

Narratives

Executive Summary

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The Retired and Senior Volunteer Program (RSVP) of Central County United Way will place an estimated 421 volunteers throughout the service area. Some of the service activities will include Emergency Food Pantries, Senior Transportation, Meal Delivery and Public Safety. The Primary Focus Area of RSVP of Central County United Way will be Education. At the end of the three year grant cycle we plan on placing 105 volunteers in K-12 schools tutoring at least 200 students. We anticipate at least 60% of all students that participate in the program will show academic improvement. The CNCS federal investment is \$61,410 and will be supplemented with at least a 30% match of \$26,318, through non federal resources.

Strengthening Communities

Strengthening Communities:

Describe the community and demonstrate that the community needs identified in the Primary Focus Area exist in the geographic service area.

Riverside County covers the only the Western ReRiverside County is a county located in the southeastern part of the state of California, stretching nearly 200 miles across from Orange County to the Colorado River that defines Arizona's border. This county is part of a Riverside-San Bernardino region in Southern California known as the Inland Empire. Riverside County has 28 cities and the cities served by Grant Opportunity # CA-06, RSVP of Western Riverside County include; Anza, Banning, Beaumont, Calimesa, Canyon Lake, Corona, Hemet, Idyllwild, Lake Elsinore, Menifee, Moreno Valley, Murrieta, Perris, Riverside, San Jacinto, Temecula and Wildomar.

Western Riverside County is one of the most economically depressed areas in the Inland Empire with unemployment at a staggering rate of 10.8% as of August 2013. US Census Bureau reports the average median household income for the county from 2008-2012 was \$57,096.

According to KIDS COUNT Data in 2010 24% of children were living far below the nations poverty threshold and we have 9% of children that are living in poverty rates of 30% or more. Research indicates that as neighborhood poverty rates increase, undesirable outcomes rise and opportunities for

Narratives

success become less likely.

In 2013, KIDS COUNT Data Center reports that Riverside County consisted of 158,796 White children, 359,213 Hispanic, 27,633 Asian, 1,562 Pacific Islander, 36,130 Black, 2,793 American Indian and 22,111 children of other races.

The National Education Association's States Rankings in 2013 and Estimates of 2014 show that California is ranked 2nd in the overall number of functioning public schools, and has the highest number of students in the Nation enrolled in fall of 2012. Because of these high enrollment numbers, California elementary and secondary schools experience the highest Student/Teacher ratios (number of students per teacher) among all public schools in the Nation. California public schools also fall far below the nation's average revenue per student, which results in expenditures per child to also fall far below the national average.

In 2011 55% of all students in the county of Riverside tested below the proficient level in State testing. Statistics show that children are not receiving needed preparation in the early years of their academic careers. According to KIDS COUNT, reasons for lack of preparation include; the mother is under the age of 20, has fewer than 12 years of education, is unwed at the time of birth, and/or the state has paid for the birth. In 2005 Riverside County data showed that 71 per 1,000 children were born to teens between 15-19 years of age and in 2012 40% of all births were to unwed mothers. These are some factors that lead to a decreased probability that the child will receive adequate preparation in early education.

Due to these alarming statistics and circumstances the County of Riverside's public schools are implementing tutor and mentoring programs in early education in an effort to prepare these children for long term success. Research shows that tutoring has a positive effect on a child's academic performance and that student participation in a volunteer tutoring program results in improved overall basic reading skills.

In a case study, conducted by Central County United Way at a local elementary school, the entire third grade class was tested at the beginning of the school year. Test results found 43 students who performed at a level that is far below the basic skill level requirements. Those students were chosen to work with the tutors and tested every quarter. Out of the original 43 students, 37 students tested at grade level by the end of the school year. That is almost a 87% success rate for the tutor program. Tutoring is a highly effective in addressing academic performance in children who are struggling in school. RSVP volunteers have proven to be effective tutors in working one-on-one with students that are lacking those basic skills they need to keep up with the class assignments rather than falling

Narratives

farther and farther behind.

Describe how the service activities in the Primary Focus Area lead to National Performance measure outputs or outcomes.

RSVP of Western Riverside County will focus its efforts on working with under-performing students in schools across Western Riverside County. RSVP volunteers will work with teachers in identifying children that test in the bottom 10% and are in most need of one-on-one tutoring.

Teachers will provide both a pre and post assessment results for each identified child working with a tutor. Data will show improved academic performance in literacy and/or math. Activities will include homework assistance, reading to children, children reading to volunteers, tutoring, encouraging and assisting children in classroom activities, providing leadership and educational support, and helping with activities offered to children.

At the end of the 3 year grant, RSVP of Western Riverside County will strive to place 105 unduplicated volunteers in elementary schools assigned to work one-on-one with 210 students over the course of an academic school year. Of those 210 students RSVP volunteers will demonstrate at least 60% of all the students that completed the program will show improved academic performance from their engagement with the RSVP volunteers.

Your Plan and infrastructure to support data collection and ensure National Performance Measure outcomes and outputs are measured, collected and managed.

Central County United Way has successfully sponsored 3 Senior Corps programs Retired and Senior Volunteer Program (1994), the Senior Companion (1999) and Foster Grandparent Program (1999). RSVP will build upon the current program across Western Riverside County and use the solid relationships and program guidelines set by the Senior Corps Programs of Central County United Way.

Central County United Way works closely with all the neighboring school districts and has direct relationships with the superintendents of those schools. RSVP plans to work closely with those contacts to build and offer an expanded RSVP tutoring program beyond the current program.

The RSVP program director will work closely with a site coordinator for school. Each coordinator will receive training that includes an outline of the program, the type of activities that are appropriate for

Narratives

the volunteers to engage in, the overall goals of the program, how to manage the volunteers and how to train the teachers on the assessment tools that need to be completed in order to efficiently measure the performance of the program.

Site coordinators will be in direct contact with the teachers at their site assigning the volunteers to the teachers that request a volunteer for a student(s). Site coordinators will then be responsible for collection of the student pre assessment from each teacher that has a RSVP volunteer. Site Coordinators are responsible for faxing a copy to the RSVP Director to keep accurate documentation. Site Coordinators will also be trained in how to correctly administer and document the assessment as well as keeping accurate and secured records of all assessments completed by the teachers. At the end of each academic school year or when the child is no longer in need of the tutor, the site coordinator will then give the teachers the secured assessment tool for the post assessment to be completed. When the post assessment is completed the site coordinator will then forward all forms to the RSVP Directors office to measure the data that has been collected.

Describe any activity in service to veterans and/or military families as part of service in the Primary Focus Area, other Focus Areas or Capacity Building.

As more and more veterans are moving to our area the agencies that provide assistance to the public are focusing on making sure that the veterans and family members receive assistance. Police volunteers and the Food Pantries are both providing support to those that are in need. The Veterans Alliance of Southern California is an organization that serves veterans in this area. They help them seek permanent solutions to their current problems whether it is finding benefits, housing or medical attention for them or their family members. All referrals for our veterans are directed to this organization.

Recruitment and Development

Recruitment and Development:

Your plan and infrastructure to create high quality volunteer assignments with opportunities such as sharing experiences, abilities, and skills to improve their communities and themselves through service in their communities.

RSVP of Western Riverside County continues to provide the retired and senior population of Riverside

Narratives

County with meaningful service opportunities in their communities. Volunteers not only are asked to use the skills they have developed over a lifetime of work, they are given the opportunity to learn new skills and generate new interests. Senior volunteers can choose leadership positions at their volunteer sites where they can share the diverse education that they received throughout life. Many stations even provide volunteer leadership training that allows each volunteer group to develop its own identity and eventually take over the responsibilities associated with the volunteer site and RSVP guidelines. RSVP of Western Riverside County's recruiting efforts are designed to build a corps of senior volunteers to fill volunteer positions that are available throughout Western Riverside County. Our recruitment efforts are station specific in that we seek those volunteers who are willing and available to work with a passion to accomplish the tasks necessary to assist the station meet its critical goals. RSVP of Western Riverside County recruits only those stations that provide quality programs that speak to an identified need within the community and RSVP work plans. Prior to placement, all volunteers are interviewed, asked to complete an initial enrollment form, made aware of the level of commitment needed, and required, to consent to and pass a criminal history check.

Regular recruitment assistance is also obtained from our current volunteer stations, current RSVP volunteers, quarterly newsletters, postings on Volunteer Match, sponsor website, community activities that are comprised of senior adults 55+, baby boomer events, Retired Teachers Associations, health fairs and presentations at senior community sites and service clubs throughout the county. This assistance may include Public Service Announcements that are sent to local cable companies and local newspapers to generate interest. Ads are also placed in the RSVP quarterly newsletter highlighting the need for volunteers at individual sites. We also include when possible a list of duties those positions require.

Your plan and infrastructure to ensure RSVP volunteers receive training needed to be highly effective means in addressing identified community needs in both the Primary Focus Area and in other Focus Areas or Capacity Building.

The RSVP Director will be working with school officials to assist them in providing RSVP volunteers necessary training in effective tutoring techniques, the new common core curriculum, and how to work with students who have special or exceptional needs. RSVP will provide the center in which the trainers and volunteers will meet as well as volunteer incentives to participate in all required training. We will ensure through meeting sign --ins that the volunteers in the schools have met all the training

Narratives

requirements set forth by both RSVP and the school in which they volunteer.

Our local emergency food pantries have established orientation and training procedures for each new volunteer that is assigned to their station. They also provide more extensive training for volunteer leaders and data entry procedures for those who check in clients. Police Department volunteers and Highway Patrol volunteers are taught the department radio control codes needed to adequately answer and call emergency personnel in any situation. They are also schooled on department policies and procedures as well as conduct and department.

The demographics of the community served and plans to recruit a volunteer pool reflective of the community served. This could be:

- * Individuals from diverse races, ethnicity, sexual orientations, or degrees of English language proficiency.

- * Veterans and military family members as RSVP volunteers

RSVP volunteers with disabilities.

The RSVP of Western Riverside County program is designed to bring together people of very diverse backgrounds not only as volunteers but also as recipients of the services provided. Not only are our volunteers ethnically diverse, they possess a broad spectrum of talents and abilities that they have acquired through years of employment in many different occupations.

The 2011 US Census data indicated that the population of Riverside County was estimated at 2,239,620 and California at 37,683,933. There was a reported 2.3% population increase in Riverside County on the latest census from April 1, 2010 to July 1, 2011. In 2011 Riverside County racial composition was listed as; White persons 81%, Black persons 7%, American Indian and Alaskan Native persons 1.9%, Asian persons 6.5%, Native Hawaiian or Other Islander 0.4%, person reporting two or more races 3.3%, persons of Hispanic or Latin Origin 46.1% and White persons not Hispanic 39.1%. This information shows the diverse make-up of the pool of prospective volunteers available to our program. Diversity is an essential element in our recruitment efforts that takes into consideration age, gender, education, income levels, religious beliefs, physical abilities and individual skills along with strategic outreach to youth, seniors and people with disabilities.

We highlight diversity by connecting with economically and racially diverse community partners. Our partnerships with Veterans Alliance and the VFW help assist in planning programs which may better assist the veterans of various ages, ethnicity and disabilities and encourage veterans to volunteer their

Narratives

time to much needed services in our community.

Central County United Way's Senior Corps programs join together to host an annual "Day of Service" in honor of Dr. Martin Luther King, Jr. that consistently brings together volunteers and community leaders of all ages, racial backgrounds, avenues of service, and leadership levels from throughout the RSVP service territory.

Your plan and infrastructure to retain and recognize the RSVP volunteers.

Retaining volunteer interests, motivation and the willingness to continue participating as a volunteer is an ongoing priority. Satisfaction and empowerment are core elements for retaining our senior volunteers. An overview of RSVP benefits is given along with the insurance paperwork and information concerning any policies and procedures to which volunteers must adhere. We believe that clear and open discussions about the instructions, policies, and practices the volunteer will encounter are necessary for the overall contentment of the volunteer throughout their tenure with RSVP. Additional insurance coverage has been a benefit RSVP provides in order to help retain volunteers. Explaining the insurance benefits in detail is a priority; one of RSVP's main goals is to ensure that there is no out of pocket expense to the volunteer in the event of an accident.

To facilitate ultimate volunteer retention, we focus on volunteer satisfaction from the very beginning of their experience with RSVP. When we first encounter a new volunteer we go through a brief interview process using a volunteer questionnaire that asks about their interests and their volunteer preferences. Using this information, we assign them to available positions that best fit their desires and their needs. We go over all the opportunities and discuss any concerns that the volunteer may have concerning the program or the assignment. In the unlikely situation a volunteer does not find a volunteer site that fits their needs they are put on a list and are called when a position they desire becomes available.

Routine visits with the station coordinators will be scheduled by the RSVP Director where feedback from the volunteers will be shared about their satisfaction or concerns about their placement and work. If a volunteer is unsatisfied in their placement every effort will be made by RSVP to make alternative arrangements. Our volunteers are made aware of the importance of their work through newsletter articles, special recognition's, and Sponsor presentations on the importance of volunteerism. They are shown studies that demonstrate the many health benefits associated with volunteering. Many of our older volunteers that are over the age of 80 and are actively engaged in

Narratives

volunteering attribute their health to staying active in the community and the passion they have for volunteering.

In addition to all of the above, RSVP recognition events also help with the retention of volunteers and have always been well received as a favored highlight of the program. Honoring our RSVP volunteers with special recognition is a great way to thank those who have given their time to make our communities better places to live. Public recognition draws positive attention to the community, volunteer opportunities, builds volunteer interest, and can aid in recruitment efforts for new volunteers. The honoring of volunteers can lead other individuals or community groups to get involved or provide much-needed support for RSVP and the volunteer stations.

Because of the size of our service area, and the rural areas in between each city, we have found that it is much safer to break up the recognition's into 2 regional events. This allows more seniors to attend the recognition in their area while making the drive shorter. In the City of Riverside we also host a luncheon with the help of the Riverside Mayor's Commission on Aging inviting all those that volunteer in City of Riverside, Moreno Valley and Perris. We have guest speakers, entertainment, raffles and awards for all who attend. At the City of Hemet luncheon, we provide guest speakers, entertainment, raffles and awards to all the remaining volunteers in our coverage territory.

RSVP requests and receives Presidential Awards honoring those that serve 500 hours or more and lifetime awards for those that served 4,000 or more hours as and RSVP volunteer. One "Volunteer of the Year" is awarded in each region and nominations are sent in by each of the volunteer sites.

Nominations are judged by the recognition committee comprised of members of the Advisory Council, staff and community members. Volunteers are passionate about what they do and are proud to be of service to their communities. Our recognition events always allow time for a representative of our community and our sponsor to offer their gratitude and the gratitude of the community to the volunteers for the work they have done to advance the common good.

Program Management

Program Management:

In this section, describe plans and strategies for overall management of the RSVP project that you purpose. Please focus your narrative on the following:

Your plan and infrastructure to ensure management of volunteer station in compliance with RSVP program regulation, such as preventing or identifying prohibited activities.

Narratives

The RSVP Director is responsible for all programmatic aspects of the stations which include ensuring all volunteer stations receive the RSVP Handbook and are trained in the current federal RSVP Program Regulations. The RSVP Director will be in direct contact with all of the volunteer stations to answer any questions that may arise.

All volunteer stations must sign a Memorandum of Understanding (MOU), which establish the responsibilities of both the RSVP Program and the station in respect to the volunteers that are assigned to that station. By signing the MOU, the RSVP station agrees to adhere to all the policies and procedures of the program including the volunteers assignments, complete the necessary paper work required for data collection, volunteer age and eligibility, proper background checks and assigning a station coordinator to oversee the station is in compliance with all the RSVP regulations. In addition, RSVP will provide written job descriptions, volunteer recruitment, orientation, and training; and maintain volunteers and their hours in the RSVP database. RSVP will also provide any necessary tools and forms required to maintain and track all performance measures as required by the RSVP work plans.

RSVP volunteers will be given copies of their individual job descriptions as well and, during their interviews and subsequent training; the scope of acceptable tasks will be shared with them. They will be told of the importance of focusing on their specific tasks and asked to contact the RSVP Director if they are being asked to do anything outside of their agreed upon scope of work.

Your plan and infrastructure to develop and/or oversee volunteer stations to ensure that volunteers are performing their assigned service activities.

In addition to the station requirements stated above, RSVP of Western Riverside County's sponsor, Central County United Way has developed a comprehensive RSVP Volunteer Management Database and oversees the development of quality measurement tools. RSVP station coordinators are given online database access to enter volunteer hours only. RSVP also accepts time sheets, meal and mileage reimbursement forms by mail, fax and email. A monthly hours report can be generated to see if any hours are missing in any given month so the site can be contacted.

Periodic site visits will be conducted by the Program Director to meet with the site coordinators and talk with the volunteers on site to discuss any concerns or challenges they encounter as they perform their assigned activities. In the City of Riverside we will have the Riverside Volunteer Coordinator help with the maintenance of the program and assist with any of the station or volunteer needs that may

Narratives

arise in that area. The Coordinator will also be conducting periodic visits to all the stations to ensure that the volunteers are performing their duties as assigned.

Your plan and infrastructure to meet changing community needs to include minimizing disruption to current volunteers as applicable and or graduating stations as necessary.

Central County United Ways performs a Bi-Annual Community Needs Assessment through survey monkey that is sent to thousands of people throughout Western Riverside County. Each member of the Advisory Council is utilized in helping get the Assessment completed by members in the communities they represent. The Community Needs Survey results are reviewed by the Advisory Council to ensure that the stations RSVP works with are meeting the various community priorities and that our work plans continue to meet those identified needs.

CCUW's last Bi-Annual Assessment that was sent to multiple communities throughout the RSVP service area, had an overwhelming response to questions regarding the crime and safety. Under the Community Priorities work plan we will address the growing concerns our communities have regarding public safety. We currently partner with 9 public safety stations in our service area with an average of 130 volunteers serving in those sites. With the growing rate of crime in some areas the need for public safety is anticipated to grow. Our goal is to help the organizations and public agencies in the smaller, more rural areas of our territory with capacity building. Crime Stoppers Plus a program of CCUW has initiated a Anonymous Tip Line and is working closely with our area public safety organizations in providing more neighborhoods with necessary training as they form their own neighborhood watch programs. In Police Departments, Sheriff Departments and Highway Patrol offices, volunteers will serve in areas within the agency that relieve some of the administrative tasks like, crime report data input, community patrols, and traffic control so the sworn officers can be on the streets fighting crime.

RSVP will use the CNCS approved letters to inform stations that are not meeting the community needs and priorities that are mentioned in the work plans. They will be notified at the beginning of the new grant year. We will provide all displaced volunteers the opportunity to transfer to the new RSVP partner stations to accomplish the tasks outlined in the work plans. If volunteers choose to remain in their current station, RSVP will keep them on the newsletter list and will continue to send them current volunteer opportunity announcements.

Narratives

Your organization's track record in the Primary Focus Area, to include, if applicable, measuring performance in the Primary Focus Area.

Central County United Way has successfully sponsored 3 Senior Corps programs, Retired and Senior Volunteer Program (1994), the Senior Companion (1999) and Foster Grandparent Program (1999). Since attaining the each of the grants it has successfully tracked, recorded and measured work plan performance every year.

The Foster Grandparent program has been a great resource in developing and creating measurement tools, procedures and program guidelines for the RSVP tutoring program. It was data that was tracked and collected by Central County United Way's Foster Grandparent Program at the San Jacinto Unified School District and presented to Ramona Elementary School, the first school RSVP worked with in 2012. Because of the strong outcomes that resulted from the tutors at San Jacinto Unified School District, Ramona Elementary in the neighboring Hemet Unified School District welcomed the program with open arms.

Outcome based programming is one strength our Sponsor possesses that will be used by our educational effort. One of their identified goals it to increase the graduation rate in our community so our work plan fits well at all levels and will benefit from their experience.

Your plan and infrastructure to ensure the project is in compliance with RSVP federal regulations to include establishing an RSVP Advisory Council, ensuring RSVP volunteers are placed in stations that have signed MOU, and ensuring all volunteers are eligible to serve in RSVP.

The RSVP Director utilizes the expertise of the Corporation of National and Community Service (CNCS) State Specialist for any compliance questions that may arise. Training is also provided to the Director through membership and attendance at the Southern California RSVP Directors Association (SCRSVPDA) meetings at which the current RSVP Director, Denise Cruz, has been serving as the Secretary of the Association for more than 3 years. There is constant communication with fellow directors through conference calls, monthly meetings and emails. RSVP will also take part in annual CNCS approved conferences, virtual conferences and webinars available presented to Senior Corp which has always provided informative ideas for keeping the project current. RSVP is an active member of the National Association of Senior Corps (NASC) and the National Association of Retired

Narratives

and Senior Program Directors Association(NARSVPDA) which keeps us up to date with any information on a national level providing support, training and assistance if requested.

Using this training, RSVP has formed an Advisory Council that is comprised of active members of the communities in which RSVP of Western Riverside County serves. The Advisory Council meets on a quarterly basis and plays a vital role within the program management of RSVP. Advisory council members plan an annual fundraiser, they help plan and get community participation for the Volunteers Annual Recognition luncheon and help conduct Central County United Way's Bi-Annual Community Needs Assessment. Each member of the Advisory Council is also asked to help bring awareness of program needs to the community which they represent. The Community Needs Survey results are reviewed by the Advisory Council ensuring that the stations RSVP works with are meeting the community priorities and needs.

The RSVP Volunteer Management Database is maintained by the RSVP Director and allows us to keep information on both the volunteers and volunteer stations. Once an MOU is signed, the station is added to the RSVP database. The database tracks the stations MOU "sign date" and helps us determine if the MOU is current and if the station's information as well as the station coordinator's name and contact information are also current. Once we receive a volunteer application, and it is complete and signed, the Program Director is able to input the volunteer information and assign them to a volunteer station through the database. Once uploaded and assigned, the data base tracks the volunteer join date, the number of volunteer service hours, and updated contact information. It also allows us to track all the ages of the volunteers and ensure they are eligible for the program. We are also able to use this information to generate reports that are required by CNCS, our Sponsor, or other funders. RSVP keeps hard copies of all volunteer applications on file with only the RSVP Director and Sponsor accessibility. All volunteer information is kept in house and not released to any outside agency for any reason.

Organizational Capability

Organizational Capability:

Briefly describe your organization's capability to operate the RSVP project that you propose with respect to:

Your plan and infrastructure to provide sound programmatic and fiscal oversight (both financial and in-kind) and day to day operational support to ensure compliance with RSVP program requirements

Narratives

(statutes, regulations, and applicable OMB circulars) and to ensure accountability and efficient and effective use of available resources.

Clearly define staff positions, identification of current staff assigned to the project and how these positions will ensure the accomplishment of the program objectives.

Demonstrates organizational capacity to:

- * Develop and implement policies and operating procedures to provide governance and manage risk, such as accounting, personnel management and purchasing.

- * Manage capital assets such as facilities, equipment and supplies.

Demonstrates organizational infrastructure in the areas of robust financial management capacity and systems and past experience in managing federal grants.

The RSVP of Western Riverside County program is fortunate to have quality administrative staff to assist with both financial records and program assistance. Central County United Way has developed and placed the kind of staffing that offers the highest opportunity for program success while protecting the all facets of program accountability and supervision. In past 20 years CCUW has established itself as a leader in volunteer management and a valued community resource because of our knowledge in dealing with volunteers of all ages.

Program Director, Denise Cruz, has been directing the day to day operations of the project, for almost 6 years, her previous work experience is financial and administrative with over 15 years experience. Denise Cruz has also served as a program Director with other CCUW projects since 2006 before accepting the position as RSVP Director in 2009.

Denise Cruz has interacted with the many changes RSVP has experienced over her years as program director. This interaction has allowed Denise a deep understanding of RSVP and has equipped her to manage and grow the program. The longevity of her employment and the program specific training she's received gives our organization confidence that the National Performance Measures will be met and the program will be managed appropriately. Not only has she used her countless hours of instruction to design and manage our program, she has assisted other Senior Corps programs when asked to do so.

Narratives

Direct supervision for both the Sponsor's staff and RSVP program staff is provided by the President, Bob Duistermars, who has overseen and managed Central County United Way since 1990. Bob Duistermars is the original writer for the first Senior Corps grant CCUW attained 1993. Bob initiates policy for the Sponsoring organization, including any necessary policy for RSVP, and presents that policy to the Governing Board for action. Facilities acquisition, use, and maintenance as well as all risk management operations fall under his supervision.

Vice President of Operations, Connie Hall assists with program management, marketing, and community awareness for the program. Connie Hall has a Master's Degree in Business Administration, a Master's Degree in Organizational Psychology, and is currently working towards her Doctorate in Forensic Psychology. Connie Hall is also very familiar with the program because she served as the RSVP Program Director for several years in the early 2000's.

Finance Director, Susan Weeks, has been managing the finance office for Central County United Way for the 16 years. She has received Board recognition for having a perfect record for clean annual financial audits performed by an outside Certified Public Accounting firm. She is very well trained in the Federal Payment Management System and receives regular training in federal financial regulations through CNCS. She is tasked with maintaining the RSVP program budget, tracking federal and non-federal expenditures, and tracking and recording in-kind donations. In addition, she is tasked by our Sponsor with the fiscal management and reporting for the entire organization.

Volunteer Coordinator, Don Coon is contracted as a Volunteer Coordinator for the City of Riverside. He reports directly to the Program Director and works out of our Satellite Office in the City of Riverside at the Janet Goeske Senior Center. He is tasked with meeting potential volunteers in the City of Riverside to discuss their options on volunteer opportunities. In the event that a volunteer is interested in one of the RSVP opportunities, they are given the proper paperwork and their information is given to the Program Director to place the volunteer accordingly. Don Coon has been engaged with the RSVP program since 2009 and has been a tremendous help in directing potential volunteers into RSVP service activities for the City of Riverside.

Other

N/A

PNS Amendment (if applicable)

N/A