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Executive Summary

The legal name of the sponsoring agency of Andrew County RSVP is Andrew County Ministries, Inc.

This is a ministerial alliance made up of all churches in Andrew County, Missouri. The mission of Andrew County Ministries, Inc. is to take care of the less fortunate of Andrew County.

There are 190 registered volunteers.

We are requesting \$30,438.00.

The main industry in Andrew County is agricultural. The weather plays a huge part in the success of the agricultural community. Andrew County RSVP partners with various 501C3 groups of the county to help them maintain a quality program with quality volunteers without the hardship of payroll expenses.

Tracking the impact of the volunteering efforts of the Andrew county RSVP volunteers is done in a variety of ways. The ways can be, but not limited to, work station reports, client surveys, actual counting of dollars saved clients by the Medicare help program and the volunteer tax assistance program.

Andrew County RSVP volunteers will address healthy futures in both the elderly and the children of Andrew County Missouri. this will be done by placing volunteers in the Andrew County Senior Center, by providing delivery people for home delivered meals, staffing the Back Pack Buddy program for underfed children and staffing the Andrew County food pantry. Andrew County RSVP has volunteers who provide transportation for medical appointments, who provide daily well being phone calls, who assist with Medicare issues and provide a tax filing service.

Strengthening Communities

Andrew County Missouri is a very rural county. The county seat, Savannah, has a population of 5,056 and there are 9 other small towns with populations ranging from 60-300 people each. The population of Andrew County Missouri is 17,291, 15.8% of this population is over the age of 65. That

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means there are approximately 2,732 people to recruit volunteers from and to help with their daily lives.

The largest employers in Andrew County are the three school districts. The main industry in the county is agricultural.

Andrew County RSVP works throughout the communities of Andrew County intergrating Senior volunteers into meaningful volunteer opportunities within the boundaries of Andrew County.

Andrew County RSVP partners with other organizations to find the perfect fit for our volunteers.

After an interview with the potential Senior volunteer to see where there line of expertise and interests lay, the RSVP director will seek out a good volunteer job with one of the of the other organizations they partner with.

The RSVP director of Andrew County keeps abreast of the focus area of CNCS and works closely with the work stations to see the areas are being met.

The diversity of Andrew County Missouri is more age, income and education level than race. The population of Andrew County is 97.4% white. The poverty level is 10.1%. These statistics are from the University of Missouri Extension office. The median age of people in our service area is 40. The education level of the residents is mostly high school graduates with 25% having, at least, some college hours.

Public awareness for the Andrew Co RSVP program is done in a variety of ways. There are columns written for the local newspaper. Our programs are promoted through the local cable television channel and a "Live at Five" program on another local television station.

The director and assistant of the Andrew County RSVP program attend as many events as possible held at the various work stations to promote the RSVP program and to keep visible in the commnity.

The advisory board of Andrew County RSVP is made up of people from many facets of the community. Many of the Andrew County RSVP volunteers serve on other boards in the community

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giving the RSVP program a visible presence with in the other groups in the community.

Recruitment and Development

Recruitment has become somewhat of a problem with the senior population staying in the workplace longer. The RSVP director meets with various civic groups to explain the needs of the RSVP program to show where they might be able to volunteer. The Andrew County RSVP program works really hard at matching potential volunteers with the various hours the volunteers are able to work.

The volunteer possibilities are put in the RSVP newsletter, put in the Chamber of Commerce newsletter, and have the Senior Center announce them. Andrew County RSVP has found the old fashioned word of mouth to be the best form of recruitment yet.

Retention isn't really an issue with Andrew County RSVP, sometimes adjusting jobs to fit volunteers as they age and have less mobility becomes the issue. As long as they are willing to do whatever they can to be a good, effective volunteer the director and assistant will look for ways to let them volunteer. This is done by more visits to work stations, talking with potential work stations and the volunteers to see where the jobs are they can do.

The Andrew County RSVP director visits with the work stations annually, or more if the need arises, to make sure everything is being done to keep the work station as part of the Andrew County program. The stations are kept up to date on the focus areas of CNCS.

After a work station contacts Andrew County RSVP and expresses the need for volunteers the program director meets with that group and, if the work station is a good fit the memorandum of understanding is signed and a list of possible job possibilities is drawn up. The work station is then inspected to make sure it provides a safe work environment. After the MOU is signed and the list of jobs secured the recruitment of volunteers begins. The list of volunteers is gone over, checking out the volunteer enlistment sheet to see who might be a good volunteer for the particular work station based on work history and hobbies. After the volunteer is recruited, they are trained, if needed, before

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their first assignment. The RSVP director and assistant make time to visit with the volunteers whenever possible to make sure they are still happy with the assignment they have and to see if there is another area they would be happy in. The one to one with the volunteers is so important in a very rural area. These people need that human aspect of this. They need to know we know their importance and care about them as people, not just a volunteer filling a position.

Annually there is a recognition event, planned by the Andrew County RSVP advisory board to honor the volunteers for all their efforts. They are given a small token of appreciation.

Our volunteers say they should thank us for giving them an opportunity to give back to the community and for making them still feel useful and like they are still able to be a viable part of the community.

Program Management

Seventy percent of the work stations with Andrew County RSVP have been work stations for twenty years or more. The memorandum of understanding (MOU) are gone over every three years with the station managers every three years unless there is a change in management or another situation arises. The Andrew County RSVP director and the station managers work very closely to make sure the goals of the program and the stations are being met. This is also a great time to ask questions and see if the volunteers are living up to the expectations of the work station. The RSVP director keeps the work stations apprised of the focus areas of CNCS and works with that work station to see they are following the rules and expectations of RSVP. The RSVP director or assistant inspects annually to make sure the work place is a safe place for the volunteer.

After the annual assessments of the work stations, the Andrew County RSVP director meets with the local sponsor, Andrew County Ministries, executive board to go over the findings of the assessments and let the board know how the RSVP program is still impacting the population of Andrew County Missouri.

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The director of Andrew County RSVP maintains files with the written evaluations. The data collected in the variety of ways, surveys, telephone surveys and reports from the various work stations with concrete data on them i.e. meals served, meals delivered, back packs packed, pounds of food distributed, miles driven to medical appointments, dollars saved with Medicare, dollars saved on tax returns.

The director of Andrew County RSVP maintains a simple Excel program on the computer of the budgetted expenditures of the program. The director of Andrew County RSVP writes the checks for the expenditures and payroll. The checks are signed by the president and the treasurer of Andrew County Ministries, Inc., the local sponsor.

The director of RSVP prepares a financial statement for the advisory board on a monthly basis and for the local sponsoring agency bi-monthly.

In kind vouchers are kept in a separate file. These are filled out each time there is an in kind donation of any kind. Much of our in kind donations come in the form of training, advertising, and gifts of product.

The advisory board has a fund raising subcommittee that works very hard at finding ways to make money for the local portion of the program's funding. The RSVP director works closely with them to assure them of what is needed for the local funding. The Andrew County RSVP director meets with other civic groups to keep the RSVP program not only visible but to let them know of the need for local funds and other in kind ways they can help.

Organizational Capability

Andrew County Ministries, Inc. was sponsoring Andrew County RSVP before the first CNCS grant in 1974. Andrew County Ministries, Inc. is an incorporated non-profit organization with By-Laws, a Board of Directors and elected officers who constitute the Executive Committee. The sponsoring board is governed by a board of area churches.

Andrew County Ministries, Inc. will contribute toward the accomplishments of Andrew County RSVP

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missions by support and guidance of the staff in all endeavors. Andrew County Ministries, Inc. main purpose is to be aware of the community needs with Andrew County RSVP and when possible offer financial support of the needy who qualify under RSVP guidelines.

Andrew County Ministries, Inc. has always supported Andrew County RSVP and has always addressed the community needs by working with all churches, other service organizations, food pantries, nursing homes, senior center, Christmas assistance, blood drives, and back pack buddies to name a few.

The advisory board of Andrew County RSVP chairman and the president of Andrew County Ministries, Inc. do annual evaluations of the RSVP director and assistant, which is a sponsor requirement. The president and treasurer of Andrew County Ministries, Inc.

Work closely with the RSVP director to see that record keeping and financial management are done correctly. The sponsoring president and treasurer, the RSVP director and assistant will be accountable for the project. The Andrew County RSVP director is required to attend the Andrew County Ministries, Inc. meeting bi-monthly and to give a written report and financial statement to the executive committee of the ministries.

The current director had held that position since January 2009, having the acting director since May 2008. The director has three years college and has been a volunteer for many years in the Girl Scout world having had many positions both at the local and district levels. The experience of managing very limited resources in Girl Scouting helps tremendously with RSVP. The current director serves on other boards and committees in the community as well. This keeps Andrew County RSVP visible in the community and presents many opportunities to recruit new volunteers and create new work stations as the need arises.

The current assistant has held the position since December 2008. She currently works 16 hours a week to make the budget cuts work. The current assistant worked many years in the banking

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industry and with special needs children.

Both the director and assistant for Andrew County RSVP work closely with all the committees of the advisory board and work very well as a team with the local and national sponsors. Both are very much "people persons" who understands the needs of the community and the requirements of CNCS. The treasurer of Andrew County Ministries, Inc., Roger Latham, has many years financial experience with non-profits and understands the importance of grant writing and record keeping.

Andrew County RSVP rents an office space from the Andrew County Senior Center. This office has an outside entrance into our office and is connected to the Senior Center by a hallway. We ample room for storage and adequate equipment. The IRS mileage rate is paid when travel is required or approved.

Other

When the budget cuts were handed down two years ago by Congress to CNCS the Andrew County RSVP director met with the local sponsoring agency, Andrew County Ministries, Inc. and the RSVP advisory board to figure out a way to keep a viable program with a lot less money. Two work stations were eliminated after much agonizing and realizing they just didn't fit in the focus area of CMCS even though everyone thought they made an impact in the local area.

The RSVP director took a pay cut and the hours of the assistant were cut from 24 a week to 16 a week. This has created a different obstacle, not working together but one day a week makes it hard to feel like a team. Through communication we have overcome this and don't feel the program has suffered as we feared.

PNS Amendment (if applicable)

not applicable