

## 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): 10/16/12	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:														
2b. APPLICATION ID: 13SR143645	4. DATE RECEIVED BY FEDERAL AGENCY: 10/16/12	FEDERAL IDENTIFIER:														
<b>5. APPLICATION INFORMATION</b>																
LEGAL NAME: Monroe County Commission  DUNS NUMBER: 078973153	NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Linda G. Andrews TELEPHONE NUMBER: (251) 575-3159 FAX NUMBER: (251) 575-9381 INTERNET E-MAIL ADDRESS: lhgeorge@hotmail.com															
ADDRESS (give street address, city, state, zip code and county): PO Box 688 Monroeville AL 36461 - 0688 County:																
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 636001651	7. TYPE OF APPLICANT: 7a. Non-Profit 7b. Community Action Agency/Community Action Program															
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: Monroe Conecuh County RSVP  11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): ALABAMA Opportunity #3 Monroe County, Monroeville, Frisco City, Excel, Vredenburgh, Beatrice, Repton, Franklin, and Lower Peachtree, Conecuh County,																
13. PROPOSED PROJECT: START DATE: 04/01/13      END DATE: 03/30/14	14. CONGRESSIONAL DISTRICT OF:    a.Applicant <input type="text" value="AL 001"/> b.Program <input type="text" value="AL 001"/>															
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 border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <td style="width: 20%;">a. FEDERAL</td> <td style="text-align: right;">\$ 37,900.00</td> </tr> <tr> <td>b. APPLICANT</td> <td style="text-align: right;">\$ 51,833.00</td> </tr> <tr> <td>c. STATE</td> <td style="text-align: right;">\$ 5,000.00</td> </tr> <tr> <td>d. LOCAL</td> <td style="text-align: right;">\$ 11,833.00</td> </tr> <tr> <td>e. OTHER</td> <td style="text-align: right;">\$ 21,000.00</td> </tr> <tr> <td>f. PROGRAM INCOME</td> <td style="text-align: right;">\$ 14,000.00</td> </tr> <tr> <td>g. TOTAL</td> <td style="text-align: right;">\$ 89,733.00</td> </tr> </table>	a. FEDERAL	\$ 37,900.00	b. APPLICANT	\$ 51,833.00	c. STATE	\$ 5,000.00	d. LOCAL	\$ 11,833.00	e. OTHER	\$ 21,000.00	f. PROGRAM INCOME	\$ 14,000.00	g. TOTAL	\$ 89,733.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
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g. TOTAL	\$ 89,733.00															
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: Greg Norris	b. TITLE: President	c. TELEPHONE NUMBER: (251) 743-4107														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 10/16/12														

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### Executive Summary

The Retired Senior Volunteer Program (RSVP) is a countywide volunteer program designed to foster civic participation by recruiting senior adult volunteers to aid non-profit organizations and other community-based entities in an effort to reach and serve frail seniors, veterans, and children. RSVP volunteers are dedicated to strengthening and insuring Healthy Futures for the citizens of Monroe County by providing complimentary technical assistance, transportation, companionship and other needed volunteer services.

RSVP is an ever-evolving program with over 260 unduplicated volunteers that continue to serve the citizens of this rural county since 1974. RSVP covers a broad spectrum of needs with an emphasis on veterans and military families, environmental stewardship, education, economic opportunity, and disaster services with a primary focus on Healthy Futures. These area of needs serve an overall population of approximately 23,000 people where over 25% live below the poverty level and the current unemployment rate is 14.2%. RSVP, which partners with eight non-profit organizations to combat childhood obesity, malnutrition, , and other serious issues facing frail seniors, veterans, and children. Volunteers work with the local non-profit organizations by setting up clinics, offering access to healthcare, providing nutritional meals, supplying nutritional and educational information to their constituents. RSVP anticipates a positive improvement for individuals within the next three year period. Frail seniors, veterans, and children should see an increase in improved nutritional quality, increased food security alleviating malnutrition and long-term hunger, enhanced access to healthcare, and more opportunities to receive educational information and mentoring assistance.

To accomplish this mission, the Monroe County RSVP is requesting federal funding in the amount of \$37,900.00 from CNCS. The Monroe County Commissions provides in-kind space and utilities for the RSVP office. The City of Monroeville, United Way, donations from local merchants combined with RSVP's revenue from concession's sale totals a supplement match of \$52,000.00 for the CNCS grant.

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### Strengthening Communities

RSVP volunteers have the experience of a lifetime when they help to maintain and strengthen their communities by providing services that include collecting and distributing food to the hungry, tutoring and mentoring children, assisting veterans, disabled and homebound seniors by providing transportation and companionship services.

According to the U S Census, Monroe County has a population of 23,000 residents, with 25% living below the poverty level; 15% are 65 years old and over; the white population is 55% and the African American is 41%. Unemployment is nearly 14% due to recent cutbacks and closures of textile, plywood, and lumber mills. Hundreds of jobs were lost in the timber industry. These jobs, combined with area suppliers, were the backbone of our area's economy. These cutbacks and plant closures have left a surplus of displaced workers in Monroe County that either must leave the area for employment, or wait for more industry to open. Monroe County is about 125 miles from Montgomery which is the capitol of Alabama, and 100 miles from Mobile, the state's second largest city; they are the closest avenues for medical specialists serving the residents of Monroe County. From its humble beginnings in 1974, with only thirty volunteers, Monroe County RSVP worked to create programs and recruit volunteers that have changed lives and made a difference in Monroe County. In forty years, the organization has grown from thirty volunteers, to about three hundred. Our organization has enjoyed a rich history of partnerships with many local non-profit agencies over the years: some of which include, but are not limited to, the United Way, Habitat for Humanity, Independent Living, Department of Public Health, and Tombigbee Community for Action, American Red Cross, Alabama Southern Community College, and Monroeville/ Monroe County Chamber of Commerce. In 2011, RSVP partnered with the American Cancer Society to open the second Cancer Resource Center in Alabama. The Cancer Resource Center will operate solely with volunteers. The Monroeville Cancer Center is staffed by RSVP volunteers to help patients with wigs, makeup, and mastectomy

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undergarments, and referrals for additional assistance. RSVP is an agency for the Emergency Food and Shelter Program. Funds received from EFSP are used to assist low-income seniors with utilities, food and shelter. Alabama Department of Human Resources identified 350 individuals living in rural Monroe County, Alabama in need of nutritional assistance due to disabilities, age, and poverty. The Alabama Census indicates that a population of 3,400 seniors (70 and over) live in Monroe County, Alabama. Meals are prepared by the Nutrition Centers and volunteers distribute the meals to the individual recipients and assist in the caring of seniors while attending the Nutrition Centers. Forty (40) RSVP volunteers assisted in delivering and preparing hot meals prepared by the Nutrition Centers to the frail, elderly, handicapped, and low-income residents. Most volunteers have managed households and owned businesses; they have been nurses, doctors, farmers, salespersons, teachers, artists, engineers, and executives. The RSVP volunteers are called upon frequently to lead and participate in community projects such as the local food banks, four nutrition centers (one in each county district), school and community projects, a health and wellness program, as well as other county wide projects. Volunteers assist with American Cancer Society Relay for Life, Veterans Day and Martin Luther King Day Events. Veteran volunteers also serve with the Emergency Disaster Preparedness team. Volunteers provide transportation for individuals in need of these services, as well as weekly trips to the VA in Montgomery. Building on community service research on under and unemployment, disconnected youth, and isolated seniors, RSVP has developed two intergenerational mentoring programs: one serving at-risk children and adolescents by promoting youth development through relationships aimed at strengthening the cognitive learning, academic confidence, and social skills. These youth work with the elderly at the nutrition sites, the nursing homes, and during community events. The other program is aimed at reentry into the workforce; clients are assisted with resumes, applications for employment, trade school admissions, and financial aid, as well as with interview skills. Volunteer assistance helps clients strive to reach positive career, academic, and

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personal goals

### Recruitment and Development

RSVP is a countywide program dedicated to helping Monroe County citizens become involved in community projects designed to help our children, the elderly, the disadvantaged, and the disabled. Volunteers reflect the unique diversity of cultures throughout the county. Their volunteer activity enhances and extends the services of several other community or county-wide projects. In turn, every volunteer opportunity is a learning opportunity for the volunteers and it exposes them to a new experience. The new generations of older adults are well-educated and highly skilled and bring extensive resources and professional experience to community service. RSVP has developed many opportunities to deploy baby boomers in professional and leadership positions, both in direct service and as technical advisors/consultants to the nonprofits with whom it partners. Providing a service to others has been the objective of recent retirees and displaced workers; therefore, they are eager to continue working to serve others. Volunteers receive personal satisfaction, and they provide a service that satisfies those in need. RSVP is very visible in the county; at every opportunity, volunteers are recruited by word of mouth, newspaper announcements, local radio announcements, churches, community centers, and flyers are handed out at all activities assisted by RSVP volunteers. RSVP solicits volunteers from high school students who need to complete community service hours, church groups, and individuals. All new volunteers are provided with RSVP project orientation regarding its purpose and mission, as well as its policies and procedures. At the beginning of each new project, volunteers are given specific guidelines for the upcoming project or event. In most cases, the volunteers are able to gain knowledge on a new topic of interest. It is one of the advantages that volunteers appreciate. Volunteer stations are located in each community; with the volunteers in that community assisting in preparing and delivering food boxes, delivering hot meals to the sick and shut in, providing referral services for seniors, low income individuals, and the disabled or handicapped;

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and other personal needs, such as installing handicap ramps, providing transportation to doctor appointments or grocery store, or visiting with elderly in their homes. Thus, the services of RSVP volunteers are threaded throughout the tapestry of Monroe County. New volunteers are generally paired with seasoned volunteers until they are comfortable working without assistance. Some stations offer volunteers specialized training, such as with Asera Care Hospice Program, the Cancer Resource Center, the Emergency Management and the American Red Cross. Volunteers staff the Women's Hope Center to distribute brochures, offer counseling and other information related to issues faced by pregnant women and first-time mothers where they receive training from the director of the Center. Several volunteers work at Monroe County Hospital Gift Shop Auxiliary and assist staff and patients as needed. Volunteers are trained by the staff at the Monroe County Courthouse to serve as greeter and switchboard operators. RSVP has partnered with Mr. George Landegger who sponsors the Food Bank at Our Place Teen Center where volunteers package and distribute 300 food boxes each week. Volunteers serve in three local nursing homes: reading, singing, making arts and crafts, teaches Bible lessons and Sunday school for the patients. Volunteers work with the Asera Care Hospice Program; they send weekly letters or cards of inspiration; make home visits, call to check up on patients, and run errands for them. A newsletter is published monthly by RSVP staff and distributed to nutrition sites, and volunteer's stations. It recognizes the importance of the services provided by volunteers, announces upcoming events, the Volunteer of the Month, reports on past events, birthdays, honors, and other congratulatory information that may be pertinent to senior citizens in the community and the volunteers. Volunteers are reimbursed for out-of-pocket expenses and travel provided for seniors for medical reasons. RSVP sponsors an annual Christmas Program/Recognition Lunch to show appreciation to volunteers for sharing their time, talents, and wisdom to make a difference in our community. This end-of-the-year program also shows the "real" impact on the county. RSVP also has a Volunteer of the Month Recognition which is given to an individual that has gone the extra mile in

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making a difference with their volunteer services. The volunteer of the month receive a Certificate of Appreciation, a write-up and picture in the local paper, and a small gift as a token of appreciation.

This award's publicity is an incentive in recruiting new volunteers.

### **Program Management**

The Program Director supervises the day to day operation of RSVP. All employees have clearly defined job descriptions. Office policy and procedures are given to employees and reviewed semi-annually. The development and daily management of volunteer stations and assignments will be performed by the Program Director, and station supervisors. Senior aides will be trained by the Program Director to assist volunteers, volunteer work stations, and in recruiting new volunteers. The senior aide volunteer coordinator will survey the quality of volunteer stations to assure program success and assist in gathering program impact data. New program development is the responsibility of the Advisory Council committee which consists of the Advisory Council committee members, and the Project Director. All new programs are reviewed and approved before implementation. Some stations offer the volunteers specialized training, such as with Asera Care Hospice Program, The Cancer Resource Center, the Emergency Management Agency and the American Red Cross.

Assessment/Evaluation and Improvement-- The Advisory Council meets monthly with the Director to discuss and evaluate the program's progress. Volunteers and those working at volunteer stations also offer recommendations. Through partnership with the local stakeholders and sponsors, an assessment and evaluation tool will be developed in accordance with the RSVP Operations Handbook. Process for Assessment-- Goals and objectives are reviewed with the volunteers and staff to establish the desired outcomes of the project served. Volunteers are observed by other volunteers and volunteer Station Managers to achieve the goals of the Advisory Council as effectively and efficiently as possible. This practice encourages strong volunteer performance. Volunteer Reporter Software is used as a data collection tools to track program progress; data is entered daily. The Program Director has a staff that

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consists of a senior aide and a DHR worker that meet monthly to review work plans and discuss program success and weaknesses. RSVP has enjoyed much success with the Volunteer Reporter Software. The data collection report from the Management Project Resources--Financial: The financial services of the Alabama State Auditors have been in place since RSVP began in 1974. The finance department, accounts payable, purchasing agent and payroll clerk of the Monroe County Commission gives in-kind assistance with the financial management of the program by processing draw downs and preparing all financial reports including FSR's, payables, and payroll. A request form for supplies and a purchase order system are in place. All supply requests are approved by the Program Director and Purchasing Agent for the county. Office supplies are purchased by the Director. Additional in-kind resources and donations from the community are secured by the sponsor and the Advisory Council members. The Monroe County Commission provides in-kind support with the use of program housing that includes three offices and a reception area, including all utilities, (lights, gas, insurance, and maintenance). The Commission also supports the program with phone and internet services as well as the in-kind services of the payroll clerk and the accounts payable clerk. The Alabama Association for RSVP (State Fund) provides a cash grant. The United Way, Local Merchants, and The City of Monroeville all make cash donations to the program. . All donations are secured through a written request specifying how the funds will be used. The Chairperson of the Advisory Council and the Program Director then attend a hearing to speak before a panel about the benefits RSVP provides for the community. Grants requesting funds from local merchant are submitted when required although most local merchants require only a request with a letter head and Tax Exempt ID. The City of Monroeville and the Retired Senior Volunteer Program have partnered to have the volunteers operate the Veterans Park Concession Stand for the Babe Ruth and the Monroeville Little League Major League Ball season. All profits from the concession stand will be used to support the RSVP. The decision making for the program is headed by a county-wide Advisory Council. Each of the

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four districts of the county are represented; they guide RSVP in serving citizens regardless of race, sex, age, or religion. The Advisory Council has a composition of (15) members, 9 of these are females and 6 are males. The diverse members are four white and eleven African American; they represent a cross section of the county, as well as all communities. Only one member is below the age of forty, and 14 are over the age of fifty. We also have eight baby boomers in this diverse group. The Advisory Council consists of retired teachers, real estate agents, law enforcement officers, retired politicians, housewives, and accountants. Volunteer Reporter is shared with volunteers and volunteer station.

### **Organizational Capability**

Monroe County's RSVP has been sponsored by the Monroe County Commission since 1974. RSVP is governed by a Board of Directors that consists of the Probate Judge who serves as the Chairman, and four county commissioners that represent each of the four districts of the county. The Board of Directors provides guidance and administrative support. Members of the Board of Directors include a teacher, a professional businessman, and a Baptist preacher who is also a law enforcement officer. After thirty years of services, the former director retired and left a strong foundation for the current director. The new director has a decade of experience working in the Monroe County Probate office as a probate clerk. While in this position, the new Program Director was well known and was appreciated for the services that she gave to her county. The Program Director has been employed by the sponsor for the past fourteen years and has the discipline, personality, experience, and leadership that are needed to make this program an asset to Monroe County. The day to day management of the program is provided by the Project Director who has a degree in both Business and Legal Office Systems Technology. The current staff is highly skilled in computer technology and has knowledge of the community and all agencies within the county. The program director is currently working full time to make this program a success. With the help of some very faithful and dependable volunteers the program has become a very important asset to all citizens of the county. At present time the

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Director is using the part-time services of a Senior Aide, and a part time employee who serves as a volunteer coordinator. All workers serve as administrative assistants. Each employee has a clearly defined job description. Volunteers also serve as support to the program. Plans are to expand our program in the areas of Veterans Services Disaster Preparedness, and Mentoring. In the past, there were no data tools, only the feedback from the community, but at present the Volunteer Reporter is in place. The Volunteer Reporter Software and the Vista Program will be used as measuring impact tool.

Financial Management-- The Purchasing Agent Office for the County has been in place for the past ten years and assists with financial management. The sponsor is audited by the Alabama State Auditors. Financial reports are reviewed monthly by the Monroe County Commission's Purchasing Agent and the Director of RSVP.

Track Record-- From its humble beginnings in 1974, with only thirty volunteer, Monroe County RSVP worked to create programs and recruit volunteers that have changed lives and made a difference in Monroe County. In thirty-five years, the organization has grown from thirty volunteers to about three hundred. The Monroe County Commission enjoys a rich history of partnerships with many other non-profit agencies in the community some of which are the United Way, Chamber of Commerce, and Habitat for Humanity, etc.

Impact-- The Monroe County Commission obtained sponsorship of the Retired and Senior Volunteer Program in 1974. Many of our volunteers are selfless individuals and while serving in our programs, they are able to participate in service learning projects and programs which not only keep them active, but improve and enrich their lives. Impact based programs have been successfully implemented and have improved the community's perception of the difference made by our program. Data collection tools are developed using the Volunteer Reporter Software and used by the Program Director to track program progress. Data is reviewed quarterly.

Facilities: In-kind facilities are provided to Monroe County RSVP by the Monroe County Commission

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for the use of the main office. Electricity and telephone services are provided by the Monroe County Commission. Equipment is purchased as needed through local grant funds. All of the office equipment is up to date.

**Supplies/Purchases:** A purchase order system is in place. Supplies are purchased in bulk and a Request for Supplies form is in place. All supply requests are approved by the Program Director. Supplies are purchased by the Program Director or other staff members.

**Personnel Management:** RSVP is governed by the Board of Directors that consists of the Probate Judge, who serves as the chairman, and four Monroe County Commissioners that represent each of the districts in Monroe County. The Commissioners provide guidance and administrative support. A twelve member Advisory Council is in place and meet monthly.

**Staff Roles/Administration:** A handbook is in place and given to all advisory council members and volunteer stations. The handbook includes all duties of the advisory council, the history and purpose of RSVP; it also contains volunteer applications and time sheets. Each staff member is provided with a clear job description, which is updated as necessary. Internal policies are clearly defined in the employee handbook and are updated yearly.

**Travel:** Staff members are reimbursed for local travel based on the Alabama State rate. Time sheet and mileage records must coincide. Staff members are required to provide receipts for out of pocket expenditures, to list travel location, reason for travel, as well as beginning and ending mileage. Staff members are reimbursed bi-weekly for local travel. Long distance travel must be in the budget. All expenditures must be documented by receipt and approved for reimbursement.

**Assessment/Evaluation/ Improvement--** The decision making for the program is headed by a county-wide RSVP Advisory Council. Each of the four districts of the county is represented by the Advisory Council; they guide RSVP in serving citizens regardless of race, sex, age, or religion. The Advisory Council has a composition of (15) members, 11 of these are females and 6 are males. The diverse

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members are four white and 11 African American; they represent a cross section of the county, as well as all communities. Only one member is below the age of forty, and 14 are over the age of fifty. We have ten baby boomers in this diverse group. The Advisory Council consists of retired teachers, real estate agents, law enforcement officers, retired politicians, housewives, and accountants. The Advisory Council committee meets monthly with the Program Director to discuss and evaluate the program progress. The advisory council works with the Program Director to make suggestions and recommendations. Presently there are plans that would create committees to focus on the six primary focuses of the CNCS. Volunteer and volunteer stations also offer recommendations to improve the quality of service provided by RSVP. Volunteer Reporter Software is used as a collection tools for measuring impact programs.

### Other

Disaster Services -- Volunteers serve the American Red Cross with logistics and shelter care. Many seniors have no family at all to assist them with basic services. The RSVP volunteers also work with the American Red Cross to assist with the distribution of food and clothing to victims of disasters. RSVP also has partnered with the Monroe County Emergency Management Agency. An assessment conducted by this organization determined the need for trained citizen volunteers in the event of a disaster. The assessment recommended the creation of Community Emergency Response Teams (CERT) to assist professional emergency responders by applying basic response and organizational skills learned through CERT training. These skills can save and sustain lives during a disaster before professional emergency responders arrive. RSVP volunteers will train members of the community in disaster preparedness, fire suppression, organization of disaster medical operations, and light search and rescue. With a population of nearly 24,000, Monroe County currently has only one CERT with twenty-five (25) members. RSVP volunteers will serve with Monroe County Emergency Management Agency to train Community Emergency Response Teams (CERTS). RSVP volunteers will assist FEMA

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in coordinating and scheduling CERT training events. Newly formed CERT teams will participate in at least one disaster preparedness drill to test their skills. RSVP volunteers will each serve an average five (5) hours per week, engaging in event scheduling and actual training of community members. FEMA will donate equipment as needed.

Economic Opportunity -- Volunteers will participate in Community and Economic Development Projects. They will serve with the Southwest Alabama Workforce Development Council Region 9. Volunteers will be recruited and trained to educate displaced workers with computer skills that will be needed to find employment. Volunteers will serve one-on-one with displaced workers to help them with basic skills. They will also help with practice entry level tests, resumes, and tips for completing applications for school or work. As these displaced workers receive basic skills, they will become more marketable in today's workforce. Additionally, volunteers who work with non-profit agencies will enable these agencies to continue needed services to the community.

Education --All schools with K-8 enrollment in Monroe County and the local Head start for preschool have identified the need for tutors. Due to proration in education budgets statewide, schools cannot maintain the level of staffing necessary to provide one-on-one tutoring for students who are falling behind in grades K4 through 8. In addition, a large number of children entering second grade are not reading at grade level. There is a need for volunteers for K4 thru 8th grade to assist those children who are identified as At-Risk students. Twenty-one (21) RSVP volunteers will be recruited from among our retired teachers and college students; they will be assigned to provide academic assistance to students in grades K4-8. RSVP volunteers will tutor/ mentor 150-200 students. Teachers have identified these students as needing assistance in reading and comprehension skills. The tutoring will be provided after school hours in different locations (schools, churches, etc.). Volunteers will receive eight (8) hours training/orientation by retired teachers. In addition, quarterly continuing education programs will be provided as needed or requested. Volunteers will receive their assignments by school personnel. It is

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anticipated that 50% of the students tutored will improve his or her academic skills. They will receive ongoing mentoring and/or tutoring from RSVP volunteers throughout the school year. Volunteer work with the Head Start program is limited to periodic story time reading and assistance with supervision during recess when requested.

Environmental Stewardship -- RSVP works in a partnership with several groups to help improve the environment, mostly through beautification projects, in keeping with our "Alabama the Beautiful" motto. Volunteers work with local garden clubs to cultivate and sell flowers and trees on Arbor Day. They also work with a local junior high school on a plant project where the students learn how to grow and care for plants and trees which they also sell on Arbor Day. One of the Advisory Council members is the horticulturist/landscape artist who maintains the medians and shrubbery around the downtown square. She keeps the group informed of various projects that will help the environment. The City of Monroeville works with volunteers to keep the roads in the community clean. Each councilperson has volunteers assigned to each street in his/her district to pick up litter beside the road on a regular, but rotating, basis. That is, different group per week each month. Another member of the Council is the former director of the Cooperative Extension Service and volunteers assist with various educational programs on pesticide use and crop rotation practices for local farmers. The current director and the home and family specialist work with our volunteers to identify families with nutritional and parenting needs, specifically, window and "patch" or "bucket" gardens for herbs and some basic foods, such as okra, tomatoes, bell peppers, and squash. The CES personnel also provide the seeds and instructions for care needed for the gardens. Volunteers work with the county engineers and the Emergency Management to control toxic waste clean-ups.

Healthy Futures -- There are a gamut of health threats faced by people today: infectious diseases; sexually transmitted diseases, water borne and air borne diseases and infections; lack of pre-natal care; teenage pregnancy; weight problem (from obesity to anorexia); and the list goes on. The RSVP

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volunteers work with local health agencies to set up clinics, distribute brochures, and share information with people with whom they have contact in other capacities. The CES home and family specialist provide nutritional information sheets for inclusion in our boxed food project. It specifies vitamins in each food and its benefits to the body, caloric information, and suggested daily requirements.

Veterans and Military Families -- RSVP has partnered with the local Veterans Administration Office to identify veterans who are in need of assistance with food, clothing, shelter, mental health counseling, transportation, and companionship. Volunteers are assigned clients to check on weekly to determine their needs and RSVP strives to help the Veterans Administration meet those needs through resources provided by other social service agencies in the county. RSVP places a high priority on veterans because they have given of themselves to fight for this country and our freedom. Many of our volunteers are veterans themselves and they help ensure that other veterans are included in all aspects of our program and services. The veterans on our Advisory Council keep this organization abreast of developments and issues concerning veterans. Volunteers are also active in the preparation for the Veterans Day Parade.

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

NA