

## PART I - FACE SHEET

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction	
Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)			
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS): 05/15/12		3. DATE RECEIVED BY STATE:	
2b. APPLICATION ID: 12SR140373		4. DATE RECEIVED BY FEDERAL AGENCY: 05/15/12	
		STATE APPLICATION IDENTIFIER:	
		FEDERAL IDENTIFIER:	
<b>5. APPLICATION INFORMATION</b>			
LEGAL NAME: John Wood Community College DUNS NUMBER: 076969161		NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Julia Bates TELEPHONE NUMBER: (217) 641-4960 FAX NUMBER: (217) 641-4900 INTERNET E-MAIL ADDRESS: jrbates@jwcc.edu	
ADDRESS (give street address, city, state, zip code and county): 122 N 5th St Quincy IL 62301 - 2916 County: Adams			
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 421027794		7. TYPE OF APPLICANT: 7a. Higher Education Organization - State Controlled 7b. Community College	
8. TYPE OF APPLICATION (Check appropriate box). <input checked="" type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="text"/> <input type="text"/> A. AUGMENTATION        B. BUDGET REVISION C. NO COST EXTENSION    D. OTHER (specify below):		9. NAME OF FEDERAL AGENCY: <b>Corporation for National and Community Service</b>	
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.002 10b. TITLE: Retired and Senior Volunteer Program		11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: RSVP of Brown & Pike County IL 11.b. CNCS PROGRAM INITIATIVE (IF ANY):	
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Pike County, Illinois Brown County, Illinois			
13. PROPOSED PROJECT: START DATE: 09/30/12      END DATE: 03/31/13		14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="IL 017"/> b.Program <input type="text" value="IL 018"/>	
15. ESTIMATED FUNDING: Year #: 1		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? <input type="checkbox"/> YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: <input checked="" type="checkbox"/> NO. PROGRAM IS NOT COVERED BY E.O. 12372	
a. FEDERAL	\$ 70,000.00		
b. APPLICANT	\$ 31,100.00		
c. STATE	\$ 0.00		
d. LOCAL	\$ 4,500.00		
e. OTHER	\$ 26,600.00		
f. PROGRAM INCOME	\$ 0.00		
g. TOTAL	\$ 101,100.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. TYPED NAME OF AUTHORIZED REPRESENTATIVE: John Letts		b. TITLE:	c. TELEPHONE NUMBER: (217) 641-4101
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:			e. DATE SIGNED: 05/15/12

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### Executive Summary

John Wood Community College is the legal name of the applicant. JWCC has been the sponsor of Adams County RSVP for 38 years and is excited about the proposed RSVP expansion into Pike and Brown Counties. John Wood Community College District #539 encompasses all of Adams, Pike & Brown Counties and parts of Hancock, Calhoun, Schuyler, Cass, Morgan, and Scott Counties in West Central Illinois. The College operates a main campus in Quincy, IL as well as five satellite learning centers. These five centers include the Kinscherff Center and the Workforce Development Center, in Adams County, the Pittsfield Education Center and the Perry Agriculture Center in Pike County, and the Mt. Sterling Learning Center in Brown County.

The John Wood Community College mission is to provide the highest quality education opportunities and services, fully accessible, at affordable levels in an attractive, caring and safe environment that meets the needs of a diverse community. Our current program, Adams County RSVP's, mission is to engage persons 55 or older in volunteer service to meet critical community needs and to provide a high quality experience that will enrich the lives of the volunteers. Both missions will guide our proposed RSVP expansion into Pike and Brown Counties. We would expect to change the organization name to RSVP of Adams, Pike and Brown County or Tri County RSVP when we re-apply for our next three year cycle.

The number of volunteers proposed with this application is 200. The dollar amount requested is \$70,000. Service categories addressed by RSVP of Pike and Brown Counties include: Veterans Programs, Education, Healthy Futures, and Food Security.

Community needs addressed by RSVP of Pike and Brown Counties include: (1) Provide trained volunteers to assist with Veterans programs. (2) Provide volunteer support to area organizations. (3) Provide volunteer mentors to "at risk" high school students and adult education students. (4) Provide transportation for local residents to attend medical appointments. (5) Provide meal delivery to homebound and elderly citizens.

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Anticipated outcomes of Adams County RSVP include: (1) Provide programs to improve lives of area Veterans. (2) Assist area agencies to meet critical needs in the areas of health, human services and education. (3) Provide support to at risk students to improve school dropout rate. (4) Provide transportation means for area residents in need to have improved health care services. (5) Provide meals to area elderly population who lack the resources to receive adequate nutrition.

Methods we will use to assess the above outcomes include: conducting telephone and written surveys, keeping activity logs and training attendance sheets.

### Strengthening Communities

The John Wood Community College mission is to provide the highest quality education opportunities and services, fully accessible, at affordable levels in an attractive, caring and safe environment that meets the needs of a diverse community. RSVP of Pike and Brown County Illinois will be an extension of the current Adams County RSVP program. The program mission is to engage persons 55 or older in volunteer service to meet critical community needs and to provide a high quality experience that will enrich the lives of the volunteers.

### Pike and Brown County Facts:

This RSVP project will encompass all of Pike and Brown counties in Illinois. This area is predominantly rural. According to the US Department of Labor Statistics the Illinois unemployment rate as of November 2011 is approximately 10%. According to the 2010 US Census Bureau statistics, Pike County covers 848.88 square miles with approximately 21 people per square mile. The population is 16,430, made up by the following demographics: 97.38% white; 1.5% black or African American; .17% Native American; .24% Asian; .71% Hispanic or other race. The population age 65 or older is 19.08%, while 23.5% is the US average. Of the population 65+, 16.10% live alone. There are approximately 7,951 housing units with an ownership rate of 64.2%. The median household income is \$31,127 (US = \$50,221) and the percentage of individuals living below the poverty level is 12.4%. Brown County covers

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307.20 square miles with approximately 23 people per square mile. The population is 6,937, made up by the following demographics: 76.05% white; 18.45% black or African American; .002% Native American; .002% Asian; 5.49% Hispanic or other race. The population age 65 or older is 12.38%, while 23.5% is the US average. Of the population 65+, 13.90% live alone. There are approximately 2,462 housing units with an ownership rate of 65.4%. The median household income is \$35,445 (US = \$50,221) and the percentage of individuals living below the poverty level is 8.50%. The population of Brown County doubles during the week days as many people commute from surrounding cities to work at some major employers located in the county.

### Pittsfield, Mt. Sterling & Immediate Vicinity Facts:

Pittsfield, the county seat and largest city in Pike County IL, is located between the Illinois and Mississippi rivers. It covers 3.6 square miles and has an approximate population of 4200. Pittsfield is home to Illini Hospital which is part of Blessing Health System of Quincy, IL. Illini Hospital serves seven counties, including Pike and Brown, and provides critical healthcare in this rural area. Pike County is also known on a national level as one of the best areas to hunt white tail deer and Pittsfield has been named one of the top five hunting towns in the United States. Mt. Sterling is also a county seat and is the largest city in Brown County, IL. It covers 1.1 square miles and has an approximate population of 2070. Mt. Sterling is the home of DOT Foods Corporate headquarters. DOT is the largest food re-distributor in the United States. John Wood Community College, who has been the sponsor of Adams County RSVP for 38 years, has educational centers in both Pittsfield and Mt. Sterling. Both centers have space that would be immediately allocated to this proposed project expansion. Under this proposed project RSVP would have an office and an employee in both Pittsfield and Mt. Sterling. There are numerous social service organizations located in these counties. Since many of these towns are relatively small, it means most of these organizations do not have a large number of staff. As our federal, state and local resources dwindle, our not-for-profits have been struggling to keep up with the

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demands of their workload. They are seeing an increase in new clients but have fewer staff with which to work. RSVP is the perfect vehicle for the volunteer coordination of these residents who engage and contribute ethics through community service.

### Local Input:

Local input is ensured by several means. First of all, Adams County RSVP has a strong Advisory Council that is representative of our area. Members are selected from the volunteers, station supervisors and the community at large. This group provides input to the director about pressing local problems and is responsible for an annual evaluation of some facet of our program. If the Pike and Brown County expansion were to be approved, an expanded advisory council will be in place. Members will be selected from the new volunteer base, new station or agency staff and community members from Pike and Brown counties. Meetings will be held in appropriate counties or at a location in each county on a rotating basis. The RSVP director currently sits on a number of committees that address local issues in Adams County. One committee is the Unmet Needs Committee, comprised of representatives of churches, social service organizations and unions. This group helps to solve short-term problems for individuals needing financial or other support. If expansion is approved, the director will immediately proceed with becoming involved with committees of similar nature and ones that will address community issues in Pike and Brown County IL. Current partnerships with Adams County organizations that also have a presence in Pike and or Brown County will continue or increase as we widen our service reach.

### Community Partners:

Being sponsored by a community college facilitates our involvement in the community. RSVP provides a direct link between the college and the community as a whole. Our community partners will be selected because they have some relationship to our program and/or services. They may be one of the numerous agencies that need our volunteers or they may be a business that can provide some form of

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support to RSVP in exchange for helping them to meet their community involvement mission and goals. We will also look to partner with county and city government, Blessing Health Systems in Pike County, the United Way agencies in Brown and Pike Counties as well as the Tracy Family Foundation and DOT Foods in Mt. Sterling.

### Public Awareness:

Public awareness and support are built in many ways. First, as discussed earlier, we participate in numerous committees, councils and boards. Because JWCC is the sponsor of RSVP expanding volunteer services into Pike and Brown Counties will be of mutual benefit. It aids the College in meeting their mission and helps them become more visible in these rural areas. It allows RSVP to immediately impact the area by providing them access to the rural JWCC facilities and staff. Additionally, through the JWCC Public Relations department, RSVP has frequent press releases that highlight volunteers, volunteer activities and opportunities. Frequent speaking engagements by staff to service clubs and church groups also create awareness of the program. RSVP attends local volunteer fairs that help in our awareness and recruitment efforts. RSVP has a web site linked to the John Wood web site. This web site has links to the various forms used by volunteers and by stations. RSVP also has a Facebook page on which news events are posted and announcements are updated.

### Diversity:

Pike and Brown Counties have a relatively small minority population which makes recruitment of diverse ethnic groups a challenge. RSVP will be working with a small group of African-American persons to develop a plan to mobilize members of their community and the community at large to address needs common to all. Pike and Brown County are both rural areas. RSVP works with volunteers and partner agencies to ensure needs as well as volunteer opportunities in rural areas are addressed. Our volunteers do come from a cross section of socio-economic and educational backgrounds because of

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the diverse volunteer opportunities available.

### Mobilizing Community Resources:

The Pike and Brown County project will mirror the mobilization of resources that are in place with the Adams County project. Over the years, Adams County RSVP has generated funding from a variety of sources including, state, county, city and private donations. Our plan is to solicit funding from these same entities for Pike and Brown County RSVP. The program advisory council will plan several fundraising events throughout the year that support this expanded program and include all counties in these events. Adams County RSVP currently partners with the United Way of Adams County. We plan to partner with United Way in Pike and Brown counties as well. We will also partner with area organizations and business to mobilize manpower resources.

### Volunteer Participation in Community Activities:

RSVP of Pike and Brown Counties will recruit volunteers for a variety of community activities and events which include: educational mentoring, literacy tutoring, veterans programs & initiatives, blood drives, festivals, fundraisers and arts programs. We know from experience with our Adams County Volunteers that they enjoy opportunities that put them in the hub of the community events.

### Community Organizational Capacity:

RSVP of Pike and Brown Counties will have the capacity to help organize a variety of volunteer groups in order to better mobilize the agencies and organizations in these rural areas. The RSVP volunteers will provide additional support to these agencies so that they may fulfill their mission. RSVP can help the smaller organizations become better organized and more efficient. An annual survey will be conducted to confirm the capacity building that the RSVP volunteers bring to these agencies and organizations.

## Recruitment and Development

### Recruitment, Retention & Recognition:

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Our main recruitment source will come from our current active volunteers in Adams County making visits into Pike and Brown Counties. They enjoy their service and will encourage others to join them. RSVP staff and advisory council members will attend Pike and Brown County business and organization meetings to recruit new volunteers. We will place our most pressing volunteer needs in our quarterly newsletter and in the monthly News & Views that is published by the Area Agency on Aging. Two local radio stations currently announce the Adams County volunteer needs on a regular basis. Pike and Brown County opportunities will be added to this list. We will also rely on the public relations department from JWCC to use their already established relationships with radio and print media located in Pike and Brown Counties.

We will conduct a formal recognition event in the fall during which we will recognize those who have volunteered a significant amount of time as well as those that have gone "above and beyond" project expectations. We will also host a carry-in luncheon during Senior Corps Week in May for our volunteers. Additionally, we will personalize our program by sending birthday cards, get-well cards and notes of appreciation to our volunteers. This promotes a sense of belonging among the volunteers.

### Training & Technical Assistance:

RSVP will hold monthly orientation / training events for volunteers in this proposed expanded region. At these events we will provide an in-depth overview about RSVP and our relationships in the community.

An orientation will also be provided for new Advisory Council members prior to their being seated on the Council. On-going training will be provided for the Advisory Council during meetings.

All staff members of Pike and Brown County RSVP will be employees of John Wood Community College.

John Wood encourages all staff to participate in any staff training that occurs at the college. They provide a variety of professional development workshops throughout the year at no additional cost to staff members. Periodic training is provided for all employees for new computer software, for individuals in supervisory roles, conducting staff evaluations, and emergency procedures to name a few.

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Another benefit provided by the College is that they offer tuition waivers for staff and immediate family members. They also provide a portion of tuition costs for employees seeking advanced degrees.

The RSVP staff will attend CNCS and IDOA training, the IARSVPD retreat and any volunteer or age related workshops held in the region. The current director just attended the Financial and Grants Management Institute in St. Louis and plans to attend the National Conference on Volunteering and Service in Chicago this June.

The current RSVP staff offers technical assistance in volunteer management to partner agencies. We have held training on how to recruit boomers and how to change volunteer jobs to appeal to younger retirees. We also act as a conduit for other training opportunities from groups such as Serve Illinois and Celebrate Aging. We plan to offer this same level of assistance to our new partnering agencies in Pike and Brown Counties.

### Program Management

Volunteer Station Management:

RSVP develops and manages volunteer stations several ways. With our proposed expansion we plan to target agencies that emphasize assignments that will have the greatest impact on community needs.

These needs will be determined by RSVP staff members who will meet with leaders of local and county government, as well as area leaders of business and non-profit organizations. Staff will constantly strive to foster these relationships so that when new agencies or projects are created RSVP can contact them to discuss their need for volunteers.

There is a Volunteer Coordinator Group that meets periodically to explore ways to enhance the volunteer experiences, share recruitment ideas, and to address volunteer management concerns. This will help volunteer stations to better manage their programs and to increase the quality of volunteer assignments. Staff that will be hired as part of the Pike and Brown County expansion will be a part of this group.

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### Assessment:

An Evaluation Committee for the Pike and Brown County RSVP Advisory Council will conduct an annual assessment of our program to determine its effectiveness. An annual agency survey evaluates the impact of RSVP on stations' ability to meet their goals, efficiency of staff, ability to save money and better serve clients.

John Wood Community College requires that staff evaluations be conducted annually by staff supervisors and include the previous year's program accomplishments and goal setting for the upcoming year. All RSVP staff members would be included in this annual evaluation process.

### Data Management:

Pike and Brown County RSVP will utilize RSVP Volunteer Reporter software to assist with data management, including the number of impact assignments in which RSVP volunteers are engaged. Use of this software will ensure that we are capturing the data that will be reported with this expansion. It will allow us to track these new stations, new volunteers and hours separately from our current numbers in Adams County.

### Project Resource Management:

John Wood Community College department of Fiscal Services will manage this project's resources for accountability and efficient and effective use of available resources. They provide monthly reports that track and detail our spending. The RSVP program is also included in the annual audit of the College. John Wood has an impeccable record with audits and there have been no audit findings for the last thirteen years.

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### Resource Development:

The Adams County RSVP has secured funding from a variety of sources. In addition to the grants from the Corporation for National and Community Service and the Illinois Department on Aging, we receive sponsorship from John Wood Community College, money from the City of Quincy, the Adams County Board, the United Way and RSVP fundraisers. If approved for expansion into Pike and Brown Counties we will seek this same type of funding from the City of Pittsfield, City of Mt. Sterling and both Pike and Brown Counties. We will also apply for funding through the appropriate United Way agencies for each county. Additionally, this expansion will receive in-kind support from John Wood Community College and we will apply for grants through local foundations and service clubs. RSVP will conduct several fundraising events throughout the year including an annual raffle and the sale of ads for our volunteer recognition program.

### Organizational Capability

John Wood Community College, now in its 38th year, is part of the Illinois Community College Board system. The college district encompasses all of Adams, Pike and Brown Counties. The College also serves small portions of Hancock, Schuyler, Cass, Morgan, Scott and Calhoun Counties. The current RSVP project under the college sponsorship is funded to operate in Adams County only. Adding Pike and Brown County to our project would be a natural evolution. John Wood Community College already has resources in place that would facilitate a strong RSVP program for these counties. We would expect to change the name from Adams County RSVP to RSVP of Adams, Pike and Brown County when we re-apply for our next 3-year cycle.

The College has a physical presence in several parts of the district including Adams, Pike and Brown counties. It is accredited by the North Central Association of Colleges and Schools that evaluates the entire institution in terms of its mission and the agency's standards or criteria. It reviews the educational offerings of the institution, the governance and administration, financial condition, admissions and student personnel processes, institutional resources and relationships with outside

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communities. John Wood plays a key role in the economic development of our area by training persons for jobs and preparing them for the first two years of their post-secondary college degree.

There are several small rural towns within the current Adams County RSVP program area. There are volunteer opportunities in each of them. Most have a school district and food pantries for their local residents and RSVP recruits volunteers for those organizations. The expansion into Pike and Brown Counties will allow RSVP to serve similar programs. The fact that JWCC has campuses in these counties will help foster these relationships.

### Staff Positions:

Adams County RSVP is under the Instruction Division of JWCC and the RSVP Director reports to the Dean of Career, Technical, Workforce and Community Education. This administrative design will remain the same for the Pike and Brown County program. The current RSVP director holds a Bachelor Degree in Education and is about to complete her first year as an RSVP Director. Before joining RSVP she was the Purchasing Coordinator for JWCC so she is not new to the College. She attended the Financial & Grant Management Institute in April and plans to attend the National Volunteer Conference in June. She has been working with a CNCS Peer Mentor for almost a year. She will continue to be the Director of Adams County RSVP and will direct and oversee the new project expansion into Pike and Brown Counties.

Adams County RSVP has a Volunteer Specialist that has been with the program for 14 years. She knows the intricacies of RSVP and the program and will assist with the training of the new staff members that will be hired for the expanded program. We plan to maintain two physical offices. One in Pike County and one in Brown County. We will hire a Volunteer Coordinator and two part-time office assistants for this expansion.

### Financial Management:

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The John Wood Community College Fiscal Services department manages and audits RSVP accounts in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require a plan for an audit to be performed to obtain reasonable assurance about whether the financial statements are free of material misstatement. An outside audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. The audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. The department has an impeccable record and has had no audit findings since 1998. The College also employs a full time Grant Coordinator who serves as a liaison between programmatic and fiscal management of all grant projects. JWCC has successfully developed, managed, and administered many federal grants. These grants include, Adult Education and Literacy since 1990; four TRIO grants since 1988, Perkins since 1989 as well as a Department of Labor Workforce grant and a current TAA grant project. These represent multiple millions of dollars over many years.

### Volunteer Program Management:

John Wood Community College, now in its 38th year, has been the sponsor of Adams County RSVP all 38 years. The College is enthusiastic about the Pike and Brown County expansion. Community colleges are known for their ability to respond to community needs. RSVP is a conduit for identifying community needs and relaying them to appropriate personnel within the college. Additionally, throughout the years, John Wood has offered classes designed specifically for adults and retirees. The Community Education Department has offered retirement workshops and has a volunteer tutoring program to assist adult education and literacy students. The Volunteer Handbook gets updated as policies and procedures change. Those changes are noted in the newsletter when appropriate.

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### Facilities, Internal Policies:

The College operates a main campus and five additional learning centers. They are the Pittsfield Education Center located in Pittsfield, IL (Pike County), The Agriculture Education Center located in Perry, IL (Pike County), The Mt. Sterling Education Center located in Mt. Sterling, IL (Brown County), The Workforce Development Center located on the north side of Quincy, IL (Adams County) and the Kinscherff Adult Education Center located in downtown Quincy (Adams County) which now houses the Adams County RSVP offices.

The 150-acre campus in Quincy (Adams County) is a beautiful, modern, fully developed campus located at the east edge of the city. The first building opened in 1998; additional buildings opened in 2002 and 2004; and the newest building on campus, the Student Activity Center, opened in 2006. The College offers the latest in technology, including a wireless environment; continuously updated computer technology and software; "smart" classrooms with Internet connectivity and access to video from VHS and DVD; a Macintosh computer lab; and more computers for student use than any other educational facility in the area, with over 32 different labs.

John Wood Community College marked a monumental milestone in its development, when the Learning Center and the Student/Administrative Center opened on the new campus at 48th and Harrison in Quincy. The new buildings, approximately 103,000 square feet in size, offer the latest technology in classrooms, labs and support areas. The Learning Center houses the Academic Support Center, which combines the library and open learning center, classrooms and some offices. The Student/Administrative Center houses the student lounge and cafeteria, the bookstore, classrooms, additional administrative offices, and student services. The State of Illinois funded 75 percent of this \$16 million project.

These buildings are located just north of the Science and Technology Center, which opened in January 1998. The 35,200-square-foot Science and Technology Center houses state-of-the-art classrooms and labs for natural science, health science and computer science programs and faculty offices.

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The Paul Heath Community Education and Fine Arts Center, named in honor of the College's founding president, opened in fall 2004. This 52,000-square-foot facility houses the College's community education and adult education/literacy programs, the fine arts programs, and the Advancement Office. Its construction completes the College's long-range master plan for a four-building core campus. The campus also includes a greenhouse to support the College's horticulture program and other academic programs. The greenhouse serves as a working laboratory, with a small section designated as a classroom/discussion area.

The Student Activity Center further enhances the campus. The facility includes a gymnasium that seats 1,800 persons for special events plus a weight room, a classroom, locker rooms, and a team training room. The site also includes a baseball field, a softball field, and additional parking.

RSVP staff are employee's of John Wood Community College. Our current program utilizes the many benefits and support that are offered by being a part of this organization. John Wood's Purchasing Department coordinates the purchase of equipment and supplies to maximize resources. The Human Resources Department provides personnel support, training opportunities and staff recruitment and evaluation. The HR Department coordinates job descriptions for all positions at the College, which are grouped according to level of responsibility. The Advancement Office holds a 501c3 status and has a grants coordinator on staff to provide support. The program expansion into Pike and Brown Counties will also enjoy the same support, infrastructure, and resources of JWCC.

College policies are approved by the John Wood Board of Trustees. These policies are comprehensive and address all aspects of campus activities. The travel policy is modeled from state and federal guidelines. All policies are reviewed periodically by Human Resources and staff input into revisions is sought before being taken to the Board for final approval. Cross-institutional committees help in the decision-making process of the College.

**Self-Assessment, Evaluation & Continuous Improvement:**

The College conducts annual staff evaluations that include staff and program goals for the following

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year. RSVP is considered a program of JWCC and is included in this process. A strategic plan authored and monitored by the Leadership Council is in place. The Leadership Council includes Directors, Deans, and the President.

John Wood Community College has an excellent staff development program that encourages staff to participate in training on several levels. Computer classes are available to keep staff updated on technology. Tuition waivers are available to staff to pursue an Associate's Degree at John Wood. Funds are available for staff to obtain advanced degrees from other institutions.

We will model the Pike and Brown County Program expansion assessment after the Adams County RSVP Advisory Council assessment. They will review the partnerships, the types of volunteer opportunities, the council makeup, funding patterns and community involvement of the program. The recent Adams County RSVP assessment concluded it has a wide range of service opportunities that assist in meeting community needs. The council also found that its own membership was diverse and that the members brought a wealth of experience to the table. We plan to follow suit with the expansion into Pike and Brown counties.

### Other

#### Strategic Plan:

The CNCS strategic goals are implicitly threaded throughout the narratives and the work plans. By addressing the needs indicated in our work plans, the CNCS goals will be achieved.

#### Focus Areas:

RSVP of Pike and Brown Counties has addressed several of the focus areas in the workplan. Veteran Services, Education and Healthy Futures are areas in which RSVP has a specific interest and will continue to recruit volunteers to address the needs of these in our community.

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### Special Initiatives:

Martin Luther King Day of Service: RSVP will host a food drive at John Wood Community College, including Pike and Brown County sites, where students and staff will be encouraged to donate. The food will be donated to food pantries in respective counties.

### 9/11 National Day of Service and Remembrance:

Currently Adams County RSVP is a member of a committee that plans for the 9/11 memorial event. We encourage community members to volunteer at the Illinois Veteran's Home and participate in a commemorative ceremony. We will design similar activities for RSVP volunteers in Pike and Brown Counties by determining what events are currently being presented and will work to enhance or build such events.

### Senior Corps Week:

Pike and Brown County RSVP will host its annual recognition event during Senior Corps Week to honor area volunteers. We will also recognize local businesses and or /agencies that has been supportive of our efforts. Volunteers who have passed or "retired" from volunteering due to illness are inducted into our RSVP Hall of Fame and will have their name engraved on a plaque that is displayed in the RSVP office.

### PNS Amendment (if applicable)

N/A