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Executive Summary

Executive Summary

RSVP of Jasper County's mission is to impact and benefit citizens of all ages in Jasper County, by utilizing the experience and wisdom of volunteers who are age 55 and above. RSVP of Jasper County has been located in the county since 1973 and has been sponsored by Iowa State University Extension & Outreach since 2005. An estimated 80 unduplicated volunteers will serve in the county at the end of the three year grant period. The Primary Focus Area of this project is Education. Volunteers will also serve in Healthy Futures, Economic Opportunity, Disaster Services, and other community identified priorities. Some of their service activities will include but are not limited to the following: HEART (Help Engage A Reader Today); Writing to Read; Transportation; Tax Assistance; Companionship; and Disaster Preparedness. The following outputs and outcomes will be reported in both the primary focus area, other focus areas, and community priorities: (ED5) Number of students with improved academic performance in literacy and/or math; (H9) Number of homebound or older adults and individuals with disabilities who reported having increased social ties/perceived social support; and outputs ED2 ,H8, H2, O1, and D6. Fifty-five percent of unduplicated volunteers will be working on outcome-based work plans. Fifty-four percent of volunteers will be placed in the Primary focus area. The CNCS federal investment of \$23,753 will be supplemented by the State of Iowa \$7,271, City of Newton \$10,000, Jasper County \$2,500, Jasper County United Way \$9,000, Iowans for Social & Economic Development \$8,065, In-kind support from ISU Extension & Outreach \$4,723, and additional income sources \$750. RSVP of Jasper County is excited to serve the Jasper County community and provide vital infrastructure for volunteers through evidence based programming with strong measurable outputs and outcomes.

Strengthening Communities

Strengthening Communities:

RSVP of Jasper County serves the entire county, located in the heart of Iowa. The county seat is Newton which is located on I-80, just 30 miles east of the capitol city, Des Moines and Interstate 35. Key demographics include: The age distribution of the population is: under age 5 -- 5.9%, under age 18 -- 22.8%, and those over age 65 - 16.5%. Jasper County has a median age of 41.6, compared to the state's median age of 38.1. Jasper County has an above state average of individuals over age 65 at 16.5%, compared to 14.9% statewide and 13.0% nationwide. The cultural diversity of Jasper County is 96.7% White, 1.3% Black, .4% Asian/Pacific Islander, .3% American Indian, .4% Other, and 1.5%

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Hispanic origin.

The economic status of Jasper County is signified by the median household income of \$48,881, compared to the state amount of \$50,451. Free/reduced lunch eligibility is 37.2%, while the state average is 39.4%. The cities located within Jasper County are Baxter, Colfax, Kellogg, Lambs Grove, Lynnville, Mingo, Monroe, Newton, Oakland Acres, Prairie City, Reasnor, Sully, and Valeria. Of the over ten cities in Jasper County, only one is considered an urban cluster: Newton. The rest of the county (about 60%) is considered rural by the US Census Bureau standards.

Newton is also home to Skiff Medical Center, a 68 bed primary care hospital with 24 hour emergency medical services. In addition, Newton houses the Newton Correctional Facility, one of nine state prisons with a medium security facility and a minimum security facility housing approximately 1200 inmates and 13.6% of the state inmate population.

There are five separate school districts in Jasper County. The Newton School District has seven schools with a total enrollment of 3,045 students. The Lynnville-Sully School District has two schools with a total enrollment of 502 students. The Colfax-Mingo School District has three schools with a total enrollment of 780 students. The Prairie City--Monroe School District has four schools with a total enrollment of 1024 students. The Baxter Community School District has two schools with a total enrollment of 416 students. Faith-based schools in Jasper County include the Newton Christian School with a total enrollment of 58 students K-8 and the Sully Christian School with a total enrollment of 55 students K-8. Newton is also home to the Des Moines Area Community College (DMACC) Polytechnic Campus, serving the University of Iowa MBA program, several Iowa State University Master's Degrees, several Buena Vista University Bachelor's Degree programs, DMACC undergraduate courses, and specialized education/job training programs to meet specific employer needs.

The top six major employers are: TPI Composites, Inc. -- 850 employees; Newton Community Schools - 509 employees; Skiff Medical Center - 362 employees; Hy-Vee Food Stores - 303 employees; Rock Communications - 200; and Trinity Towers -- 190.

RSVP of Jasper County's relationship with the community is a very successful one. RSVP has been in the community since 1973 and has been sponsored by ISU Extension & Outreach since 2005. RSVP has a representative on many councils, coalitions, and boards throughout the county. The Newton/Jasper RSVP project will ensure local input into program design and evaluation by utilizing a

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well established Advisory Council (AC). The AC consists of 10 community members and RSVP staff. The advisory council has members that are in the fields of human resources, finance, community relations, representation from stations and volunteers. An annual evaluation is conducted by the AC on some aspect of the project. The AC will continue collaborating with the United Way as we focus on the results of the 2009 community needs assessment that was completed in an effort to ensure that local agencies are meeting the needs of the community. United Way, RSVP, and other community partner organizations are working together to develop programs that will make the community a better place for everyone who lives here.

RSVP of Jasper County has chosen Education as their primary focus area. This grant reflects that 54% of our unduplicated volunteers will be serving in the Education Focus area. RSVP of Jasper County will also have 55% of unduplicated volunteers serving in work plans with outcomes, exceeding the CNCS requirement of 10% unduplicated volunteers in work plans that result in outcomes.

In the performance period from FY2014-FY2016, RSVP of Jasper County will serve economically disadvantaged students through our HEART Program (Help Engage A Reader Today).

According to the Newton Community School District 2011-2012 annual report, only 72% of 4th graders in Newton schools are considered "proficient" in reading and only 59% of 8th graders. These numbers drop considerably for both age groups if the student is economically disadvantaged. For the 2012-2013 school year, 48.8% of children in the Newton Community School District were eligible for free or reduced lunch.

According to the 2011-2012 Baxter Community School District annual report, only 60.6% of 6th graders are "proficient" in reading. For the 2012-2013 school year, 21.1% of children were eligible for free and reduced lunches.

According to the 2011-2012 Prairie City/Monroe School District Progress Report, only 69.4% of the 8th graders in the district are proficient in reading. Also, based on DIBELS (Dynamic Indicators of Basic Early Literacy Skills Scores), only 72% of the 4th grade students at Prairie City Elementary and 68% at Monroe elementary met their "reading fluency" measurements. For the 2012-2013 school year, 22.1% of children were eligible for free and reduced lunches.

Reading skills become the foundation for the students' educational career. Local school administrators and educators believe that several factors have contributed to the decline in student academic achievement. These factors include: increasing numbers of students not achieving classroom goals in

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reading and math; students with poor social and behavioral skills; students with learning disabilities; and students whose families are struggling with poverty. Educational program staff has asked RSVP volunteers to help meet these needs through 1:1 interventions, time and nurturing to assist those students who are struggling to reach their academic goals. Based on feedback from participating teachers, structured tutoring provides extra help during school time, enables teachers to better tailor instruction to meet student's needs, and reduces instructional group size. Trained, consistent, one-on-one tutors have also been proven to help improve reading skills. Through early intervention and concentrated efforts in reading, RSVP volunteers can assist early elementary students in improving their academic performance in literacy thus paving the way for future academic success and higher graduation rates.

Twenty-eight Senior Corps volunteers at 6 sites throughout Jasper County (in 3 different school districts; Newton Community School District, Baxter Community School District and Prairie City/Monroe School District) will provide activities that focus on helping children reach reading, math, behavioral and/or social goals. Through the HEART program (Help Engage A Reader Today), assistance will be provided through one-on-one and small group activities, 1 hour per week with teacher-identified students to help them reach their individualized, teacher-identified goals. RSVP volunteers will help with academic enrichment activities, provide calm and nurturing support during one-on-one and small group interactions, and run activities that promote students' social development. Each RSVP volunteer will be offered annual in-service training provided by educational staff (AEA staff and retired teachers) and other station staff as appropriate in the areas of behavior management, self-esteem building, and methodologies to improve reading, math, and social/behavioral skills. On-going supervision/support will be provided by station staff and educators. Each volunteer will work with an average of 3 children/per hour for 7 months (15-20 minute time slots per child). RSVP of Jasper County will measure output ED2: Number of students that completed participation in CNCS-supported K-12 education programs. This will be tracked through a volunteer logs/records kept at the station, then sent to RSVP monthly. Each volunteer will work with an average of 3 children for 7 months. (Progress Report timeframe will report number of students who worked with volunteers during the previous FULL school year since the academic year does not align with the grant year). RSVP of Jasper County will report on outcome measure ED5: Number of students with improved academic performance in literacy and/or math. RSVP of Jasper County will measure this by the Pre/Post DIBELS Next test, administered by school district staff. Dynamic

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Indicators of Basic Early Literacy Skills (DIBELS) assess literacy skills, provides immediate feedback, and assists teachers and literacy teams to identify those students who may be in need of additional instruction. (DIBELS are administered in September, January, and May). The Progress Report timeframe will report number of students who worked with volunteers during the previous FULL school year since the academic year does not align with the grant year in order to show progress made by comparing September and May DIBELS Scores.

In our Primary focus area of Education, our volunteers will also be working with economically disadvantaged students through our Writing to Read Program. According to Kimberly Keith, MEd, LPC (Licensed Professional Counselor), and advocate for children and families in the court, it has been demonstrated that reading and writing development are intertwined in early learning. The physical act of writing letters enhances a child's ability to read. The complementary relationship between reading and writing continues long after these early efforts, so educators can enhance a child's skills dramatically by encouraging the writing habit in childhood. Through the Writing to Read Program, elementary students in the Newton Community School District will develop a written correspondence through letters with a senior in the community. This will develop the students' reading, writing, and communication skills and connect them with a caring adult in the community. For the senior volunteer, this is an opportunity to engage in a child's life and share personal stories with a member of the community promoting socialization and decreasing isolation. This program will primarily target senior volunteers with physical mobility issues and/or with transportation limitations. Forty-Eight (48) RSVP volunteers will serve as correspondence literacy tutors to 48 students through the Writing to Read Program. RSVP volunteers will be matched one-on-one with elementary students to engage in written correspondence. Volunteers will receive and respond to letters from students. Students will gain skills in writing, reading, and written correspondence. Students will also connect with an older adult in the community to deepen their understanding and acceptance of older generations. Matches will be made at the beginning of the school year. Volunteers and students will exchange letters on a monthly basis for approximately 7 months of the school year. RSVP staff will provide orientation and training for volunteers. RSVP staff will work with school staff to identify student/volunteer matches, develop curriculum, assign topics for letters, and coordinate an end of the session celebration for students and volunteers to meet in person. Volunteers will supply their own postage and stationary. The school district/RSVP will supply postage and stationary for students. RSVP of Jasper County will measure output ED2: Number of students that completed participation in CNCS-supported K-12

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education programs. This will be tracked through the Writing to Read Program Activity Log. RSVP/Newton Community School District will track correspondence activity between students and volunteers to identify how many matches were made and sustained throughout each session. The Progress Report timeframe will report number of students who worked with volunteers during the previous FULL school year since the academic year does not align with the grant year.

While the primary focus area of RSVP of Jasper County is Education and 54% of unduplicated volunteers will be placed in this focus area, we will also place volunteers in the areas of Disaster Services, Economic Opportunity, Healthy Futures, and other identified community priorities. RSVP of Jasper County will have 34% of unduplicated volunteers serving in other focus areas. RSVP of Jasper County will meet identified community needs through procedures which will measure outputs and outcomes. Outputs will include (H8) number of homebound or older adults and individuals with disabilities receiving food, transportation, or other services that allow them to live independently; (H2) number of clients to whom information on health insurance, health care access, and health benefits programs is delivered; (O1) number of economically disadvantaged individuals receiving financial literacy services; and (D6) number of volunteer service hours in disaster preparedness, mitigation, response and recovery. In addition to the outcome in our primary focus area of Education, outcomes will also include (H9) number of homebound or older adults and individuals with disabilities who reported having increased social ties/perceived social support.

RSVP of Jasper County will have their remaining 12% of unduplicated volunteers serving in other community priorities with the output of (SC1) the grantee met their target for community priority activity (Yes/No).

RSVP of Jasper County has a lengthy history of collecting data to report impact to CNCS and other funding sources. The RSVP Director will work with the stations to collect the output data. In some cases, this information will be collected through specially designed volunteer timesheets where the volunteer/station supervisor provides data for the month which is then recorded by the RSVP Director into the Volunteer Reporter database. In other instances, the information will be collected through an end of the grant year report completed by the station representative and compiled on an excel worksheet. In other instances, the information will be collected through a survey of clients which is also recorded on an excel worksheet.

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RSVP of Jasper County currently has volunteers serving within our organization who have identified themselves as veterans, and we currently have a veteran serving on our Advisory Council. RSVP of Jasper County only recently requested veteran status as part of our recruitment packet, but will continue to update volunteer profiles on an annual basis and this will be added to our annual "Volunteer Satisfaction Survey" in order to gain a true number of veterans served. In several of our service activities, veterans and military families will be served. Based on data previously collected through current stations, veterans are currently being served in the following programs:

Transportation, Tax Assistance, Prescription Assistance, Companionship Program with Willowbrook Adult Day Services, and Jasper County Elderly Nutrition Program (Congregate Meal Sites).

Recruitment and Development

Recruitment and Development:

The mission of RSVP of Jasper County is "To impact and benefit citizens of all ages in Jasper County, by utilizing the experience and wisdom of volunteers who are age 55 and above." The RSVP of Jasper County project will assure a high quality experience by offering opportunities for volunteers to share their experiences, abilities, and skills to improve their community and themselves through service to their community. RSVP strives to create volunteer opportunities that will attract a variety of volunteers who will come to the program with differences in nationality, sexual preferences, age, employment and life skills, education, physical limitation, language experiences and lifestyle choices. High-quality volunteer assignments can only happen through strong partnerships with community organizations who value the work of RSVP volunteers and the infrastructure RSVP of Jasper County provides. RSVP of Jasper County was first established in the community in 1973 and currently partners with 10 different community organizations to offer numerous options/stations for the volunteers to choose from. RSVP of Jasper County also offers opportunities through national Days of Service. In addition to making an impact in the community, RSVP volunteers will enhance the quality of their own life as well. Research (from Allen Luks and Peggy Payne) shows volunteers have: a more optimistic outlook, increased energy, better perceived health, decreased feelings of loneliness and depression, better weight control, less pain, a greater sense of relaxation and improvement in sleep, a stronger immune system, a heightened sense of well-being, and speedier recovery from surgery. This research is also supported by our annual volunteer satisfaction survey results.

It is important for project staff and volunteers to be well trained. RSVP will provide training and technical assistance to project staff by budgeting for staff development. Since ISU Extension and

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Outreach is the sponsoring agency for the RSVP program, there are many opportunities for staff development through Iowa State University and well as opportunities through our partnering agencies. Some include annual conferences available to all extension staff covering a wide range of topics; the Iowa Non-Profit Summit; and training through the Corporation for National and Community Service. Being part of Iowa State University Extension also has its benefits to our RSVP volunteers. They have access to the classes offered through extension: from horticulture, to gardening, nutrition, and financial learning opportunities. Also, through a partnership with the Des Moines Area Community College (DMACC), our volunteers are the first to know about upcoming "senior classes" offered by DMACC through the monthly newsletter and monthly social gatherings. Through the connection with ISU Extension & Outreach and DMACC, there have been opportunities for great intergenerational collaborations.

The first step in matching volunteers with a volunteer assignment where they feel engaged and their experience, skills and education are being used is through our orientation process. They are provided an initial training and orientation when they become a volunteer. After receiving some background on the RSVP program, potential volunteers are asked to complete an application which includes a section asking about their background experience, what areas interest them, what hours or days will work in their schedule for volunteering, the time commitment for some volunteer opportunities, and which of our current opportunities interest them. This orientation process gives staff the opportunity to learn more about the individual and what will best fit their needs and areas of expertise resulting in the best possible placement of the volunteer. The volunteer is then given our RSVP Handbook which covers things such as our mission statement, history of the program, policies, stations, supplemental insurance, mileage reimbursement, reporting hours, volunteer safety, confidentiality, our termination and appeal process, and special limitations for RSVP volunteers. Special limitations include political activities, religious activities, and replacement of an employed worker. It is also explained that under no circumstance should they receive a fee for their services, but may receive mileage reimbursement, meals, or other benefits offered by the volunteer station. In addition to the orientation process, RSVP volunteers receive additional training specific to their placement. All volunteers will be given on-site orientation from key staff at the station. Some volunteer positions, such as the Tax Assistance Program, volunteers must undergo extensive training and pass an IRS test to be a tax counselor. For our Primary Focus area of Education, specifically the HEART Program (Help Engage A Reader Today), each volunteer is given a tour of the school in which they are placed. They are introduced to

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key staff at the station, and are given an opportunity to meet the teacher of the students with which they will be working. RSVP of Jasper County also offers two trainings prior to the start of the school year from educational staff who are considered experts in the areas of behavior management, self-esteem building, and the methodologies to improve reading, math, and social/behavioral skills. These "experts" include retired reading endorsed teachers and staff from the local AEA office (Area Education Agency).

RSVP of Jasper County recruits volunteers of all backgrounds and abilities and works to maintain a variety of assignments that can suit the needs of any unique volunteer. RSVP of Jasper County will ensure volunteer assignments vary in skills needed, time commitment, physical requirements, and experience needed so there is an assignment that is right for each volunteer. Our sponsoring agency, ISU Extension & Outreach, is an equal opportunity employer and RSVP of Jasper County follows this policy. We will work closely with other organizations who serve clients with disabilities and veterans in an effort to recruit a diverse volunteer population. The RSVP of Jasper County volunteer list already includes volunteers who are veterans and/or who have disabilities. One of our work plans in our Primary Focus Area of Education will focus on recruiting volunteers with physical mobility issues and/or transportation limitations and make them aware of a volunteer opportunity that could meet their needs. Based on 2010 Census data, the cultural diversity make-up of Jasper County is 96.7% White, 1.3% Black, .4% Asian/Pacific Islander, .3% American Indian, .4% Other, and 1.5% Hispanic origin. This is reflective of our volunteer population. RSVP will continue to focus our recruitment efforts on volunteers from every background. Our current volunteers are our best recruitment tool. RSVP of Jasper County developed "recruitment cards". These are business cards that current volunteers can hand out to community members they feel would benefit from the RSVP volunteer experience. In addition to "word of mouth", our recruitment plan includes advertising, speaking engagements, activities at public events, promoting our results in the media, and partnering agencies.

Volunteer retention and recognition go hand in hand. According to research by the Corporation for National and Community Service ("Marketing Volunteer Opportunities to Baby Boomers: A Blue Print from the Field"), key elements to consider in recruitment and retention of baby boomers include providing assignments that allow them to maintain professional and social contacts; allowing young retirees to stay active, making them feel valued and needed, and challenging them intellectually. Volunteers take ownership when they understand the impact they are making. RSVP of Jasper

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County continually educates and recognizes the volunteers' specific efforts through bi-monthly newsletters, at the annual Appreciation Luncheon, and through the RSVP of Jasper County annual report on the results of the outputs and outcomes in CNCS Focus Areas, specifically the Primary Focus Area of Education. By volunteers understanding the impact they make, retention is ensured. RSVP of Jasper County also values input from their volunteers. An annual Volunteer Satisfaction Survey is mailed to volunteers to assess satisfaction/feedback on items such as their placement, support from the station as well as the overall RSVP project, training received, insurance & reimbursements, RSVP special events, the newsletter, overall areas of improvement needed, and how they feel they have benefited from volunteering through RSVP. The surveys are then tallied and shared with the Advisory Council.

RSVP says "thank you" and shows gratitude to our RSVP volunteers with monthly socials, birthday cards to volunteers, personal notes in newsletters, individual phone calls, and cards for specific situations. The retention plan includes an annual appreciation luncheon where each volunteer receives a small token of appreciation and a certificate with how long they have been an RSVP volunteer.

Program Management

Program Management:

RSVP of Jasper County has a comprehensive plan to ensure all volunteer stations understand and comply with federal program regulations. Each RSVP station signs a Memorandum of Understanding (MOU) before volunteers are placed with the station. The MOU is renewed at least every 3 years and clearly outlines the responsibilities of the RSVP office and the volunteer station. The MOU states: This is a statement of policies and regulations governing the placement and utilization of RSVP Volunteers with Volunteer Stations. It is the intention of the Memorandum of Understanding to promote cooperation, clarify responsibilities, and define working relationships between RSVP and each Volunteer Station. This Memorandum of Understanding (MOU) may be amended, in writing, at any time with concurrence of both parties and must be renegotiated at least every three years.

Basic Provisions of the Memorandum of Understanding:

The Newton/Jasper Retired & Senior Volunteer Program agrees to:

1. Provide RSVP orientation to volunteer station staff prior to placement of volunteers, and at other times, as the need arises.
2. Instruct RSVP volunteer in proper use of monthly reports and program procedures.

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3. Furnish accident, personal liability, and excess automobile insurance coverage as required by program policies. Insurance is secondary coverage and is not primary insurance.
4. Periodically monitor volunteer activities at volunteer station to assess and/or discuss needs of volunteers and volunteer station.
5. Conduct criminal background checks on all new members who enroll in the RSVP program.

The Volunteer Station agrees to:

1. Assure adequate health and safety provisions for the protection of volunteers.
2. Submit appropriate volunteer reports to RSVP at the end of each month, or as requested.
3. Report all accidents or injuries involving volunteers to the RSVP staff immediately.
4. Make final decision regarding placement of volunteers.
5. Not discriminate against volunteers based on the basis of handicaps by preventing or interfering with their participation in site programs or activities.
6. Provide a summary and outline of duties or description of volunteer assignments or complete Request for Volunteers.
7. Assist RSVP in identifying the outcome or measured results of volunteer activity within your program.
8. Comply with the American Disabilities Act.
9. Keep all documentation required for current year and six years prior.

In addition to the MOU with each station, RSVP of Jasper County develops and manages volunteer stations and volunteer assignments that address specified community needs as outlined in our work plans, by retaining open lines of communication with current station staff and volunteers through newsletters, e-mails, phone calls, and mail. Once a station is in place, job descriptions are developed, and volunteers are placed, RSVP of Jasper County ensures that volunteers are performing their assigned service activities. During the orientation process, each volunteer is given a volunteer handbook explaining our policies and procedures, including what their special limitations are as RSVP volunteers. These include: no involvement in political or religious activities while serving as an RSVP volunteer; volunteers may not perform any service of duty or engage in activity which would otherwise be performed by a paid worker; and under no circumstances shall an RSVP volunteer receive a fee for service from service recipients. RSVP of Jasper County collects monthly volunteer times sheets from the volunteers and stations. The director reviews the time sheet, making sure the station supervisor has signed the timesheet and looks for changes month to month to ensure that volunteers are performing their assigned duties. Hours are then recorded into the Volunteer Reporter

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software, which RSVP of Jasper County updates every year, and which has the capability to run a number of statistical reports and filter data for accurate measuring of outputs and outcomes. Volunteers also complete an Annual Satisfaction Survey which gives the volunteer the opportunity to express concerns or changing interests.

RSVP of Jasper County develop volunteer stations and place volunteers by continually assessing the needs of the community. United Way of Jasper County completed a Community Needs Assessment for the entire county in 2009. The purpose of the study was to accomplish the following objectives: To pinpoint and prioritize community needs; inform and defend resource investment decisions; build a strong case for support when developing grant proposals; strategize community solutions that will improve conditions. In the past several years, RSVP of Jasper County has used this data to determine focus areas for the RSVP program. In order to identify community needs and partners, the RSVP of Jasper County director also attends monthly Jasper County Human Service Provider's meetings, local Wellness meetings, monthly SYNC meetings (Supporting Youth Through Nurturing Communities), and Newton's Implementation meetings. RSVP of Jasper County also completes an annual assessment of progress toward goals, Project Progress Report (PPR), and this annual assessment is shared with all of our community funders.

RSVP of Jasper County has been an integral part of the community for over 40 years, with most of the current volunteer stations being in place for years. Based on community needs and meeting national performance measure guidelines, we do not have any plans to graduate volunteers or stations and will continue to offer the same opportunities to the current volunteers. All current work stations and work plans fall within the new National Performance Measure Guidelines.

The Primary Focus area for the RSVP of Jasper County program is Education. There are two current education work plans. The outputs for both work plans are ED2: Number of students who completed K-12 education programs. This will be tracked using a volunteer log-record kept at the schools (stations) then sent to RSVP monthly, and communication with the teachers participating in the program. The main outcome for RSVP of Jasper County will be with the HEART program (Help Engage A Reader Today) with the outcome of ED5: Number of students with improved academic performance in literacy and/or math. This will be tracked using Pre/Post DIBELS Next test, administered by school district staff. Dynamic Indicators of Basic Early Literacy Skills (DIBELS) assess literacy skills, provides immediate feedback, and assists teachers and literacy teams to identify

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those students who may be in need of additional instruction.

The staff and sponsoring agency of RSVP of Jasper County will continue to work with the CNCS state office to ensure that all federal regulations are met through compliance visits, trainings/webinars/on-line training offered and familiarity with the RSVP operational handbook. It is the policy of the RSVP program to only place volunteers in agencies with an active MOU. All RSVP volunteers are age 55 and older and the volunteer application which all volunteers must complete asks for their birthdate with their age reflected on the Volunteer Reporter database. RSVP of Jasper County has also established a ten member Advisory Council with members representing volunteers, stations, local partners, and key agencies in the community. The council meets 6 times a year and assists in assessing community needs, and advocating for RSVP.

Jasper County Extension has an excellent system to manage project resources, both financial and in-kind, to ensure accountability. One staff member receives in deposits, another makes deposits, a contract employee writes checks and keeps the official records, the project director creates invoices for all bills pertaining to RSVP, the Office Manager approves all bills, and the board of nine elected officials has final say for the checks to be signed. Both the project director and financial person keep records for RSVP. The project director utilizes Excel spreadsheets to record budget versus actual financial information. In-kind contributions reported in the FFR will have appropriate documentation. RSVP of Jasper County has a clear mission, partnering with various agencies, and through the use of outputs and outcomes, securing resources is becoming more manageable since we are able to show how funding resources are utilized to show impact to the community. There are many local grants available and in-kind contributions to be given so we can expand our project to help more people. The RSVP director is continuously looking to find a match between a funding source and one of our programs.

Organizational Capability

Organizational Capability:

The Jasper County Agricultural Extension District (dba. Iowa State University Extension & Outreach ISUEO, Jasper County) in affiliation with Iowa State University ensures that Extension and RSVP have given great thought to the programmatic and fiscal oversight, day to day operational support, data collection, and clearly defined internal policies. Extension has an extensive policies and procedures structure which is part of a larger entity, Iowa State University. RSVP of Jasper County will have adequate facilities, equipment, supplies, purchasing procedures, and personnel management

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support as required by Extension. Clearly defined job descriptions are provided for key staff positions which delineate duties and responsibilities. Job descriptions are reviewed annually during the performance evaluation process. Staff meetings are held on a regular basis, and performance evaluations are held each year in May.

Fiscally, Jasper County Agricultural Extension District is a part of Jasper County (Board of Supervisors) and programmatically a part of Iowa State University Extension & Outreach. Fiscal management systems include an annual audit by a state auditor assigned to Jasper County and the following process for check approval: One staff member receives deposits, another makes deposits, a contract employee writes checks and keeps the official records, the project director creates invoices for all bills pertaining to RSVP, the office manager approves all bills, and the board of nine elected officials gives final approval for checks to be signed. Both the project director and financial person keep records for RSVP. Extension currently receive grants from the Corporation for National & Community Service, and JMP (Jasper, Marion, & Poweshiek Early Childhood Iowa). Each account and funds are segregated from Extension accounts and funds, using the Cougar Mountain Accounting Package. Cougar Mountain has the capability of segregating funds by Class and Job. RSVP federal grant dollars are set up in a separate Class of accounts and fully segregated. RSVP of Jasper County purchases Volunteer Reporter software and uses this as the main data collection tool, in partnership with the survey measurement tools mentioned in the work plans.

There are two key hired positions for the RSVP/Jasper Program. The RSVP Director is responsible for fiscal and program management. The current director has been with the program for 2 years; however, she has been the program manager for an additional program through Extension for 9 years. She brings experience in budgeting, program development, and management. The second position, the program assistant, will assist in the planning, organization, and implementation of recruitment, enrollment, orientation and placement of senior volunteers. Our current program assistant has been with the program for almost 2 years, but comes with 9 1/2 years' experience as a business owner in the community and a year as a Crisis Counselor Provider with Project Recovery Iowa; a grant through FEMA. The Extension Council for Iowa State University Extension & Outreach of Jasper County and the RSVP Advisory Council also play key roles. The Extension Council is comprised of 9 elected community members from throughout Jasper County. The RSVP Advisory Council is made up of 10 community members, including volunteers, station supervisors, a veteran, and active community members with experience in managing volunteers. All members of the Advisory Council have extensive experience working with seniors age 55 and older, and are well

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informed about unmet community needs. The role of both the Extension Council and the Advisory Council include, but are not limited to: Advise and support the program in forming local policy; program planning; reviewing program policies and procedures; promote community support; advise on personnel actions affecting volunteers; assist in planning and promoting the mobilization of financial and in-kind resources; help plan, organize and participate in RSVP volunteer recruitment and recognition events; provide ideas and/or contacts for recruiting prospective hard-to-reach volunteers; and analyze project operation annually to verify that project goals and objectives are being accomplished. The Advisory Council also conducts an assessment of the RSVP project each year and report's findings to CNCS and ISU Extension & Outreach, Jasper County.

Extension has a proven record of managing volunteers and currently relies on nearly 75 volunteers to carry out their programming efforts throughout the year -- including 4-H and the Jasper County Fair. Volunteer coordination is critical to the success of Extension and has been for over 100 years. The Jasper RSVP has 61 active senior volunteers (with planned expansion to 80 RSVP volunteers) performing outcome and non-outcome based work. Extension also works with other grants that use outcome measurements to determine the success of the program. ISU Extension & Outreach Early Care & Education Program (funded by the Jasper, Marion & Poweshiek Early Childhood Iowa) provides a wide variety of services for parents, child care providers, employers and community groups. Early Care & Education helps meet our community's needs for affordable child care through resources, education and advocacy.

RSVP of Jasper County has a strong history of local financial support through the City of Newton (\$10,000), Jasper County Board of Supervisors (\$2,500), The State of Iowa through the Iowa Commission on Volunteer Service (\$7,271), the Iowans for Social & Economic Development (\$8,065), United Way of Jasper County (\$9,000) and In-kind support from our sponsoring agency (\$5,867). RSVP of Jasper County has been sponsored by ISU Extension & Outreach Jasper County since 2005. RSVP of Jasper County will continue to work with local partners to ensure sustainability and will secure additional funds as program needs arise.

Other

N/A

PNS Amendment (if applicable)

N/A