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Narratives

Executive Summary

*Yadkin Valley Economic Development District, Inc. (YVEDDI).

*YVEDDI was organized in 1965, YVEDDI is a private non-profit corporation designated as the local Community Action Agency which administers Human Services and Community Development Programs funded through Federal, State, County Governments, United Ways, and other resources. Current Laws, regulations, and funds regulations apply to all services provided.

*The Retired and Senior Volunteer Program proposed number of volunteers are 257.

*RSVP is requesting \$42,770

*Focus Areas are Healthy Futures, and Education.

*The community needs that will be address will focus on groups of individuals who don't have adequate income to be self-sufficient, elderly, and people with disabilities, homebound meals, and one-on-one tutoring to assist with students in achieving their academic goals.

*The researched-based methods are information given by the U. S. Census Bureau, surveys, volunteer logs, volunteer stations records, Department of Social Services, National Survey through Area Agency on Aging and National Center for Education Statistics, and Health Departments.

*Anticipated outcomes are:

*Healthy Futures: Seniors (homebound) will have a healthy nutritional mid-day meal five days a week and improve their intake and meet their dietary needs. Clients who receive assistance from food banks will also be given the opportunity for financial counseling and information concerning clothing and emergency assistance fund. Volunteer will give support to congregate meal programs by helping at the registration desk, setting up tables, marketing the program, health and wellness and visiting with clients during meal programs, this will help staff by saving them time to focus on other needs that the clients may have.

*Education: Students will advance to the next level or developmental stage.

Narratives

Strengthening Communities

Yadkin Valley Economic Development District, Inc. (YVEDDI) was organized in 1965. YVEDDI is a private non-profit corporation designated as the local Community Action Agency. The Retired and Senior Volunteer Programs (RSVP) is one of the most important programs operated by YVEDDI. RSVP serves a three county region known as the Foothills, or Yadkin Valley region of North Carolina. This area covers Davie, Surry, and Yadkin counties. Caring, giving and charitable are a few of the characteristics that make this area so special and welcoming. The Yadkin Valley area is rich in history, heritage and an ideal place for individuals to live.

Tobacco farming and textile industries have been the economic backbone of the counties in the past several decades. However, due to down-sizing, governmental regulations, and environmental issues, other economic sources are being attempted. Land that had previously been used for tobacco farming is now to harvest grapes for the thriving local wine-making industry. All three counties are very rural, with unemployment rates at record levels.

Davie, Surry, and Yadkin Counties have an estimated aggregate population of 153,855; Davie County has 41,940, Surry 73,569 and Yadkin 38,346 residents, according to the Piedmont Triad Regional Council of Governments. The U.S. Census Bureau does a count of the number of the elderly population, 65 years and older. The latest statistics from the 2010 Census show that the elderly comprise 21.1% in Davie, 21.6% in Surry and 15.8% in Yadkin of each county's population.

Davie County has an estimated population of 41,940. The three towns in the county are: Bermuda Run, Cooleemee, and Mocksville. Only one small general hospital is located in Mocksville and the county has no public transportation system. Almost 50% of the population resides in rural areas and 8.6% live at or below poverty. Minorities comprise 9.6% of the 60+ population. Tobacco farming once provided the county's economic base, but farms are now less in number because of governmental regulations, health, and environmental issues.

Narratives

Surry County has an estimated population of 73,569. The county's four municipalities include: Dobson, Elkin, Mt. Airy, and Pilot Mountain. General hospitals are located in Elkin and Mt. Airy. Almost 50% of the 60+ population reside in rural areas and 12.4% live at or below poverty. Minorities comprise 9.6% of the population. In the past, tobacco farming and textile provided the county's economic base. With textile jobs going overseas and tobacco farming less emphasized, the local economy is suffering during current economic crisis.

Yadkin County has an estimated population of 38,346. The small towns are Boonville, East Bend, Jonesville and Yadkinville. This county has no transportation system and one small general hospital. Almost 60% of the 60+ population reside in rural areas and 10% live at or below poverty. Minority individuals comprise 7.5% of the 60+ population. Tobacco farming and textile provided the county's economic base in the past. Tobacco farming and textiles are being down-sized, because of governmental regulations, health, and environmental issues.

RSVP works with agencies in providing volunteers to meet community needs. These partnerships are formed based on the determined needs of the RSVP program and community resources. An example of this is Telephone Reassurance. A partnership was formed with YVEDDI, OAA and Social Services in all three counties to provide Telephone Reassurance. Phone calls are provided by RSVP volunteers to clients who are homebound. This is provided primarily to senior citizens but does not exclude other age groups.

YVEDDI and RSVP program has helped us to develop and maintain strong partnerships within the three counties. A few examples of volunteer stations are Health & Nutrition which includes homebound meals delivery, nutrition sites, and education. Public Schools provide the opportunity for tutoring and mentoring children and assisting teachers with administrative work. Within each county,

Narratives

there is an Aging Planning Committee. This committee distributes surveys to investigate the major needs in the community and find ways to meet these needs.

RSVP assists agencies to start volunteer programs that do not have a program in place.

RSVP works closely with other nonprofits in the community by recruiting volunteers for agency specific needs. Each volunteer station signs a memorandum of understanding, supplies job descriptions, completes a handicapped certification and provides each volunteer with orientation. Volunteers are recruited by a wide array of activities such as speaking engagements, health fairs, distributing brochures at local restaurants, church bulletins, newspaper articles, radio, cable access channels, websites and word of mouth from volunteer stations and volunteers themselves.

RSVP will recruit a broad range of volunteers to help ensure that crucial assignments are covered when needed. Retired professionals will be sought, along with those who communicate through different languages including sign language.

RSVP Volunteers will enhance the efforts of each agency by enabling them to provide services that they would not normally be able to fulfill without hiring new employees.

RSVP asks each agency to provide a volunteer recognition event for volunteers along with any other programs to help make volunteers feel more welcome. These include, but not limited to, staff functions, board meetings, picnics, and fund raising activities.

RSVP is part of and collaborates with YVEDDI, Older American Act (OAA) program, and other agencies in the area to strengthen our community. We have worked to develop resources for our senior population. The general public is involved in the progress and advancement of the RSVP

Narratives

program through our Advisory Council. Our Advisory Council has members from all three counties. RSVP volunteers complete an annual survey and volunteer stations also complete annual assessments. Within each county, there are Aging Planning Committees that meet on a bi-monthly basis. These committees distribute surveys to determine what the major needs are in each community and plan ways to meet these needs. All surveys/ assessments are then reviewed by the RSVP staff, Advisory Council and senior staff at YVEDDI, so that we may determine our strengths and our weaknesses. The surveys/ assessments are critical in identifying community needs and striving to meet those needs. The RSVP Director, as well as the two Project Specialists in Davie and Surry Counties is continually scouting for new volunteers. New stations are identified through the surveys, input from existing volunteers, partner agencies (such as local United Ways). By utilizing all resources, we are able to better meet the community needs as well as the diversity of interests and skills that our volunteer's possess.

RSVP provides opportunities for individuals to use their time and talents in the community. Volunteers have a beneficial impact in each county. Surry Project Specialist is the County Coordinator for the NC Governor's Volunteer Service Awards. The program has had at least one recipient of this award since 2005. The recipients are recognized not only by the Governor, but also by the local County Commissioners, newspapers and RSVP. YVEDDI also has a newsletter which is distributed approximately 4-6 times a year. RSVP has a column in this newsletter. A strong relationship with the area newspapers has been beneficial to the program. Articles are printed free of charge. YVEDDI does have a website that details each agency operated by them. RSVP is included on this website. RSVP understands the importance of social media in today's world. The RSVP is also featured in the YVEDDI brochure with contact information for each county served.

RSVP partners with the local United Way/United Fund for Days of Caring activities. This is a one day

Narratives

event each year to work on a project such as cleaning a park, mulching, and planting flowers. The program has not only worked organizing volunteers to aid in Day of Caring, but the staff has also participated. We have also worked alongside the local Area Agency on Aging & the Forsyth County RSVP to assist with the yearly Spring Fling Day for senior citizens. This day provides free food, entertainment specifically for the enjoyment and emotional needs of seniors. For Martin Luther King Day, we organized a food drive within YVEDDI to aid area food pantries. We have, in the past, continued the food drive as the need for food has increased at all food pantries.

RSVP will strive to recruit a broad range of volunteers of all ethnicities to help ensure that all areas are covered as needed. Volunteers are recruited at area senior centers, places of faith, businesses, local libraries, and community centers. Staff participates in local community activities, fairs, and recognitions aimed at reaching those of diverse backgrounds. We set out to reach those of all diverse demographics including race, religion, disabilities, and economic backgrounds. An example of this is our Fall Festivals. There are festivals in all three counties, which attract individuals of different cultures and ethnicities.

In order to sustain and expand the project, RSVP will continue to secure funds such as cash and in-kind contributions. We will continue to document contributions meticulously and develop new sources of in-kind assistance. RSVP will seek donated and/ or purchase items to be raffled at our yearly yard sale as well as collaborating with local festivals to sell items for fundraising. Along with the resources mentioned above we also receive funding sources. We are attempting to diversify our funding base so that each individual agency will not be depleted. However, diversity among funding sources has been difficult in such a small community and a tough economy. We are also cooperating and collaborating with as many community agencies as possible to share resources and combine our efforts. Our

Narratives

YVEDDI Board of Directors is considering forming an Ad Hoc Committee, as part of our Personal Committee, to specialize in upgrading our current fund raising capacity. Through capacity building activities, we intend to broaden our fundraising scope to include estate planning, philanthropy, and bequests through wills.

RSVP volunteers participate in several aspects of community activities. Some volunteers enjoy volunteering for special events such as; fairs (volunteer, health, and community), blood drives, stroke screenings, Living Healthy workshops and Day of Caring. They also assist with charitable fundraising. With the majority of volunteers depending upon fixed income, sometimes travel is extremely costly even though we do offer mileage reimbursement to RSVP volunteers. Mileage reimbursement is a significant issue with rising prices of gasoline.

YVEDDI has sponsored and operated RSVP since 1973. Since that time, RSVP has worked closely with other area agencies/organizations in the area. This has strengthened our relationships within the three counties. The RSVP program participates in local Human Service Council meetings.

Agencies/organizations from the area come together and discuss what is currently taking place within their organization. They also discuss issues that need to be focused on within the community and how we, as a group, can address these issues. Collaboration is crucial in our rural areas where resources are limited. RSVP staff members pride themselves in attending meetings regularly. We must "be at the table" to mobilize resources in the community.

Without a doubt, active volunteers are the most effective recruiters. By the volunteers sharing their experiences, through word of mouth, potential new volunteers become educated and excited about the volunteer opportunities in our communities. We have found that middle aged citizens are willing to invest money, but have little time to volunteer. However, our senior citizens are more likely to

Narratives

volunteer their time and can be counted upon to fulfill their volunteer responsibility.

One community activity our volunteers participate in is the Annual Volunteer Fair that occurs in Davie and Surry Counties. This is a one day event that is hosted to educate the community on volunteer opportunities in the area and to also gain their support. Organizations that utilize volunteers from youth to seniors participate in this fair. This event is sponsored by RSVP and local Senior Centers. Volunteers help in this event by helping to organize the event, promoting the fair through flyers & word of mouth, cooking food for attendees, and collecting door prizes. Attendance has continually grown, which helps "spread the word" about RSVP and other volunteer organizations. "Word of mouth" continues to be an excellent communication tool for RSVP.

RSVP volunteers help strengthen organizations (volunteer stations) in the community. Volunteers spend a considerable amount of time helping to provide food for those in need. The volunteers offer their assistance in obtaining non-perishable food items (through food drives) to be donated to local food pantries. Volunteers also help organize and stock shelves, so that when an individual or family comes to the food pantry, they have easier access to the items they need. Also, organization of food items also helps when doing inventory. When the food pantries began, there were very few volunteers. Most of these volunteers were below the age of 55 according to the food pantry registration forms. With the assistance of RSVP and the RSVP volunteers, the senior volunteer rate has continually grown at each food pantry. According to the food pantry directors, without the help of RSVP and the RSVP volunteers, families who visit the food pantries would not have such a pleasant experience and would not be able to find their food/toiletry needs with such ease. The volunteers also provide support and conversation to these families. These families need moral support since most are embarrassed that they have to even utilize a food pantry to provide for their family. The amount of time and expertise is substantial when considering the importance of RSVP volunteers in the community. The in-kind

Narratives

service provided by these volunteers' amounts to thousands of dollars in each of our communities.

RSVP volunteers are involved in the community through leadership roles. They serve on area Boards as well as Advisory Councils. Boards that RSVP volunteers serve on: the YVEDDI Board of Directors, local United Way Board of Directors, and local State Employees Credit Union Board of Directors. In the three counties that YVEDDI RSVP serves, we have volunteers that serve on the RSVP Advisory Council, area Town Councils, local Area Agency on Aging Councils, and Church Councils. We also have several volunteers who serve on the Senior Tar heel Legislature. Major service areas include Meals on Wheels, Elderly Nutrition Sites, Senior Centers, Family Resource Center, and numerous other community facilities, programs and services.

Recruitment and Development

RSVP will interview potential volunteers to assess their hobbies, talents, interests, and skills. The assessment will result in matching them with opportunities to challenge their leadership skills and other talents. As a result of media, newsletters, one-on-one contacts, and recognition events, our volunteers are recognized for the community impact they have, because they are making a difference.

For example, we have a volunteer who volunteered at a food pantry. This particular food pantry had outgrown the building they were in. The volunteer took on the job of overseeing the project of building a new facility, now they have a much larger facility that is well organized. By building the new facility they can now provide Dental, Eye, Psychiatric services and a Pharmacy.

RSVP staff members continue to concentrate on the development of resources, recruitment of volunteers, development of volunteer leaders, and the sustainability of special volunteer projects. Emphasis has been placed on the development of volunteer stations that meet an identified

Narratives

community need, members follow-up, participation in community volunteer events, and involvement in the volunteer's activities. This results in the retention of existing volunteers. The staff presence shows the importance of a volunteer's assignment. The most successful recruiting is volunteers recruiting volunteers. Communication is also important in sustaining volunteers. We attempt to contact volunteers as frequently as possible to investigate the quality of their volunteer experiences. Recognition takes on many different forms, based on the individual or station. For example, the Dobson Nutrition Site received the North Carolina Award for Outstanding Volunteer Service. RSVP volunteers are highlighted in the newspaper, award nominations are written on their behalf, and members are recognized in the Yadkin Economic Development District, Inc. newsletter. Some volunteers and their stories have been presented to the YVEDDI Board for recognition. Recognition is one of the most important things we do for the volunteers, and is as different as the individual volunteer being acknowledged. Because of collaboration with some stations, RSVP has been able to offer additional recognitions.

Recruitment and retention is further enhanced by newspaper articles and pictures regarding RSVP events and local cable channel advertising RSVP opportunities and information regarding volunteerism in general.

RSVP staff attends training sessions and conferences throughout the year to enable them to enhance opportunities for RSVP volunteers. We provide Training and Technical Assistance to staff, volunteers, volunteer's station supervisors, and our Advisory Council in multiple ways. Project staff has participated in Corporations for National and Community Service sponsored training events, including national, regional, and state conferences. In addition, we use CNCS resources like the NSSC List serve, the CNCS website, and the National Service Resource Center. Project staff participates in professional associations like PRAVA (Piedmont Regional Association of Volunteers Administration) and NCAVA (North Carolina Association of Volunteers Administration). We seek other opportunities to develop

Narratives

professional skills as appropriate. Volunteers receive training and technical assistance either one-on-one or in group meetings.

RSVP provides an instructor to come and guide the advisory council on fundraising and how to support the program. In the past United Way has also helped with this effort.

Program Management

Meaningful placements for volunteers are developed and managed by RSVP staff. The volunteers are supported through intervention and/or redirection, training and routine site visits. If a station manager is having difficulty communicating directions to a volunteer, the RSVP staff may intervene by reassignment or additional training. Volunteer stations have training support by RSVP staff.

Strengthening relationships is accomplished through site visits. During these visits, the Director and/or Recruiter visit with the station staff and volunteer(s). Site visits are sometimes planned or can be spontaneous. This ensures that the volunteers and site managers are satisfied and the need is met.

Davie, Surry and Yadkin RSVP are assessed each year by the Advisory Council, the volunteer and volunteer station supervisors. The Advisory Council completes a Project Assessment each year. This tool was taken from the RSVP Handbook. This Assessment takes place at a regularly scheduled Advisory Council Meeting. The purpose of the self-assessment is to determine if the program is meeting grant requirements. The assessment includes the following sections: volunteer satisfaction, communication, development and management of volunteer stations.

At recognition events, RSVP staff also conducts a survey to determine satisfaction, enjoyment of recognition events, if working conditions are appropriate for the volunteer, and if the volunteer even realize the impact they have on the community.

The Advisory Council and the Board of Directors at Yadkin Valley Economic Development District, Inc. is working along with the RSVP Director to go outside of sponsors to get an assessment completed. At this time we have talked with Dr. Althea Taylor Jones who is professor with Winston-

Narratives

Salem State University. She has performed assessments for other agencies in the area. The challenge with this implementation is the cost of an evaluation. Also, YVEDDI is under a new management model based upon measureable outcomes. This model requires attention to detail in recording, analyzing, and reporting program data. This model is designed to document areas of success and areas of needed improvement. Project performance outcomes are also shared with the YVEDDI Planning and Evaluation Committee and eventually the full YVEDDI Board of Directors.

We maintain a record keeping system that is compliant with the Corporation for National and Community Service regulations that will effectively track information relating to volunteers and volunteer stations. The sponsor utilizes a record keeping, Reporter Volunteer Software, for the sole purpose of keeping track of volunteer hours and stations and retrieval of records for reporting purposes. There has been an increase in the accuracy of reports and the ability to store and retrieve data with this software. There are annual updates on this software. Access to files is limited to the RSVP Director who has the authority to review them at any time. As documented earlier, our model of tracking, recording, and reporting data has been amended to illustrate performance based outcomes and overall program success. Areas of weakness will be modified to insure documented improvements. Program statistics are shared with the YVEDDI Management Team, the Planning and Evaluation Community, and eventually with the full YVEDDI Board.

Our management style has adopted characteristics of our agency's ARRH stimulus funding. We are emphasizing accountability, transparency, immediacy, and efficiency in our service provision model. In a timely manner, the program consistently completes and submits annual progress reports to the State Office of the CNCS. The State Program Specialist completes a compliance review every six years. RSVP successfully completes an annual fiscal audit by Crouch, Joslyn PLLC (Certified Public Accountants and Consultants). The RSVP Advisory Council also monitors the program annually. YVEDDI recently established an Audit Committee that will provide another "set of eyes" to review and

Narratives

information, to analyze the program's financial status, and to choose audit firms from year to year to conduct the agency audit.

The sponsor's financial system is based on a requisition format. The format requires the justification of all purchases, signatures by the initiator, Project Director, Project Sponsor, and Chief Financial Officer to ensure funds are available. Any purchase over \$1,000 is required to have three cost quotes. For equipment there is an adequate inventory system that is updated each year. Bank statements are reconciled each month by the Assistant Accounting Director and checks are signed by RSVP Bookkeeper. People who prepare checks are prohibited by policy from signing checks. There are written guidelines for volunteer cost reimbursement, volunteer insurance, and travel. We receive direct support from Yadkin Valley Economic District, Inc. (YVEDDI), in our internal operational budget preparation, monthly budget review, and fiscal accountability to all federal and state agencies. The Executive Director and Board of Directors monitor program activities monthly. Internal Audit Policies and Procedures have been updated this past year to improve efficiency and accuracy.

YVEDDI RSVP manages resources, both financial and in-kind, to ensure accountability and effective use of available resources. We meet this objective through careful budgeting and documenting in-kind resources, looking for ways to economize and save money, and minimizing expenses as much as possible. Some of the in-kind comes from the County of Davie (rent free office), gifts for the volunteers, office furniture donations, periodic office equipment donations, and area newspapers. Staff and volunteers work together to secure in-kind contributions from local business, such as a \$100 gift card to be raffled for RSVP.

At this time our match is 45% and we hope to gain ground with our local government, by the reports and awards (volunteers) that RSVP presents throughout the year. The resources used to maintain the

Narratives

program also build size and public awareness. This is accomplished by the use of media outlets. Two examples are the local newspapers and television. Media support has always been a significant in-kind contribution with our local newspaper. This is enhanced by the longevity of the paper's editors and that of RSVP staff. As YVEDDI strives to diversity fund sources, we have three categories of fund raising priorities including small, medium, and large. The rang of fund raising activities might be the smallest Hot Dog dinner to Estate Gifts of hundreds of thousands of dollars. Fund diversification is a current focus of the YVEDDI Board to offset cuts in Federal, State and Local funds.

Organizational Capability

The Retired and Senior Volunteer Program of Davie, Surry and Yadkin. The Yadkin Valley Economic Development District, Inc. (YVEDDI) has sponsored RSVP since 1973 without incident or exception. YVEDDI pioneered one of the first national rural RSVP projects in 1973 with a federal grant of \$44,000 for the first year. RSVP has enjoyed many years of successful operations with modest financial resources. Our program has increased in all aspects. This includes volunteers, volunteer stations, and number of program hours recorded. YVEDDI is a non-profit agency that was chartered in 1965. YVEDDI has managed numerous programs/projects in Davie, Surry, and Yadkin Counties. This includes Elderly Services, transportation, weatherization, and Head Start. The mission statement for YVEDDI is "We Deliver More Than Promises".

YVEDDI has a full-time Executive Director: The Executive Director joined YVEDDI in January 2011. He is a native of Yadkin County and graduated from Forbush High School. He has a Bachelor's degree in Biology/Psychology from the University of North Carolina -- Chapel Hill and a Master's Degree in Psychology from Appalachian State University. He has worked with Crossroads (Surry-Yadkin) Mental Health, the Northwest Piedmont Council of Governments- Job Training Consortium, and Experiment in Self-Reliance Inc. He has thirty years of experience in grant writing, program management, and non-profit administration. He supervises all aspects of the program.

Narratives

Program Director: Full-time -- She is the principal staff person accountable for the project. Our present staff person has been employed with YVEDDI for thirteen+ years. The RSVP director has 20 years experience in retail management. She has been active with the Eastern Star for twenty + years and travels extensively across North Carolina. Ninety five percent of the members of the Eastern star are senior citizens. She has also been a member of the Senior Council at the First Baptist Church of Jonesville for the past eighteen years. The Surry County Board of Commissioners recognized her by presenting a certificate of recognition for volunteer work. She is on the Board of Directors for the North Carolina Association of Volunteer Administration (NCAVA) and has served as a Regional Director, Conference Chair for the NCAVA/CNCS State Conference, President Elect, and Past President. She previously served as the Volunteer Coordinator for the NC Outstanding Volunteer Service Award, presented by the Governor. She has served on the board of Yadkin county Faith in Action Program. She is currently the Chair of the NC Director's Association. In 2008 she received the Volunteer Administrator of the Year Award from NCAVA. An additional 8% of the Directors' time is involved in fundraising and related agency activities and is paid out of non-grant funds.

RSVP Director: handles grant- writing along with the Executive Director, media exposure, relations with service providers, PR, record keeping, and administrative chores for the three counties and volunteer recruitment and placement for Yadkin County. She also plans the annual Volunteer Recognition celebration and supervises the training of program staff in meeting RSVP goals and objectives. Administration and analysis of annual program evaluation by the Advisory Council, service providers, and volunteers is also under the Directors supervision.

Project Specialist Davie: (Part-time position) The Davie county project specialist came on board in March 2012. She has quickly gained respect in the county due to her commitment and love for her

Narratives

county. Our project specialist has an impressive record of accomplishment in recruiting RSVO volunteers. This woman is a person who loves people with a focus on results. She has retired from real estate as the owner of Keller Williams Realty of Winston Salem N.C. She volunteers for Storehouse for Jesus and Meals on Wheels. She has established stations with Domestic Violence, and a Women's Clinic at Storehouse for Jesus.

Project Specialist for Surry: (Part-time position) -- The Surry County Project Specialist came on board in February 2005. She is a senior citizen herself and is engaged in volunteer services in Surry County. She is working hard in recruiting volunteers and keeping track of volunteer hours in Surry County. She has served on the Board of Directors for Yokefellow Ministries and The Salvation Army. She is currently an AARP Key Legislative Advocate and a Senior Tar Hill Legislator. She is also the Chair for the Surry County Aging Planning Committee for volunteers and Vice Chair for Surry County Aging Planning. She has served as the Volunteer Coordinator for the NC Governor's Volunteer Service Award for the last five years.

Each county Specialist for Davie and Surry Counties:

Each Specialist handles recruitment and placement and documentation of volunteer activity. Other job functions are development of stations, Memorandums of Understanding up-dates, financial program support including in-kind donations, work with local media and assist stations with special training.

Finance Director: The Finance director has over seventeen years experience in the finance/accounting field, with fifteen of that being in the nonprofit arena. The Finance Director's responsibilities; developing policy and procedures to safeguard the internal control of the agency and to ensure these controls are followed, to work with Program Directors in the development, revision, and the

Narratives

monitoring of program budgets, and to manage all accounting functions and finance staff.

Bookkeeper: The bookkeeper has been employed with YVEDDI since 2006. She holds an Associate's Degree in Accounting. The bookkeepers' responsibilities include entering budgets, revenues, and expenditures on a timely basis and to report to the program director.

YVEDDI has handled federal grants of various focus and amounts since it began in 1965. There are over twelve programs administered by YVEDDI, and five of these programs receive federal funding. The additional programs operate on state and local funding. YVEDDI has annual audits to safeguard and prevent over-spending and to make certain that there is appropriate accountability. An example of this is the purchase orders and requisitions. These are not permitted without funds on-hand to cover the expense submitted as stated in part 3, section C of this grant. Spending requests require two signatures and a justification of this would be either a receipt, paperwork and/or both. The YVEDDI Finance Officer assists with the budget portion of all grants, including the federal grants.

YVEDDI/ RSVP's track record is excellent. With YVEDDI handling several volunteer programs over the past forty-five years, we have gained tremendous experience. YVEDDI has several committees to oversee different aspects of the organization. Examples of these committees, to name a few, are: Safety, Community Service, Finance, Personnel, and Executive. RSVP also has an Advisory Council to assist them with planning and evaluation of the program.

Along with RSVP, other programs that are administered by YVEDDI are OAA(Older Americans Act), CSBG(Community Service Block Grant), Domestic Violence/Sexual Assault, Weatherization, Head Start, Transportation, Senior Centers, Family Resources Center, and Migrant Head Start. These programs are all benefit to our area communities by providing the resources that the population needs. Since these programs have been established for a number of years in the community, they have been able to reach numerous individuals and families. A few examples of these are: providing hot nutritious meals at seven congregate meal sites and also homebound individuals (through meals on

Narratives

wheels), providing a clean, well staffed teaching area for children (Head Start), and providing wheelchair ramps and help to those who have disabilities or who are less fortunate.

RSVP is seeking to have a positive impact in Davie, Surry, and Yadkin counties by gaining valuable feedback about RSVP's role in identifying the community needs. This will help to strengthening community involvement with RSVP in the future.

Self-assessment

Evaluation of staff is conducted annually and turned into the Executive Director and Yadkin Valley Economic Development District, Inc. Personal Committee for their review. This is kept in the staff file.

RSVP staff sent out eighty surveys to volunteers, Counties

Project Assessment

RSVP is attempting to evaluate its service and impact on the Davie, Surry and Yadkin County organizations (working stations) where RSVP volunteers work. Please take a few moments to answer the following questionable as they relate to your organization.

1) RSVP staff guidance to my work station regarding all the required RSVP paper work and reports is

___29___Excellent ___16___Average ___6___Needs Improvement

2) RSVP's recognition of volunteers and work station, RSVP's introduction and orientation to its program was

___48___Excellent ___4___Average _____Needs Improvement

3) When my organization was a new work station, RSVP's introduction and orientation to its program was

___34___Excellent ___13___Average ___4___Needs Improvement

4) RSVP's understanding of my organization's mission and volunteer needs is

___39___Excellent ___6___Average ___6___Needs Improvement

5) RSVP's response when my organization has special volunteer needs is

Narratives

42___Excellent 7___Average 2___Needs Improvement

As you know, every year, RSVP must do a progress report (PPR) for CNCS, one of its grantors. They want us to measure the accomplishments and impact of each RSVP work station and its volunteers so they can report the results to Congress.

In a brief statement, would you summarize what you think is/are the main accomplishment(s) of your volunteer workforce on our community. (Example: 10 volunteers prepare and serve an average of 200 meals a day at XYZ soup kitchen)

In a brief statement, would you summarize what you think is the impact of your volunteers' accomplishments. (Examples: Because willing volunteers work at the soup kitchen, 200 people do not end their day hungry.)

The benefits provided by RSVP, including recruitment of volunteers, travel reimbursements, liability insurance and volunteer recognition have a positive impact on our program.

51___Yes _____No

If you answered "no" to the previous question, please briefly explain.

What needs is RSVP not meeting at this time in the community?

All stations were in need of more volunteers. Big Brothers and Big Sisters, Head Start, Life Line Pregnancy and Veterans are in need of volunteers.

Other comments regarding RSVP this report helps greatly to identify current strengths and weakness. Staff will spend more time in the field to improve our standing in the community. RSVP is now working with Big Brothers and Big Sisters, and working on the MOU with the Veterans.

The Executive Director, administrator of the grant, supervises staff, has primary fiscal accountability for the program, seeks and develops new funding, oversees program planning, and represents the program on committees in the community.

Narratives

RSVP Director is responsible for management of the volunteers and volunteer stations. This person recruits volunteers and oversees their placement and service at stations, plans and coordinates training, plans and executes recognition events. She is the liaison with the community about the program, and participates on Advisory Council.

Two part-time project specialists are responsible for volunteer recruitment, enrollment, orientation and volunteer stations. They also complete program records, reports, update Memorandums of Understanding, assist stations in special training that the volunteer may require, provide yearly Volunteer Recognition and program support for in-kind donations.

The agency has specific guidelines in place to purchase supplies, equipment, facilities and role that each staff member must adhere to. All purchases for equipment must go through the YVEDDI executive director. YVEDDI has a new director who has taken procedures and the By-laws to Wake Forest Law School for their review and recommendations. YVEDDI Policies and Procedures including Personal and Financial Procedures, and the Agency's By-Laws are currently being updated and amended.

Once these changes have been approved by the YEDDI Board of Directors, this information will be forwarded to all fund sources.

RSVP is monitored by the annual evaluation of the Advisory Council. The evaluations are presented to YVEDDI Board of Directors for approval of the program. YVEDDI Board then stresses any areas of improvement or guidance on running the program.

Other

Volunteers will be working in the pre-school/or elementary schools in Davie and Surry County with children needing assistance in reading, math, writing and other academic skills.

RSVP director has attended the North Carolina Baptist Men's Disaster Relief Training and has been certified in mass food prep. One of our goals for this upcoming year is to get volunteers involved in

Narratives

this training. The NC Baptist Men will give free training and put the volunteers on a call list in case of a disaster in the United States. Red Cross will come on board and help with training also.

A third of families living in this region do not have adequate income to be self-sufficient. RSVP has volunteers at food pantries, soup kitchen and Christian ministries. Families can receive clothing, food, shelter, income assistance, and power bills. This can be a quick fix and they receive counseling on how to manage money better.

At this time RSVP is not expecting to incur any costs in the 12 month grant period for Background Checks

Other

N/A

PNS Amendment (if applicable)

N/A

Performance Measures

% of Unduplicated Volunteers in Work Plans that result in Outcomes: 75%

% of Unduplicated in the Primary Focus Area: 72%

Performance Measure: 1.1 Food Delivery

Community Need to be Addressed:

Community Need:

People are living longer and independent living among seniors is a very important issue, mentally, physically, and economically. The 2010 Census showed the second fastest growing population of people aged 85+ in the state. The Area Agency on Aging has also found that it is more cost effective to enable seniors to remain living in their home rather than in a nursing facility. Area agency on Aging has also reported that homebound seniors need to maintain acceptable nutritional health in order to maintain general well-being and independence. For homebound seniors, the daily home-delivered meals may be the only hot, nutritious meal they eat in a day. Yadkin Valley Economic Development District, Inc. (YVEDDI) provides a Meals-on-Wheels program to address the nutritional health needs of homebound people 60 and over.

Focus Area: Healthy Futures

Objective: Aging in Place

Number of
Volunteer
Stations: 7

Anticipated
Unduplicated
Volunteers: 73

Anticipated
Volunteer
Contributions: 82

Service Activity: Food Delivery

Service Activity Description: 59 volunteers will work several hours a week, Monday-Friday between 10AM to 1PM. Volunteers will assist with preparing, packing, and delivering food to 150 homebound adults daily. Volunteers will perform food prep, packaging, pick-up, and delivery of food.

Anticipated Output: (PRIORITY) H8: Number of individuals receiving independent living services

Target: 450 How Measured: Other

Instrument Description: RSVP survey

Anticipated Outcome: (PRIORITY) H9: Number of individuals with disabilities having increased social support

Target: 450 How Measured: Survey

Instrument Description: Meal Distribution Log and RSVP volunteer survey

Performance Measure: 2.1 Food Pantry Support

Community Need to be Addressed:

A third of families and individuals in this region do not have adequate income to be self-sufficient, what is termed a ^{living} income standard. The U.S. Census Bureau estimates that between 12 and 18.1 percent of families live in poverty, depending on their county of residence. Single adults, particularly those with chronic mental illness or substance abuse problems, are often in the same need of assistance with basic necessities. A Storehouse for Jesus, Foothills Food Pantry, Yadkin Christian Ministries, and First Baptist Church Soup Kitchen all need more volunteers to help them meet requests for help for basic necessities like food, shelter, income assistance, and housing assistance.

Focus Area: Healthy Futures

Objective: Obesity and Food

Number of
Volunteer
Stations: 4

Performance Measure: 2.1 Food Pantry Support

Anticipated Unduplicated Volunteers:	85
Anticipated Volunteer Contributions:	105 Food Pantry Support
Service Activity Description:	Volunteers serve in different capacities to assist clients: • Reception: welcome clients and put them at ease, collect initial information• Intake/Interviewer/Counselor: assess the situation and refer to the appropriate service, dispense emergency assistance funds, and help clients apply for other services for which they qualify Clerical: maintain client records, assist with accounting, prepare mailings, and other office duties• Food Pantry: workers prepare bags with a 2-3 week supply of food staples for people to take home, pick up food donations (like area grocery store and Food Bank) and deliver to crisis center, and stock pantry shelves• Clothing Room Assistant: keep donation clothing neat and organized, assist clients in finding what they need• Special projects and fundraising events
Anticipated Output:	(PRIORITY) H10: Number of individuals receiving emergency food from food banks/other organizations
Target:	750 How Measured: Other
Instrument Description:	Volunteer Station records and volunteer station surveys/reports
Anticipated Outcome:	(PRIORITY) H12: Number of individuals that reported increased food security
Target:	750 How Measured: Survey
Instrument Description:	Survey to volunteer station requesting number of requests. Survey to volunteer station requesting number of requests. Survey to volunteer station requesting number of requests

Performance Measure: 3.1 Companionship

Community Need to be Addressed:	Many of our seniors live alone, most are too frail to drive. This results in isolation from the community and can cause depression and loneliness as they focus on their pain. This becomes dramatic if no one is in contact with them. Telephone Reassurance will reach this group of the senior population. According to the North Carolina Division of Aging and Adult Services, that by 2030, 35% of the states population will be age 50 or over. Their surveys also state that approximately 540 senior adults will have attempted suicide, 8% reported that they never receive emotional support, thus bringing on depression. Seniors will receive weekly phone calls from RSVP volunteers to check on them and provide emotional support.	
Focus Area:	Healthy Futures	Objective: Aging in Place
Anticipated Unduplicated Volunteers:	74	Number of Volunteer Stations: 3

Performance Measure: 3.1 Companionship

Anticipated 89

Volunteer Contributions: Companionship

Service Activity Description: RSVP volunteers recruited will provide regular outreach to shut-in seniors. These volunteers will contact each of their several times a week to check on their well-being and see if they need assistance. Volunteers for Telephone Reassurance will help accomplish this need.

Anticipated Output: H13: Caregivers of homebound or older adults/individuals with disabilities receiving respite service
Target: 525 How Measured: Activity Logs

Instrument Description: RSVP staff will call seniors with a survey.

Anticipated Outcome: H14: Number of caregivers who reported having increased social ties/perceived social support
Target: 525 How Measured: Survey

Instrument Description: Data will be recorded by RSVP volunteers.

Performance Measure: 4.1 Assisting in classroom-Head Start

Community Need to be Addressed:

Up to 45% of students in any given pre-school and/or element school our three counties have been identified as needing assistance in reading, math, writing, and or other academic skills, as assessed by their teachers and indicated by below grade-level performance and test scores. Because teachers must give time to all students and stay on track with set curriculum, tutors are needed to work one-on-one with these students to help them meet their individual academic goals as defined by their teachers. Some students will work with tutors on-site at pre-schools and elementary schools.

Focus Area: Education	Objective: School Readiness	Number of Volunteer Stations: 4
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Anticipated Unduplicated Volunteers: 9

Anticipated Volunteer Contributions: 12

Service Activity: Assisting in classroom-Head Start

Service Activity Description: Volunteers will work one-on-one or in very small groups with students, on tasks assigned by classroom teachers, according to each child need.

Anticipated Output: (PRIORITY) ED21: Number of children who completed early childhood education programs
Target: 90 How Measured: Other

Instrument Description: Teachers will be asked to rate each individual student progress on their goals on a scale from (major loss of skill) to a (major improvement).

Anticipated Outcome:

(PRIORITY) ED24: Number of children demonstrating gains in literacy skills

Target: 90

How Measured: Other

Performance Measure: 4.1 Assisting in classroom-Head Start

Anticipated Outcome: (PRIORITY) ED24: Number of children demonstrating gains in literacy skills
90 How Measured: Other

Instrument Description: Site records

Performance Measure: 5.1 Other

Community Need to be Addressed:
 Approximately 16.6% of people living in Davie, Surry and Yadkin County are 65 years of age and above. According to the 2010 Census, approximately 36% of these senior citizens live alone. Seniors living alone are at a greater risk of depression and feelings of isolation than those living with family members (Senior and Elder Care Resource Center, 2004). A study conducted by the Area Agency on Aging indicated that congregate meal programs helped reduce the isolation often experienced by older people because it provided a comfortable place for people to socialize regularly.

The nutritional sites aim to help Davie, Surry and Yadkin County seniors maintain general health and well-being by providing healthy hot meals and a safe place for seniors to socialize. The nutrition sites have asked RSVP volunteers to assist with the program. Without volunteer help, these nutritional sites could not maintain all three locations.

Focus Area: Other Community Priorities Objective: Other

Anticipated Unduplicated Volunteers: 80

Anticipated Volunteer Contributions: 80

Service Activity: Other

Service Activity Description: Each week for the entire year, 79 RSVP volunteers will assist low-income elderly persons who come to congregate meal sites by greeting them, helping staff to prepare and serve meals, and assisting clean up. RSVP volunteers will also provide some administrative support

Anticipated Output: OT1: SC1Grantee met their target for community priority activity. (Yes/No)
Target: 330 How Measured: Other

Instrument Description:

Anticipated Outcome: --No outcome selected--
Target: How Measured:

Number of Volunteer Stations: 7

Instrument Description: Site Meal Nutrition Service Log

Required Documents

<u>Document Name</u>	<u>Status</u>
Recipient Contact Form	Sent
Federal Financial Report User Form	Already on File at CNCS
Direct Deposit (SF-1199)	Already on File at CNCS
Financial Management Survey	Sent
Statement of Audit Status	Sent
Financial Statement Audit or SF-990	Sent
Board of Directors	Sent
IRS Certification of Non-Profit Status	Already on File at CNCS
Organizational Chart	Sent
Project Director's Job Description	Sent
Community Advisory Group Names and Addresses	Sent
Negotiated Indirect Cost Agreement	Sent
Roster of Volunteer Stations	Already on File at CNCS
Aggregate Dollar Amounts of funding	Sent