of documents that must accompany this application:**

- \_\_\_\_\_ Two (2) letters of support from community agencies (organizations) with whom your agency will collaborate.
- \_\_\_\_\_ Latest form 990 filed with IRS
- \_\_\_\_\_ IRS non-profit letter of determination (if your agency has non-profit classification)
- \_\_\_\_\_ Complete list of Board of Directors and Board Positions
- \_\_\_\_\_ Agency drug free workplace policy
- \_\_\_\_\_ Signed copy of the attached statement on AmeriCorps Prohibited Activities (See Appendix A)
- \_\_\_\_\_ List of sources of matching funds

**PLEASE SIGN:**

I certify that the information contained in this Host Site Application is true and correct to the best of my knowledge. I understand that this application does not guarantee the placement of an Oklahoma Serves AmeriCorps member in my agency.

**Name of Organization:** \_\_\_\_\_

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**Authorized Signature** **Date**

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**Printed Name** **Title**

**This application must be received at the  
Oklahoma Community Service Commission  
by 5:00 p.m. on June 23, 2010 for consideration.**

**Please submit one unbound,  
single-sided original paper application plus two stapled copies.**

## Appendix A

### AMERICORPS PROHIBITED ACTIVITIES (Please Read and Sign)

AmeriCorps members are prohibited from a number of activities while they are earning service hours. (from Federal Regulations, 45 C.F.R.2520.30). A partial list is provided below. In no way should AmeriCorps members participate in these activities during service hours or as a part of his/her service, nor should he/she wear AmeriCorps uniforms, identification, buttons, etc., while participating in these activities, or otherwise identify or associate such activities with an AmeriCorps program. Individuals may exercise their rights as private citizens and may participate in the activities listed below on their own initiative, on non-AmeriCorps time, and using non-AmeriCorps funds:

- Attempting to influence legislation.
- Organizing or engaging in protests, petitions, boycotts, or strikes.
- Assisting, promoting, or deterring union organizing.
- Impairing existing contracts for services or collective bargaining agreements.
- Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- Participating in, or endorsing events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates proposed legislation, or elected officials.
- Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization.
- Activities that pose a significant safety risk.
- Assignments that displace paid employees.
- Providing a direct benefit to:
  1. A business organized for profit;
  2. A labor union;
  3. A partisan political organization;
  4. An organization engaged in the religious activities described in the preceding sub-clause, unless the grant funds are not used to support the religious activities.
  5. A nonprofit that fails to comply with the restrictions contained in section 501 (c) (3) of the Internal Revenue Code of 1986 except that

nothing in this section shall be construed to prevent members or participants from engaging in advocacy activities undertaken at their own initiative.

- Voter registration drives.
- An AmeriCorps member is not permitted to fill in for an absent employee or perform services, duties, or activities assigned to a paid employee at the host agency.
- An AmeriCorps member may not do anything at a host agency to displace a paid employee or position or to infringe upon a paid employee's promotional opportunities.
- Fundraising and grant writing activities that benefit the overall operating expenses of an organization.

I have read and understand the above statements on AmeriCorps Prohibited Activities. If chosen as an Oklahoma Serves AmeriCorps site, our members(s) will not participate in AmeriCorps Prohibited Activities.

Name of Organization: \_\_\_\_\_

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Signature of Director or On-Site Supervisor

Date