

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE		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): 10/17/12	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:														
2b. APPLICATION ID: 13SR142875	4. DATE RECEIVED BY FEDERAL AGENCY: 10/17/12	FEDERAL IDENTIFIER:														
5. APPLICATION INFORMATION																
LEGAL NAME: Big Brothers Big Sisters of Middle TN DUNS NUMBER: 163390354	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Diane B. Frey															
ADDRESS (give street address, city, state, zip code and county): 1704 Charlotte Avenue Suite 130 Nashville TN 37203 County: Davidson	TELEPHONE NUMBER: (615) 202-1097 FAX NUMBER: (615) 321-5913 INTERNET E-MAIL ADDRESS: diane.frey@mentorakid.org															
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 237056024	7. TYPE OF APPLICANT: 7a. Non-Profit 7b. Local Affiliate of National Organization															
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: Corporation for National and Community Service															
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.002 10b. TITLE: Retired and Senior Volunteer Program	11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: BBBS of Middle TN RSVP															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Opportunity #8 - Cheatham, Dickson, Robertson counties in Tennessee	11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
13. PROPOSED PROJECT: START DATE: 07/01/13 END DATE: 06/30/14	14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text"/> b.Program <input type="text" value="TN 005"/>															
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															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border-bottom: 1px solid black;">a. FEDERAL</td> <td style="border-bottom: 1px solid black; text-align: right;">\$ 67,390.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">b. APPLICANT</td> <td style="border-bottom: 1px solid black; text-align: right;">\$ 40,137.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">c. STATE</td> <td style="border-bottom: 1px solid black; text-align: right;">\$ 0.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">d. LOCAL</td> <td style="border-bottom: 1px solid black; text-align: right;">\$ 36,924.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">e. OTHER</td> <td style="border-bottom: 1px solid black; text-align: right;">\$ 3,213.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">f. PROGRAM INCOME</td> <td style="border-bottom: 1px solid black; text-align: right;">\$ 0.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">g. TOTAL</td> <td style="border-bottom: 1px solid black; text-align: right;">\$ 107,527.00</td> </tr> </table>	a. FEDERAL	\$ 67,390.00	b. APPLICANT	\$ 40,137.00	c. STATE	\$ 0.00	d. LOCAL	\$ 36,924.00	e. OTHER	\$ 3,213.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 107,527.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
a. FEDERAL	\$ 67,390.00															
b. APPLICANT	\$ 40,137.00															
c. STATE	\$ 0.00															
d. LOCAL	\$ 36,924.00															
e. OTHER	\$ 3,213.00															
f. PROGRAM INCOME	\$ 0.00															
g. TOTAL	\$ 107,527.00															
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: Mary e. Walker	b. TITLE:	c. TELEPHONE NUMBER: (615) 329-9191 209														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 10/17/12														

Narratives

Executive Summary

Big Brothers Big Sisters helps children overcome adversity and change their lives for the better. In 1999, Big Brothers Big Sisters of Middle TN (BBBSMT) became a sponsor agency of RSVP as a result of negotiation on a national level between Big Brothers Big Sisters of America (BBBSA) and Senior Corp. As agreed at that time, BBBSMT focuses 100% of our volunteers toward mentoring. An estimated 150 volunteers will serve during the three-year grant cycle. They will engage in one-to-one mentoring; either in a school-based setting, where mentor and student will meet at a designated school (station) for one hour a week sharing recreational and educational activities, where educational needs are typically teacher-directed; or community-based, where mentors and children engage in community activities three or four times a month. Activities range from visiting the park, zoo, or library to sharing a meal or simply enjoying daily activities together. Volunteer mentors make a one-year commitment to the mentoring match, though many matches last much longer. Volunteers will serve in a network of 15 stations throughout Cheatham, Dickson, and Robertson counties in Tennessee. The sponsor agency will serve as a station for community-based mentoring matches. The primary focus area of this project is Education, specifically serving economically disadvantaged children. At the end of the three-year grant, 250 children will have been served through school- and community-based one-to-one mentoring toward an outcome of improved academic engagement. The CNCS federal investment of \$67,390 will be supplemented by at least \$28,881 (30%) in non-federal resources.

Strengthening Communities

Big Brothers Big Sisters of Middle TN-RSVP currently serves Cheatham, Dickson, and Robertson Counties, three largely rural counties contiguous to Nashville/Davidson County in Middle TN. According to the State of TN County Profiles, the service area encompasses 1,269 square miles with a population of 155,054. Child poverty ranges from a high of 22.6% in Dickson County to a low of 18.9%

Narratives

in Cheatham County. According to the US Census Bureau, in the three counties 10,191 households are female-led, 1,497 households are male-led, and 1,874 grandparents are caregivers to children under 18. According to the TN Dept. of Education, in 2011 the student population of 25,694 is primarily Caucasian, with an average of 6.4% African-American and just below 5% Hispanic. In the three counties, 53% (13,617) of the students are economically disadvantaged, with an average graduation rate of 79%. Among the economically disadvantaged student population, 2,860 are below basic skill level in math, and 1,409 are below basic in reading/language. According to the Tennessee State Youth Coordinator for Military Families, there are 405 children of military families, ages 6-12, in Robertson, Cheatham, and Dickson counties. It is estimated that at least 30% of these children are economically disadvantaged. Additionally, at any given time many of them have parents who are deployed.

Since 1999, BBBSMT-RSVP has partnered with local schools in the service area, each partnership/station established according to RSVP and BBBS guidelines. To establish a volunteer station, Project Director meets with the principal to discuss program details and to review and sign the Memorandum of Understanding, as required by RSVP guidelines. A school contact is designated by the principal, typically the guidance counselor, through whom teachers may refer children for mentoring. Volunteers use a sign-in log for arrival and departure that is exclusively for RSVP use. Approved volunteers are matched with referred children based on personalities, interests, volunteer skills and the child's needs, outcome goals are established for the child, and mentoring time is scheduled. The BBBSMT-RSVP Program Coordinator for each county visits the schools regularly to consult with the school contacts, collect attendance log sheets, and to talk with the children for the purpose of supervision of the match (match support). The Program Coordinator contacts each volunteer on a monthly basis for match support, and also makes contact with teachers/parents as needed for monitoring each child's progress toward outcome goals. For community-based mentoring,

Narratives

Bigs and Littles spend time on their own schedule outside the school setting. Matches are monitored by staff on a monthly basis by contacting the volunteer, child, and parent. As in school-based, outcome goals are established for each child in community-based mentoring.

Volunteers (Bigs) will engage in one-to-one mentoring in either a school-based or community-based setting with their mentees (Littles). In school-based, the Big visits the child each week at school at a predetermined time, addressing teacher-directed academic needs first, but reserving time to engage in other activities as well, such as playing a game, sharing a snack and talking, or enjoying a craft. An activity box is placed in each school to provide Big and Little with a selection of games, learning aids, puzzles, and craft supplies to use during their visits. Throughout the year, match support contacts by RSVP staff monitor the child's progress toward established goals. These service activities will lead to improved academic engagement for the children mentored.

Mentoring activities promote the development of a friendship between Big and Little, allowing time for fun and talking. Our objective is to address the overall needs of the child, including improving self-esteem, confidence, behavior, social development, and reducing risk behaviors through a successful mentoring relationship. Most of our matches last for two or more years, providing a beneficial experience for the children who are mentored. We encourage mentors and children to participate in community service activities, to engage youth in helping others and understanding the power they have to impact their communities.

BBBSMT-RSVP will target economically disadvantaged children in 1st-8th grade, all of whom qualify for free/reduced lunch and many of whom live in single-parent homes or with grandparents or other relatives. In the three counties, 2,860 of the disadvantaged children are below basic skill level in math, and 1,409 are below basic in reading/language. For these children, mentors will provide an added measure of academic assistance, support and encouragement over a period of one or more years, increasing the likelihood that the children will succeed.

Narratives

Mentors will work one-on-one with children helping them with academics and engaging in a variety of other activities so that the children become more engaged in the classroom, demonstrate improved self-confidence, classroom behavior, and social development, reducing the likelihood of risk behaviors and increasing the likelihood of graduation.

At the end of the three-year grant, we anticipate that 250 children will have been served by one-to-one mentoring, either school- or community-based, with an anticipated outcome of improved academic engagement. Over the years, teachers have consistently reported that children who are mentored show positive outcomes in the various areas of development. BBBSMT-RSVP has built solid partnerships with schools in the service area; teachers routinely refer children for mentoring and work to schedule mentoring time in increasingly tight school schedules. Their determination to provide children with one-to-one mentoring during the school day indicates strong support for the program. We will serve at least 40 children of military families in one-to-one mentoring during the three-year grant cycle.

Veterans have been very active over the years in mentoring and we will continue to actively recruit them. BBBSMT's Agency Information Management system (AIM) tracks data of service to military families, enabling us to track service by and for military veterans/children.

Recruitment and Development

Each person who volunteers as a mentor has a desire to make a positive impact in a child's life; however, each mentor has preferences regarding the gender, age, personality traits, and needs of a child they feel they will be successful working with. They also have different skill sets to offer, such as previous experience with children, proficiency in a certain subject area, or knowledge/enjoyment of crafts. In conducting our in-person interview with the volunteer, RSVP staff determines how the volunteer can best be engaged so that the mentoring experience is rewarding for the volunteer as well as beneficial to the child. In completing a one-year commitment, and in many cases two or more years, volunteers create a bond with the child and a sense of satisfaction in knowing that they were

Narratives

instrumental in the child's success. The volunteer evaluation form, completed annually, invites reflection and comment on the meaning of service to the community and how mentoring has enhanced their lives. It also serves to alert RSVP staff of program changes that need to be made. In addition to their weekly mentoring activities, volunteers participate in field trips with their Littles; and many of the volunteers enjoy participating in our annual fashion show by modeling with their Littles, or engaging in a variety of other preparations for the event.

BBBSMT-RSVP approaches volunteer training with a comprehensive, ongoing approach. Every contact between a volunteer and the professional staff is an opportunity for training and development. Upon entering the program, each volunteer receives training orientation and a mentor training manual. Through their orientation and subsequent contacts, volunteers are given a clear understanding of what mentoring means, best practices for relationship development and troubleshooting, review of child safety issues and opportunities to discuss the special gifts and challenges of mentoring. Once the volunteer is matched with a child, a support specialist will assist the volunteer in identifying goals for the student and will make contact monthly to ensure the match is going well and appropriate progress is being made. Any issues or questions that arise are dealt with in a timely manner involving the teacher, school counselor, or parent as appropriate. Volunteer group meetings are held at least twice during the year, which include a training topic, such as techniques for working with ADD/ADHD children or coaching for helping with reading, and having group discussions about specific situations the volunteers are experiencing.

According to TACIR (Tennessee Advisory Commission on Intergovernmental Relations), in 2010 the population in the three-county service area is primarily Caucasian, with 4.3% African-American, 3.8% Hispanic, and 1.5% Bi-Racial. The RSVP staff uses media opportunities, such as radio and local publications, and presentations to local groups for public awareness and recruiting. For example, we have recently placed ads in local newspapers, and presented program information to civic clubs and

church groups, inviting volunteers along to speak of their experiences as mentors. Advisory Council members are effective in recruiting in their communities and mentors are asked to bring guests to volunteer meetings. Last year a school counselor in Cheatham County requested a volunteer who was fluent in Spanish; RSVP provided a Hispanic mentor who was instrumental in helping the child to improve his ability to communicate in English as well as to improve academically. This year the same mentor is again engaged in working with another Hispanic child. In Robertson County, a RSVP volunteer who speaks Spanish fluently is not only mentoring a Hispanic student in elementary school, but is helping his parents to learn to speak English. Recently he treated the family to a trip to see the Shrine Circus, a first for all of them. Though we have actively recruited volunteers from both Caucasian and African-American communities, our volunteer pool remains primarily Caucasian as is indicative of the local population. We welcome, and do not discriminate against, volunteers of any race, ethnicity, sexual orientation, and degrees of English language.

Over the years we have welcomed many veterans as volunteers who have had very positive experiences with the children they mentored. We will continue our efforts to recruit veterans as they have much to share with today's children. One of our most beloved veterans, Brad Dressler, began as a mentor in 2004 and was still matched with a child when he died suddenly in 2011. He and Cory were matched for 5 years and became very good friends. They had many interesting discussions about Brad's experience in WWII as a medic. In one of their visits during the last year of their match, 14-year old Cory drew a picture for Brad of him, Lt. Dressler, helping a wounded soldier on a battlefield; on a hill in the background stood 'Lt. Shelton' (Cory) with a rifle. The caption read, 'Lt. Dressler, I've got your back.' Brad later told the story at a volunteer meeting and brought the drawing along. He was very touched as was the entire group. Cory benefitted greatly from his friendship with Brad as he lives with Mom and has no contact with Dad. Brad always addressed academics first during their

Narratives

visits; Cory improved his grades and had no behavior problems at school.

Since 1999 we have routinely had volunteers with age-related disabilities and currently have at least two who are in active matches -- one is confined to a wheelchair and is currently in a community-based match with a 12-year old girl; another uses a walker and has been matched with the same child for 4 years, first in school-based and now in the community-based program. For school-based mentoring, accommodations are made, if needed, at the schools so that a volunteer avoids having to walk farther than necessary. In recruiting volunteers from AARP, senior adult church classes, or other such groups, we welcome participation regardless of physical disabilities.

Throughout each year the Project Director and the Program Coordinators in each county plan activities/events for retention, recognition, and appreciation of volunteers. In accordance with BBBS program guidelines, local RSVP staff contact mentors on a monthly basis (match support) to monitor their matches and address any questions or concerns they may have. These contacts not only serve to monitor Big/Little activities, relationship development, and child safety but they also enhance the volunteer experience and connection with RSVP, encouraging retention. Our summer volunteer meeting includes training and program information for the new school year; however, an equally important component of the gathering is to celebrate and appreciate our volunteers' efforts and service, usually with a meal, a small gift, and fun recognition for accomplishments such as most hours served, most challenging match, longest serving volunteers, etc. Volunteers are asked to introduce themselves, including a brief overview of their child/children and amusing or touching stories about their activities. Many helpful discussions have resulted from this open communication. We have Christmas gatherings to which volunteers, children, and parents are invited, and send birthday/get well/sympathy cards to volunteers as appropriate.

Program Management

Volunteer stations/schools are developed and managed according to RSVP regulations.

Narratives

Memorandums of Understanding are discussed and signed by all required parties within each school; a contact person is designated by the principal for day-to-day oversight of RSVP volunteers, and to work directly with BBBSMT-RSVP staff for child referral. Though every person who enters a school is required to sign in at the office, RSVP volunteers use a separate sign-in/out book for tracking attendance and verifying hours served. That document is signed by office personnel, as noted on the MoU, who can verify the volunteers' attendance. Program Coordinators will oversee the day to day operation of volunteer stations in their counties, serving as liaison to each station. Project Director will oversee program operation and supervise Coordinators. The sponsor agency will serve as volunteer station for community-based matches.

With the exception of those serving on Advisory Councils, BBBSMT-RSVP focuses 100% of our volunteers in the Primary Focus Area of Education. Several of the volunteers who serve on Advisory Councils are also mentors.

BBBSMT-RSVP will continue to focus on recruiting volunteers 55 & over for one-to-one mentoring as arranged on a national level between Big Brothers Big Sisters of America and Senior Corp in 1999; the objective was to engage senior adults in mentoring so that they share their wealth of knowledge, values, and experience with children. At that time, BBBSMT as well as two agencies in other states became RSVP sponsors. Our program has been very successful over the years in both retaining volunteers and in developing strong relationships with our community partners. We do not plan to graduate any stations but to continue to increase volunteer activity so that more children are served.

Our measurement tool will be pre-post teacher reports for each child mentored during the school year. The report includes information regarding the status of self-confidence, academic performance,

Narratives

attitude toward school, class participation, classroom behavior, trust toward adults, and relationship with peers (social development). BBBSMT-RSVP staff will administer the pre-test before mentoring begins and again at end-of-school year. Results will be entered on a spreadsheet and automatically computed for accurate outcome data. BBBSMT also administers the Strength of Relationship survey (SOR) to both volunteers and children after 3 months into match and again at one year; the survey is subsequently repeated annually as long as the match is active. This survey provides data regarding the relationship of Big and Little, indicating whether they have a healthy match relationship or if there are issues that need to be addressed by the match support specialist.

BBBSMT-RSVP applies to United Way agencies and submits grant requests to US Banks, Dollar General Literacy Foundation, Draughon Foundation, and to the A.O. Smith Foundation. These are all local resources that provide funding to supplement costs and provide excess funds needed for the grant budget. Civic clubs sponsor events and participate in fundraising efforts. In-Kind donations have been secured for field trips for volunteers and children by local swimming pools, skating rinks, movie theaters, local bowling centers, and the Shrine Circus. Retail stores & restaurants often make donations as well, which are very helpful in providing volunteer gifts, door prizes, or meals for recognition events. In Robertson County, because RSVP has been involved in serving local children in the schools since 1999, the school superintendent has committed to providing in-kind office space on school property.

As is tradition for the BBBSMT-RSVP, 100% of our volunteers will be engaged in one-to-one mentoring. We will have three work plans within the primary focus area of Education, two involving school-based and the other community-based, toward outcomes of improved academic engagement. At least 120 unduplicated volunteers will serve 220 children in school-based mentoring; 30 unduplicated volunteers will serve 30 children in the community-based program.

Narratives

Organizational Capability

Fiscal oversight for BBBSMT is managed by our VP of Finance, Cynthia Whetstone, who oversees the agency budget as well as that of RSVP with the assistance of our accountant, Lisa Robertson. Cynthia is responsible for payroll, invoices due, drawing down funds, and submitting financial reports -- and all other aspects of fiscal oversight. For reimbursement of expenses for agency staff, including RSVP, expense reports are submitted with receipts and authorized by staff supervisors and the CEO.

Expenses typically include mileage reimbursement and/or basic office supplies.

Program oversight for the agency is managed by VP of Programs, Mary Walker, to whom the RSVP Project Director reports. Most data will be compiled using our Agency Information Management system (AIM), a data and performance management system developed by Big Brothers Big Sisters of America specifically for tracking data required for mentoring programs.

Diane Frey, Project Director, RSVP: BS Child Development; more than 30 years in the field, including 12 years in current position with Big Brothers Big Sisters of Middle TN sponsor agency.

Rebecca Dove, Social Work Specialist part-time, RSVP Robertson County: BSW; 12 years in the field, including 5 years in current position with BBBSMT.

Patrice Rullo, Program Coordinator part-time, RSVP Cheatham County, Liberal Arts, with strong emphasis in Psychology; 3 months in current position with BBBSMT.

Program Coordinators Rebecca Dove and Patrice Rullo provide leadership and management of RSVP in their respective counties with supervision by Project Director, who conducts daily phone conferences with each and frequently visits the counties. All positions are sustained through the RSVP budget with a combination of CNCS, grantee match, and excess funding, as required.

BBBSMT adheres to the BBBSA Service Delivery Model for one-to-one mentoring, which mandates

Narratives

procedures and forms to be used. Our agency Information Management system (AIM) is a sophisticated performance management system nationally developed for mentoring programs, and it allows performance tracking in real time, including multiple metrics ranging from the number of volunteer and child referrals, interviews, and how many children and mentors are ready-to-be-matched to match closure rates and average match length. Key metrics are compiled and reviewed monthly to ensure adherence to standards and progress toward goals.

BBBSMT is the largest and most comprehensive mentoring program in the region, serving more than 2,500 at-risk children in 2011. All children are served by volunteer Bigs, either in a community based or school/site based setting. BBBSMT has sponsored RSVP since 1999 matching senior adults with at-risk children, engaging them in addressing community needs.

BBBSMT administers the Strength of Relationship (SOR) survey to child and mentor at three months and one year into the match to determine relationship quality and progress, providing interventions if needed. The use of the SOR survey, combined with input from pre-post Teacher Reports, provide outcome measures of the mentoring relationship as well as the progress of the child toward established outcome goals. The availability of AIM and nationally-developed mentoring outcomes measures from BBBSA allows BBBSMT to administer, compile, and analyze data in-house.

Though BBBSMT's main office is located in Nashville, RSVP operates from satellite office space in two counties with part-time staff in each. Offices are supplied with basic equipment - computers, printers, phone, and internet - and office supplies are purchased primarily by the Project Director and submitted with receipts for reimbursement. The IT staff addresses computer issues, providing replacements as needed. There is an allowance in the budget to replace small equipment items such as printers or phones as needed.

Narratives

BBBSMT is a 501(c)(3) nonprofit corporation led by an elected and non-compensated Board of Directors. A CEO who manages daily operations is appointed by the Board. The VP of Finance & Administration oversees financial operations, including all purchasing procedures for the agency. The VP of Programs oversees all program operations and directly supervises the RSVP Project Director. BBBSMT's Program Guidelines and Service Delivery Manual cover the BBBS Service Delivery Model, Program Operations, BBBSMT Policies Related to Service Delivery, Forms, National BBBSA Standards of Practice, and Performance Management Metrics. Standards of conduct for staff members are included in the Program Guidelines, as well as in the Employee Handbook. Program Guidelines are reviewed on a regular basis by the VP of Programs, and changes are presented annually to the Board for approval.

Each county has an Advisory Council comprised of members from various backgrounds, including local schools, businesses, and volunteers from each community within the county. Advisory Councils are necessary and extremely valuable in assisting in recruitment and fundraising. In Cheatham County, the Advisory Council takes an active role in the organization and production of our annual Fashion Show. This event is intended not only for fundraising but, just as importantly, for public awareness in the community. Due to several circumstances, we were unable to hold our Fashion Show in 2012 and realized afterwards that the community missed it; the annual Show has been a community event for the last 6 years and we have had requests to resume it.

BBBSMT's VP of Finance & Administration oversees financial operations and reporting. The agency follows Generally Accepted Accounting Principles on a fiscal year that runs January to December, undergoing annual external audits performed by Frasier, Dean & Howard, PLLC. BBBSMT is experienced in grant administration and federal compliance, not only having successfully administered this RSVP grant since 1999, but also having administered a large statewide federal grant

Narratives

from the Department of Health & Human Services (\$1 million per year over a span of seven years), a Department of Education grant (\$151,500/year for three years), and an Office of Juvenile Justice & Delinquency Prevention Recovery Act grant (\$500,000 allocated over four years, begun in 2009). To move to the next level of sophistication and transparency in managing funding from multiple Federal and State sources, BBBSMT has implemented Intergovernmental Commerce Exchange (ICE) software from MasterCard. ICE complies with the Federal Funding Accountability & Transparency Act, tightly integrating the reconciliation of government payments and expenditures and making detailed financial information readily available for reporting/audits. We can ensure and document that there will be no commingling of funds from other Federal or State sources. Financial reporting will be managed by Cynthia Whetstone, VP of Finance & Administration.

For the current budget year, we are participating through RSVP in the Good360 Retail Donation Partner program to receive in-kind merchandise, which will provide most of our required non-federal share. In addition, the Robertson County Superintendent of Schools has committed to providing BBBSMT-RSVP with office space, another source of in-kind funding. Any remaining share will come from other in-kind or cash donations from local sources in each county. We will operate in the same fashion for this upcoming budget, mostly through in-kind resources and supplementing with cash if necessary.

Other

Mileage reimbursement - Volunteers will be notified that mileage reimbursement is available at a minimum of \$.30 per mile and provided with the appropriate document for reimbursement.

Meals are not typically provided for this program as volunteers spend only 1-2 hours in the school setting each week; however, on a few occasions over the years principals have authorized in-kind meals for volunteers if they were spending most of the day at school engaged in mentoring and other activities.

Narratives

Insurance -- As mandated by RSVP, Excess Auto, Accident, and Liability volunteer insurance has been provided through CIMA since 1999.

Criminal background check costs are included in the RSVP budget. Since child safety is of utmost priority, BBBSMT mandates that upon receiving a completed application from a potential volunteer:

- We utilize the LexisNexis search agent for our comprehensive background checks, which includes national, regional, and state database searches including National & Tennessee Sex Offender Registries, social security verification, and motor vehicle reports. Background checks are repeated every three years for each volunteer.
- We check at least three references, asking pointed questions about the volunteer's suitability to work with a child, their home environment, safety concerns, personality, and strengths.
- We conduct one-on-one orientation and a 1 ½ hour in-person interview with the volunteer, which is followed with a written assessment by professional staff based on interview information, background check, and references.
- If approved, the volunteer receives required training either at our Nashville office or by local staff.
- Matches are made based on preferences, interests, and personalities of the volunteer and child.

Volunteers will be supported through careful planning in utilizing budget funds together with local in-kind donations. Recognition events are typically held at Senior Centers or churches at no cost, where a light meal is served. Gifts and door prizes will be provided through the aforementioned Good360 program. For this budget \$9.00 per volunteer has been allocated for recognition which, combined with in-kind resources, will be adequate for planning. The required Volunteer insurance will be budgeted and continued with CIMA for excess auto liability, accident, and liability. Mileage reimbursement will also be budgeted to the amount per mile that funds allow. For recruitment, we usually ask volunteers to invite friends to volunteer meetings to give newcomers a chance to begin connecting with the group; place ads/articles in local publications and church newsletters, make

Narratives

presentations to clubs/groups, rely on input from our Advisory Councils, and set up booths at community events when possible.

PNS Amendment (if applicable)

N/A