

## 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): 10/12/12	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:  636001375														
2b. APPLICATION ID: 13SR143576	4. DATE RECEIVED BY FEDERAL AGENCY: 10/12/12	FEDERAL IDENTIFIER:														
<b>5. APPLICATION INFORMATION</b>																
LEGAL NAME: City of Thomasville  DUNS NUMBER: 969005842	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Lynn Mayton  TELEPHONE NUMBER: (334) 637-1143 FAX NUMBER: (334) 637-1266 INTERNET E-MAIL ADDRESS: lmayton@thomasvilleal.com															
ADDRESS (give street address, city, state, zip code and county): P. O. Box 127 559 West Front Street N Thomasville AL 36784 - 0127 County: Clarke																
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 636001375	7. TYPE OF APPLICANT: 7a. Local Government - Municipal 7b. Local Government, Municipal															
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: Southwest Alabama RSVP  11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Alabama Opportunity #6. Cover the 6 Alabama Counties of Clarke, Choctaw, Dallas, Marengo, Washington and Wilcox.																
13. PROPOSED PROJECT: START DATE: 04/01/13      END DATE: 03/31/16	14. CONGRESSIONAL DISTRICT OF:    a.Applicant <input type="text" value="AL 007"/> b.Program <input type="text" value="AL 007"/>															
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: 20%; border-bottom: 1px solid black;">a. FEDERAL</td> <td style="border-bottom: 1px solid black; text-align: right;">\$ 75,803.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">b. APPLICANT</td> <td style="border-bottom: 1px solid black; text-align: right;">\$ 58,229.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">c. STATE</td> <td style="border-bottom: 1px solid black; text-align: right;">\$ 5,266.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">d. LOCAL</td> <td style="border-bottom: 1px solid black; text-align: right;">\$ 46,963.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">e. OTHER</td> <td style="border-bottom: 1px solid black; text-align: right;">\$ 6,000.00</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;">\$ 134,032.00</td> </tr> </table>	a. FEDERAL	\$ 75,803.00	b. APPLICANT	\$ 58,229.00	c. STATE	\$ 5,266.00	d. LOCAL	\$ 46,963.00	e. OTHER	\$ 6,000.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 134,032.00	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	\$ 75,803.00															
b. APPLICANT	\$ 58,229.00															
c. STATE	\$ 5,266.00															
d. LOCAL	\$ 46,963.00															
e. OTHER	\$ 6,000.00															
f. PROGRAM INCOME	\$ 0.00															
g. TOTAL	\$ 134,032.00															
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: Deborah P. Ballard	b. TITLE: City Clerk	c. TELEPHONE NUMBER: (334) 636-5827														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 10/12/12														

Page is Blank

## Narratives

### Executive Summary

Southwest Alabama RSVP covers the six Alabama counties of Clarke, Choctaw, Dallas, Marengo, Washington and Wilcox. These counties cover more than 6,000 square miles in very rural and economic stricken Southwest Alabama. Our RSVP organization has 218 active senior volunteers.

If this grant is approved, Southwest Alabama RSVP will provide: tutoring, recycling, food collection/distribution, transportation, thrift stores, nursing home and senior center activities, cultural heritage, disaster training and assistance, mentoring youth, library services and veterans assistance, through a network of 25 stations such as senior centers, nursing homes, schools, visitor centers, municipal buildings, American Legion Posts, VFW and EMA offices. The primary focus area of this period is Healthy Futures. At the end of the 12 month performance period, Southwest Alabama RSVP Volunteers will have reported more than 40,000 hours of service. The CNCS federal investment of \$75,803 will be supplemented by \$52,002.00 non-federal resources for the grant period of April 1, 2013 to March 31, 2014.

The City of Thomasville is the sponsoring agent for Southwest Alabama RSVP. Thomasville is a municipality in the northern most part of Clarke County, Alabama. At the 2010 census the population was 4,209. The growing economy of Thomasville is largely based on retail trade and the service sector, with the city serving as a regional commercial hub. Its trade area is much larger than is indicated by its small population. In recent years the steel and copper industry has navigated to this rural area of Alabama opening 2 new mills and a 3rd in the process of construction. The City's mission is to serve the residents of Thomasville, police jurisdiction, and RSVP service area.

Our senior volunteers, with there many years of experience and knowledge, continue to touch the

## **Narratives**

lives of the young and old in their communities and in turn help themselves to stay active and alert. Feeling needed is an important part of a healthy aging process and Southwest Alabama RSVP has some of the healthiest and most active seniors in the country with an average age of 76.

### **Strengthening Communities**

Southwest Alabama RSVP has been a part of Clarke, Choctaw, Dallas, Marengo, Washington and Wilcox Counties for more than 30 years. During this time our RSVP project has built an undisputed reputation of service and dedication to our volunteers and those that they serve. With a competent staff and supportive sponsor, the City of Thomasville, RSVP has built relationships with local officials and partnerships with many non-profit faith based and secular organizations. These organizations each seek support to assist in areas of the community that are in need.

The RSVP project has a Program Development Board and Advisory Council Board, (Dallas County) that is comprised of leaders representing local non-profit organizations, local government officials, representatives of faith based organizations as well as other local community leaders representing a cross-section of the community. The Advisory Council and Development Board members assist with the promotion of the RSVP program and fundraising activities. The Council and Board are responsible for assessing the unmet needs in the six county areas and identify solutions to those needs through out the placement of RSVP volunteers with local organizations. The Advisory Council and Development Board members are very active in the recognition events and assist with the planning and implementation of the events. Both the Program Development Board and the RSVP has been part of Clarke, Choctaw, Dallas, Marengo, Washington and Wilcox counties for more than 20 years. The City of Thomasville has been the sponsor since 2004. During this time our RSVP project has built an undisputed reputation of service and dedication to our volunteers and those we serve. With a competent staff and supportive sponsor, RSVP has built relationships with local officials and

## Narratives

partnerships with many non-profit faith based and secular organizations. These organizations each seek volunteer support to assist in areas of community needs.

Our sponsor agency and RSVP have a longstanding relationship with Thomasville City Schools, tutoring in reading; Southwest Alabama Boys and Girls Club, holding book drives to furnish reading materials for the summer program; Senior Centers, home delivered and congregate meals, clean-up, social activities and transportation; area Nursing Homes/Assisted Livings, assisting with extra personal care, reading, and social activities; Clarke County EMA where volunteers participate in Project Life Saver, CERT training, VOAD and emergency telephone centers, Clarke County ARCH, with many of our volunteers organizing the annual Spring Jubilee Cake Walk; local Recreation Departments, volunteers coach softball and baseball; Salvation Army Thrift Stores and ringing the bell during the holidays; Red Cross, training in disaster and first aid; Southwest Alabama Chamber of Commerce, assisting with local events and celebrations; and American Cancer Society, annual Relay for Life, Survivors Celebration Reception.

In our six (6) county rural area of Southwest Alabama RSVP will have approximately 38% of volunteers participating in following Primary Focus areas of Home Delivered Meals to seniors from 9 Senior Nutrition Sites 5 days a week; Telephone Reassurance to home bound in our rural areas, Transportation to Seniors and Disabled sometimes transporting them to doctors appointments 100 miles away; and Home Visits to homebound seniors that are lonely and need to know someone cares; Food assistance with distributing food or the SNAP (food stamp) program registration.

In the Agency Wide Focus Areas our RSVP will have volunteers participating in a number of activities such as assisting Veterans and Military Families, making "Quilts of Valor" for families of fallen soldiers and assisting in " Veterans July 4th Bar B Q". RSVP volunteers will also be trained by local

## Narratives

EMA and Red Cross; participate in Recycling Program, keeping tons newspapers, cans and ink cartridges out of landfills; Tutoring in local elementary schools, to increase reading proficiency; working in Thrift Stores to providing an economical opportunity to purchase need clothing.

RSVP's tutoring program in local elementary schools will be an outcome work plan. The pre and post DIBELS Reading Proficiency Test scores will show the number of students tutored and the vast improvements made with the assistance of our one on one volunteer assistance. The remainder of our RSVP volunteers, approximately 22%, will participate in the Community Priority areas of Nursing Homes, Congregate Meals, Thrift Stores and Cultural Heritage.

In addition to our volunteers meeting needs through these partnerships, we are in the process of seeking out unmet needs, with effective strategies to meet these needs. It is our ongoing goal in the coming year to reach out to more minorities and younger volunteers, to strengthen current partnerships, and develop new ones. We especially want to reach those adversely affected by the economic downturn, to have positive relationships with at-risk youth and to reach more seniors. This will be accomplished by our relationship with Clarke County Department of Human Resources (DHR), working with seniors and children in need. We have joined in forming a committee with community leaders, health care providers, and senior services with RSVP to make seniors aware of the problems with senior fraud, abuse, and available assistance.

Thomasville is a city in Clarke County, Alabama. It is notable as the childhood hometown of late author and storyteller Kathryn Tucker Windham, who referred to it often in her storytelling. It is the northernmost incorporated settlement in Clarke County and is situated on an elevated area between the Tombigbee and Alabama rivers. The elevation is 381 feet (116m). The terrain is gently rolling hills,

## Narratives

covered primarily in pine forest. According to the U.S. Census Bureau, the city has a total area of 8.8 square miles, all of it land.

As of the census of 2010, there are 4,209 people, 1,737 households, and 1,128 families residing in the city. There were 1,983 housing units. The racial makeup of the city is 51.7% Black or African American, 47.2% White, .04% Native American, 0.8% Asian, 0.5% from other races and 1.3% of the population is Hispanic or Latino of any race.

Of the 1,737 households 30.1% have children under the age of 18 living with them, 38.1% are married couples living together, 22.5% have a female householder with no husband present, and 35.1% are non-families, and 12.6% have someone living alone who is 65 years of age or older. The average household size is 2.38 and the average family size is 3.00. In the City of Thomasville the population is spread out with 29% under the age of 20, 45.3% from 20 to 64 and 16.3 were 65 years of age or older.

In 2010 the U. S. Census Bureau recorded the 58.5% of the population is in the work force with 20.6% of families and 23.5% of the population living below the poverty line, including 31.9% of those under age 18 and 25.2% of those age 65 or over. The median income for a household in the city was \$26,549, and the median income for a family was \$32,476. Males had a median income of \$32,212 versus \$21,319 for females. The per capita for the city is \$14,916.

The counties served by Southwest Alabama RSVP are Clarke, Choctaw, Dallas, Marengo, Washington and Wilcox counties spanning as estimated 6,100 square mile radius. These counties are strategically located within 100 miles of Alabama's Gulf Coast, Birmingham, Montgomery and Greenville, Alabama as well as Meridian, Mississippi.

## Narratives

Clarke County is a county of the U.S. state of Alabama. The county was created by the legislature of the Mississippi Territory in 1812. As of the census of 2010, there were 25,833 people, 10,578 households, and 7,700 families residing in the county. The racial makeup of the county is 54.5% White, 43.9% Black or African American, 0.4% Native American, 0.3% Asian, and 0.7% from two or more races. Nearly 1.0% of the population was Hispanic or Latino of any race. The median income for a household in the county is \$32,729, and the median income for a family is \$34,546. About 29.1% of the population was below the poverty line, including 29.60% of those under age 18 and 23.80% of those ages 65 or over.

The Clarke County unemployment rate is currently 13.9%. Paper mills are a significant employer with four major mills surrounding the Clarke County. Boise Cascade, two Georgia Pacific mills and International Paper. In addition to the large mills, there are five major sawmills, one plywood mill, and a veneer mill.

Choctaw County is a county of the U.S. state of Alabama. It is named for the Choctaw tribe of American Indians, though most of those residing here were removed to Oklahoma. Its county seat is Butler. As of the census 2010, there are 13,859 people, 6,363 households, and 4,574 families residing in the county. There are 7,269 housing units. The racial makeup of the county is 55.8% White, 43.4% Black or African American, 0.5% of the population is Hispanic or Latino of any race. The median income for a household in the county was \$31,067. The per capita income for the county was \$16,193. About 22.8% of the populations are below the poverty line, including 34.80% Of those age 18 and 26.10% of those ages 65 and over. Choctaw county has a current unemployment rate of 11.0%. In 1950 the county saw the building of a paper mill at Pennington, now owned by Georgia Pacific is the leading industry in the county.

## Narratives

Dallas County is a county of the U. S. state of Alabama. It's name is in honor of United States Secretary of Treasury Alexander J. Dallas; the county seat is Selma. As of the census of 2010, there were 43,820 people and 17,077 households residing in the county. The racial makeup of the county was 69.4% Black or African American, 29.1% White, 0.02% Native American, 0.30% Asian, 0.70% from two of more races, and 0.70% of the population were Hispanic or Latino of any race. The median income for a household in the county was \$27,088. The per capita income for the county was \$16,304. About 27.20% of families and 35.0% of the population was below the poverty line, Including 40.70% of those under age 18 and 27.60% of those age 65 or over. The unemployment rate in Dallas County is 16.3%.The larges employer in Dallas County is the International Paper finishing plant with 843 employees.

The Dallas county site has the Advisory Council that focus only on supporting the RSVP project in Dallas County. Council members assume the same roles and responsibilities as the Development Board that covers the other five (5) counties of Clarke, Choctaw, Marengo, Washington and Wilcox. The Advisory Council and Development Board are resources for solicitation of volunteers as well as working in collaboration with the sponsor to develop other cash and in-kind resources.

Marengo County is a county of the U.S. state of Alabama. It is named in honor of a battlefield near Turin, Italy. As of 2010 the population was 21,027. The county seat is Linden. Marengo County is situated in the west-central area of the state. According to the U.S. Census Bureau, the county has a total of 983 square mile of which, 977 miles is land and 6 square miles is water. In 2010 there were 8,551 households in the county. The racial makeup of the county was 51.7% Black and African American, 46.4% White, 0.02% Native American, 0.3% Asian, 0.8% from two or more races, and 1.7% of the population were Hispanic or Latino of any race. The median income for a household in the

## Narratives

county was \$31,867. About 24.9% of the population was below the poverty line, including 29.60% of those under age 18 and 23.80% of those ages 65 or over. The Marengo County unemployment rate is 11.4%. The largest employers in the county are Georgia Pacific and Rock Tenn paper mills.

Washington County is a county of the U. S. state of Alabama. The county was named in honor of George Washington, first President of the United States of America. Its county seat is Chatom.

Washington County is a dry county. As of the census of 2010, there were 17,581 people residing in the county. The racial makeup of the county is 65.5% White, 24.9% Black or African American, 8.0% Native American, 0.01% Asian, 1.2% from two or more races, and 0.9% of the population was Hispanic or Latino of any race. The median income for a household in the county was \$36,946. The per capita income for the county was \$17,748. About 19.3% of the population was below the poverty line, including 21.50% of those under age 18 and 22.70% of those ages 65 or over. Washington County present unemployment rate is 13.4%. Some of the larger employers in Washington County are Ciba, Olin Chemicals Inc., Splenda, Inc. and the Washington County Board of Education.

Wilcox County is a county of the U.S. state of Alabama. Its name is in honor of Lieutenant J. M. Wilcox, who fought in the war against the Creek Indians. The Wilcox County seat is Camden. As of the census of 2010, there were 11,670 people residing in the county. The racial makeup of the county was 72.5% Black or African American, 26.8% White, 0.10% Native American, 0.0% Asian, 0.40% from two or more races, and 0.6% of the population was Hispanic or Latino of any race. The median income for a household in the county was \$22,611. About 34.6% of the population was below the poverty line, including 48.40% of those under age 18 and 32.10% of those ages 65 and over. Wilcox County has the highest unemployment of our six county area with 18.8%. The Largest employers in Wilcox County are International Paper, the City of Camden and Wilcox County Board of Education.

## **Narratives**

The City of Thomasville has successfully secured non-federal support for the RSVP project from the city, private, county government and state funds. It is projected that during fiscal year 2011 the RSVP project will receive the following financial support. Clarke County \$1,000., Dallas County Commission \$1,276, Wilcox County Commission \$600, City of Thomasville \$37,017 (in-kind), City of Selma \$7,070 (in-kind), State of Alabama \$5,266, and local \$6,000.

Southwest Alabama RSVP strives to maintain good relationships with community partners that enhance the well being of citizens in the community. The six county region we serve is rich in support programs for it's citizens. By maintaining strong partnerships and building new ones, TSVP will be able to mobilize the community in a direction that supports senior issues and that helps the community grow and maintain viability. City and county officials recognize RSVP as a viable part of the community. This is reflected in their willingness to continue to support us financially and with in-kind support. RSVP also helps our local officials to be more aware of issues and why our volunteer services are so important to this segment of the population.

### **Recruitment and Development**

We currently have 218 RSVP volunteers representing 47 males and 171 females. RSVP has a diverse volunteers base with varied life experiences, resources and skills that help to ensure the success of the volunteer program. Our volunteer base is fairly diverse: we are 72% White, 26% Black or African American, and 2% consisting of Hispanic, American Indian, and Asians; with 12 disabled volunteers.

Volunteer recruitment is the primary responsibility of all the staff, sponsor, Development, Board and Advisory Council members. Volunteers are recruited by many different methods. Some of the methods are as follows: 1) referred by RSVP volunteers, 2) speaking to church, civic and community

## Narratives

organizations, 3) volunteer station representations, 4) newspaper and radio; 5) manning community booths. Volunteers are challenged and continually motivated by being offered new and compelling assignments. In order to best match the talents and interests of potential and existing volunteers with significant opportunities for service, volunteer coordinators maintain lists of volunteer opportunities that are updated regularly. The volunteer coordinators also visit stations, collaborate with agencies and volunteers to learn of new opportunities and areas of service.

When someone is interested in RSVP, they meet with a coordinator who reviews the requirements and benefits of the program. Potential volunteers are able to review with the project director and/or volunteer coordinators and overview of each volunteer station and a job description that provides the basic elements the volunteer needs to know about the assignment. Volunteers are challenged and continually motivated by being offered new and compelling assignments. In order to best match the talents and interests of potential and existing volunteers with significant opportunities for service, volunteer coordinators maintain lists of volunteer opportunities that are updated regularly. Volunteers are well informed about the particular volunteer station(s) and opportunities of interest. New volunteers also meet with the site supervisor to ensure appropriate placement and training. Volunteer Coordinators also visit stations, get to know people that work for the agencies and volunteer to learn of new opportunities and areas of service.

Volunteer training consists of orientation, which introduces the volunteer to Senior Corps, and an overview of the Senior Corps RSVP Handbook Policies and Procedures, volunteer timesheets, supervision and support. Training is provided one on one and in group settings. Volunteers will also receive quarterly newsletters highlighting important information regarding the RSVP project.

## **Narratives**

Volunteer station representatives are also provided on-going training regarding Senior Corps policies and procedures, timesheet requirements, MOU's, and supervision of RSVP volunteers.

Volunteer retention is closely linked to the appropriate volunteer selection for each project. An appropriate volunteer fit contributes to a positive experience for the volunteer and the volunteer site. Support for our volunteers is closely linked to proper supervision, training and overall management.

Recognizing our RSVP volunteers for their service is a way to help maintain high quality of volunteers. Volunteers are recognized through out the year in the quarterly newsletter as well as through two annual recognition events. Volunteers participate in an annual awards banquet in the spring for the 5 counties of Clarke, Choctaw, Marengo, Washington and Wilcox. Dallas County holds an awards luncheon every spring to highlight their service. During the annual recognition events volunteers receive recognition pins for hours served and certificates signed by the President of the United States.

Continuing education classes are provided for the RSVP staff through the Corporation for National and Community Service trainings, webinars that are directly related to the projects that the RSVP projects promote. The Program Director and Volunteer Coordinators attend and participate in area community meetings, seminars, training and social organizations to keep apprised of new volunteer opportunities.

### **Program Management**

The RSVP Program Director, along with the City of Thomasville supervises the day-to-day operation of the project. All employees have a clearly defined job description. Employee handbooks, office policy and procedures are given to all employees and reviewed annually. The development and daily

## Narratives

management of volunteer stations and assignments will be performed by the volunteer coordinators for Clarke, Choctaw, Dallas, Marengo, Washington and Wilcox counties. Coordinators are trained by the project director to assist volunteers, volunteer work stations, and in recruiting new volunteers. Coordinators will survey their volunteer stations for quality to assure program success and assist in gathering program impact data. New program development is also the responsibility of the project director, City of Thomasville, Advisory Council and Development Board.

The Advisory Council and Development Board meet quarterly with the RSVP staff to discuss and evaluate the program's progress. The Advisory Council and Development Board work with the Director and Volunteer Coordinators to make suggestions and recommendations of upcoming volunteer opportunities in the communities.

Goals and objectives are reviewed quarterly with staff to ensure that the desired project outcomes are being accomplished. Outcome data tools are developed and the data collection process is acquired through surveys, observation, client participation, and self assessment.

RSVP relies on the Volunteer Reporter program for management of data and information. The Volunteer coordinators from each county collect volunteer hours and numbers monthly and they are entered into the Reporter. The data and information that is provided by this data management program is used to give detailed information needed for the work plans and performance measurements. It allows us to demonstrate the extensive impacts of the project and its volunteers. This user friendly software is capable of providing numerous reports, which assist in the management of the volunteer program.

## **Narratives**

The City of Thomasville, City Clerk, Deborah Ballard, manages the financial records of our RSVP program. Ms. Ballard processes draw downs through Health and Human Services, all financial reports including FFR's, payables and payrolls. Guidelines are in place for processing incoming mail, payables and staff timesheets. In-kind resources and donations from the community are secured by the sponsor, Program Director, Advisory Council and Development Board members and staff members. In-kind from the City of Thomasville (sponsor) covers RSVP employee benefits, office space, utilities, building insurance and repairs for the main office in Thomasville. The City of Selma in-kind provides office space and utilities for the Dallas County Office.

### **Organizational Capability**

Southwest Alabama RSVP of Clarke, Choctaw, Dallas, Marengo, Washington and Wilcox counties has been sponsored by the City of Thomasville since 2004. The City of Thomasville provides guidance and administrative support to the program and the three employees. The Retired and Senior Volunteer Program staff consists of one project director, plus one part-time, and one full time volunteer coordinator. The full time volunteer coordinator is responsible for five counties covered by RSVP. The part time volunteer coordinator is responsible for the operation of Dallas County. Each employee has a clearly defined job description.

An experienced Project Director, Lynn Mayton, has been employed through the City of Thomasville to handle the day to day operations of the program. . The director will be responsibility for preparation of funding proposals, public relations and maintenance of program records. She will also be responsible for administrative oversight for additional staff, developing sources of local funds, monitoring in-kind support, maintaining program quality by offering opportunities for the enhancement of senior's lives through volunteer service, overseeing program activities and developing positive public relations in the community. This will be achieved through means of the Program

## Narratives

Development Board, Advisory Council, and the media. The director has been employed with the program for three years with a total of six years of non-profit administrative experience.

The part time Volunteer Coordinator, Evelyn Cox, covers the Selma/Dallas County area. She has been an employee of RSVP 7 years. The full time Volunteer Coordinator, Debbie McClure, covers the five Alabama counties of Clarke, Choctaw, Marengo, Washington and Wilcox and has been on the RSVP staff for 8 years. Both coordinators have an in depth knowledge of the community and contacts for recruitment of volunteers.

The City of Thomasville (sponsor), City Clerk is responsible for the financial management. A purchase order system is in place as well as a procedure for processing invoices and purchasing supplies. The RSVP project enjoys a rich history of partnerships with many other non-profit agencies in the Thomasville community, some of which are: Thomasville Senior Center is housed by the City of Thomasville. The Nursing Home is owned by the City of Thomasville and the Board of Directors is appointed by the city. The City of Thomasville assigns the Dare Officer for the city school system and is responsible for salary and supply costs. Additional funds in the amount of \$250,000 were given in 2011-2012 school year to the local city school programs by the City of Thomasville. The Thomasville Recreation Department salaries, youth facilities, parks and ball fields are all maintained and fully funded by the City of Thomasville. The city also houses the public library and is responsible for salaries and operational costs. The Southwest Alabama Boys and Girls Club receives \$15,000 a year from the city and is also housed by the city.

The City of Thomasville provides office space and utilities for the base office of RSVP in Thomasville which covers five of the six counties. The City of Selma provides the office space, utilities, and office

## **Narratives**

space for the Dallas County office for a monthly \$50 fee. The RSVP budget is approved by the Mayor and City Council of Thomasville. A yearly audit is conducted by an independent audit firm.

An annual assessment of the RSVP Program is completed by the Mayor and/or City Clerk of Thomasville utilizing "Quarterly Director Report to the Sponsor". The findings are discussed with the RSVP Program Director and suggestions are taken into account when changing work plans.

RSVP volunteers represent a variety of educational and economic backgrounds. While serving in the RSVP program they are able to participate in projects and programs which not only keep them active, but actually improve and enrich their lives. Impact based programs have been successfully implemented and have improved the community's perception of our program.

### **Other**

The City of Thomasville's Duns # is 969005842.

### **PNS Amendment (if applicable)**

N/A