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Executive Summary

An estimated 220 Retired and Senior Volunteers Program (RSVP) trained unduplicated volunteers will serve. Some of their activities will include tutoring K-12 students, assisting in classrooms for preschoolers, health information dissemination, and engaging veterans in community service. The primary focus area of this project is education. At the end of the three-year grant, 240 preschoolers will be emotionally and socially ready for kindergarten, 80 K-12 students tutored will make measurable advancements in reading, 300 area adults will be informed of health care access and health benefits and 25 veterans will be active in the community as RSVP volunteers providing as well as receiving services. The CNCS federal investment of \$81,924 will be supplemented by \$40,937 of non-federal resources.

Strengthening Communities

Morehead State University Retired and Senior Volunteer Program (MSU-RSVP) is located in Kentucky in rural Central Appalachia and provides volunteer services to five Eastern Kentucky counties: Bath, Menifee, Montgomery, Morgan and Rowan. The combined population is 82,327 (Quick facts U. S. Census Bureau, 2011). The senior population, (55+ years of age), composes 26 percent of the total population (U.S. Census Bureau 2010). Combined racial compositions for the five Gateway counties are: white 95.8%, black/African American 2.6% and Hispanic/Latino 1.4% (U.S. Census Bureau 2010).

Based on community assessments and data, one of the major needs is educational readiness. Therefore, the primary focus area will be education, specifically, school readiness for preschoolers and , tutoring K-12 students in literacy/math, as well as school-based mentoring providing children the extra attention needed in social and developmental areas. According to Kentucky Youth Advocates, 35.8% of the children in the five Gateway (Bath, Menifee, Montgomery, Morgan and Rowan) counties live in low income families (income below 200% of poverty level), and 58% of the children in Kentucky live below 250% poverty (Kids Count Data Book, 2014). In 2012 Kentucky ranked 44th in the nation in poor children and 43rd in extremely poor children under the age of six. (The State of America's Children 2014 Report) The five Gateway counties are high poverty counties with an average 29.2 percent of households living below the poverty rate of \$23,492 for a family of four (Children's Defense Fund)

The five Gateway counties have private, public and Head Start programs for preschoolers. Only 39% of these preschoolers are kindergarten ready at the end of their school year (Kids Count Data Center

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2013). Kentucky Youth Advocates data from 2013 show that the Gateway counties publically funded preschools consisted of 217 at-risk, 133 disabled and 406 Head Start children, for a total of 756 preschoolers. At risk is defined as 3 and 4-year-olds who meet income eligibility, are developmentally delayed, disabled, or are Head Start preschoolers whose family income meets federal guidelines for poverty. In addition to these data, the Shaping of Our Appalachian Region (SOAR) identified education, especially the below average academic performance of students as one of the greatest needs in the region. (SOAR Summit, December 2013)

According to the KIDS COUNT Data Center for school year 2012/13, 52.8 percent of Gateway counties fourth grade students read below proficient. Nearly 63.7% of eighth grade students in the five Gateway counties were not proficient in math on the Kentucky assessment of math proficiency.

(KIDS COUNT 2012/13) According to the KIDS COUNT Data Center (2012/13), there were broad disparities in math achievement among eighth graders from low-income families reflecting unequal early childhood experiences. Children in this five county impoverished area need school readiness and mentoring programs and tutors if they are to overcome barriers placed on them by poverty.

To meet these community needs for educational readiness and the National Performance measures in Education, RSVP volunteers will assist preschoolers in academic, social and/or emotional development by assisting in classroom activities with them, providing one-on-one support. The plan and infrastructure to support data collection and to ensure National Performance Measure outcomes and outputs are measured, collected and managed will consist of RSVP director and project assistant providing training to teachers and staff. If the preschools have an instrument in place, that assesses children in the area of social and/or emotional development, the instrument will be reviewed to determine if the data collected can be used to measure the national performance outcome. If the instrument is not acceptable the pre/posttest Early Childhood Development Social and Emotional Development Assessment provided in the Performance Measure Work Plan will be used and completed by the teachers, ensuring National Performance Measure outcomes. Preschoolers will demonstrate gains in school readiness through the pre/posttest Early Childhood Development Social and Emotional Development Assessment.

RSVP volunteers will tutor K-12 students who are identified by the teacher as needing help. A special emphasis will be placed on reading and math tutoring especially at the fourth and eighth grade levels. The students will be identified by teachers and administrators based on low reading/math scores from the Measures of Academic Progress (MAP), a state approved assessment program. The MAP assessment is administered by the school three times annual (beginning of the year, mid-year, and

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end of the year). At the end of the school year, the RSVP Project Director will meet with the teacher and school administrator to review the MAP scores for the students by comparing beginning, mid, and final MAP assessment scores to determine impact. These scores are available during the academic year the testing occurs. Additional criteria for student selection are low overall achievement, chronic absenteeism, dropout proneness, and economically disadvantaged. RSVP volunteers will provide each student with a thirty minute session each week for 26 weeks. K-12 students will increase reading/math skills as measured by the pre/post MAP assessment.

The K-12 tutors will use activity logs to report how much time weekly is spent with the child being tutored and what topic they worked on. Students will be tutored once a week for 26 weeks. The student activity log will be completed by the CNCS volunteer tutoring the student. Each student will have a separate log and the log will be turned in to the RSVP director at the end of each month. Students must attend 18 sessions out of 26 to complete the threshold of participation.

Veteran volunteers will be recruited to tutor/mentor children of veterans and active duty military as needed. This will enable the children to have contact with someone previously in the military and will engage veterans in community service, developing relationships between veterans and economically disadvantaged students. Veterans will also conduct flag etiquette classes to 5th grade students, help with health fairs providing resources for fellow veterans and conduct 21 gun salute services for veterans families as requested.

Only 39% of the preschoolers in the five counties are kindergarten ready. Fifty-two percent of the 4th grade students read below proficiency and 63.7% of the eighth graders are below proficiency in math. These statistics alone shows the need for RSVP volunteers to assist in preschool classrooms and tutor K-12. 40 RSVP unduplicated volunteers will assist teachers with activities and small group instruction, providing more adult interaction for the preschoolers. K-12 students will be tutored by 30 unduplicated volunteers after being identified by the teachers as needing assistance. A pre/posttest Early Childhood Development Social and Emotional Development Assessment will be used if the preschools do not have an instrument in place that is acceptable for measurable data. K-12 students' sessions will be recorded on student monthly activity logs and the academic gains (outcome) will be measured using the pre/posttest MAP assessment.

The Kentucky Institute of Medicine, reports that 27% of the adult population in the five county region is obese and 40% of the adult population does not engage in any physical activity. Obesity increases the risk of heart disease, stroke, high blood pressure, type 2 diabetes, endometrial, breast and colon cancers and many other health problems. The Centers for Disease Control and Prevention (CDC)

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reports in 2011 over 30% of Kentucky adults were obese. In the focus area of Healthy Futures 35 unduplicated RSVP volunteers will distribute information on health care and health benefit programs by participating in health fairs, conducting presentations, and at two free clinics as well as, phone follow-ups if needed. An attendance log will be the instrument used to record the number of clients RSVP volunteers interact with and help with health care access. 30 Unduplicated volunteers will assist in food pantries by stocking shelves and promoting food security via group presentations provided in collaboration with the Supplemental Nutrition Assistance Program (SNAP) Program, public service announcements and local media. A phone survey will be developed to follow up randomly with participants to determine level of food security as a posttest follow up three to six months after the adult has had personal interaction by phone or in person, with an RSVP volunteer 3 or more times in a 6 month period.

In the area of Capacity Building 20 RSVP unduplicated volunteers will assist at area blood drives by registering, walking donors to canteen and providing refreshments to donors after their donation. The number of pints donated will be the data provided by the American Red Cross.

Both preschool volunteers and K-12 tutors will be in impact areas with a combined total of 70 unduplicated volunteers equaling 32 percent of volunteers assigned to activities with outcomes. This exceeds substantially the minimum of 10% of unduplicated volunteers in the National Performance Measure outcome work plans.

Recruitment and Development

RSVP assures a high quality volunteer assignment for volunteers by providing the training and information necessary to make the volunteer experience meaningful to the volunteer. Depending on the volunteer assignment, training may be conducted by RSVP staff and additional training at the volunteer station. For instance, tutors participate in a training program to keep them informed on changes in the school protocols that may affect them, any new reporting instruments, effective tutoring strategies (Great Leaps), and any additional information concerning the age group they are working with that is deemed important by the volunteer station. The volunteers are trained in the Great Leaps tutoring model and information and booklets on tutoring strategies are distributed and explained. This ensures that the volunteer is equipped with the tools necessary to successfully tutor students. If the volunteer is properly trained and equipped they are more confident in the volunteer assignment. This leads to a satisfied volunteer and a satisfied volunteer will spread the word of the assignment they have and the difference they are making in their community. Volunteers' achievements will be recognized in local papers and the RSVP Newsletter. RSVP volunteers promote

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community involvement through interaction with other Gateway service organizations and involvement in their activities. All five Gateway counties have an Inter-Agency Council, implemented by RSVP and the Gateway Community Action Program. Many of our RSVP volunteers are associated with other county-level agencies. RSVP volunteers also actively support organizations such as American Red Cross, local food pantries and animal shelters, Habitat for Humanity, and Kentucky Home Place. There is a substantial amount of interaction between MSU-RSVP volunteers and agencies that will recommend associates to the RSVP Program. RSVP volunteers organize and plan special events at local nursing homes for the residents. They provide tutoring and mentoring sessions for local school districts, and they participate in blood drives, Relay for Life events, evening reading programs at local elementary schools, farm and field days sponsored by school Future Farmers Association programs and local Extension offices, and other events scheduled throughout the year. Volunteers are recruited by the RSVP director, project assistant, advisory council, volunteer stations and word of mouth from other RSVP volunteers. Orientation consists of providing and explaining the handbook to each new volunteer. The handbook consist of information welcoming the volunteer, explaining the insurance coverage carried by RSVP on the volunteer, assignment description, the station and the volunteer responsibilities as well as the what steps to take to file a grievance and how disciplinary action is handled and by whom. The volunteer also receives recruitment material, a job skills check sheet and a list of acceptable and prohibited activities.

In the primary focus area of education, tutors are trained using the Great Leaps tutoring model to keep them informed on changes in the school protocols that may affect them, any new reporting instruments, and effective tutoring strategies. Information and booklets with additional information concerning the age group they are working with that is deemed important by the volunteer station are distributed and explained.

The volunteer stations train volunteers in the Healthy Futures focus area concerning food pantries. Each facility has a certain way to complete tasks and the volunteer is trained properly on the first day of volunteering. Health information dissemination is also conducted by the stations. For instance, the free clinics, operating in two counties see and refer patients as they present with different problems. Health fairs conducted by veterans for veterans choose the vendors they feel are important to other veterans.

In the Capacity building area, blood is in constant demand by hospitals. Producing a pint of blood can cost \$300.00 and providing the volunteers to staff the drive keeps the cost down making the cost of a pint of blood as low as possible. Volunteers are trained at the beginning of each drive in the role they

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will play as a volunteer, ensuring the safety of the volunteer.

All trainings are a necessary part of recruitment and retention. Each volunteer must be comfortable in their volunteer position and providing the training needed and refresher training periodically ensures that every volunteer has the skill needed to perform their duties safely.

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RSVP works diligently to retain and recognize volunteers. Volunteers are given recognition items with the RSVP or Senior Corps logo. Recognition is published in the five local newspapers and the RSVP newsletter. RSVP schedules a yearly recognition event, providing a meal and reflection via PowerPoint on previous years, allowing RSVP volunteers to reflect on their current year of service. RSVP honors them with Governor's Citations and certificates based on the number of hours served per year and service year pins. Individual volunteer stations also honor volunteers with free or discounted lunch during their volunteer time. Many volunteer stations have recognition events/dinners during National Volunteer Week.

Program Management

Non-profit organizations and volunteer stations in the service area work closely with RSVP. Stations and volunteer assignments are selected to meet a specified community need. Station supervisors are oriented at the onset of becoming an RSVP volunteer site to ensure volunteer management in compliance with RSVP program regulations. The station will provide the volunteer with supervision, safety, materials needed for the assignment and report hours to RSVP staff as well as any accidents and injuries involving volunteer. All volunteer hours are verified monthly by each volunteer station, submitted to the program director, reviewed and logged into the Volunteer Reporter database (used for reporting statistics, tracking volunteer hours, activities, and contact information).

The volunteer site must be handicap accessible. RSVP Director explains the prohibited activities to the station coordinator including that the volunteer cannot replace a paid position, cannot receive a fee for

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the position and cannot be discriminated against on the basis of race, color, national origin, sex, age, religion, political affiliation or disability if the volunteers with a disability is qualified to serve.

To ensure that assignments are meaningful and that volunteers are performing their assigned service activities, RSVP staff and station coordinators meet monthly during the year to discuss new assignments, assignment upgrades, volunteer training needs, assignment descriptions, volunteer recognition, impact and evaluations. These meetings are positive steps in building networks that enhance and improve recruitment, development, communication, and working relationships. These relationships ensure partners will contact RSVP to relay a community need allowing the director to meet with the parties involved and see how volunteers can meet this need. In addition to meeting with station coordinators, the RSVP staff meets monthly with RSVP volunteers at each station and reviews records to ensure that volunteers are performing assigned activities.

To meet new performance measures, volunteer stations will have to be graduated. To minimize disruption to current volunteers and volunteer stations the RSVP Director and Project Assistant will visit the stations to be graduated, explaining the new performance measures and why they are being graduated. The volunteers currently at the sites being graduated will be provided other service opportunities at other stations, or they may continue to volunteer outside of the RSVP program. One option, for the volunteer if they do not want to change stations, is to become a community volunteer. This would allow the volunteer to offer their time and expertise for free to support RSVP but not be enrolled as an RSVP volunteer. These community volunteers would be managed by an RSVP volunteer performing in a capacity building role.

MSU/RSVP has been managing volunteers in the primary focus area of education in the five county school districts for the last ten years. Tutoring has been one of the performance measures of this incumbent RSVP every year. Fourth grade students have been the target area for RSVP tutors in the past. Last year, 10 RSVP volunteer tutors, tutored 46 students in the Gateway counties. RSVP is building better communities now and for future generations. Information and data are managed to demonstrate concrete impact. RSVP volunteer data are compiled monthly to closely monitor program outcomes.

In compliance with RSVP federal regulation 45 CFR §2553.24 the advisory council consists of community partners knowledgeable about human and social needs and volunteerism and are capable of helping meet the administrative and program responsibilities such as fundraising and programming for impact. For example, the current Advisory council consists of a member of the Rowan County School Board, MSU/AmeriCorps director and Menifee County Extension Agent for Family and

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Consumer Science. RSVP partners with many non-profit organizations in the service area seeking people from these organizations to serve on RSVP's advisory councils. This allows RSVP to stay abreast of what is happening in the service area and discern how it can collaborate in community service and fill unmet needs.

RSVP staff provides and reviews with volunteer stations a Memorandum of Understanding (MOU) that is renegotiated every three years, stating the responsibilities of RSVP and the station coordinator. For example the MOU states RSVP is responsible for recruiting, enrolling and referring volunteers who meet age requirements to the station. RSVP will furnish accident, personal liability and excess automobile coverage, as a secondary coverage for the volunteer. The station will provide the volunteer with supervision, safety, materials needed for the assignment and report hours to RSVP staff as well as any accidents and injuries involving the volunteer. The volunteer site must be handicap accessible. The RSVP Director explains the prohibited activities to the station coordinator including that the volunteer cannot replace a paid position, cannot receive a fee for the position and cannot be discriminated against on the basis of race, color, national origin, sex, age, religion, political affiliation or disability if the volunteers with a disability is qualified to serve. Volunteers are only placed with stations that have signed the MOU and have completed an on-site orientation between the RSVP director and the station coordinator. The RSVP director reviews and verifies the application of each volunteer to ensure that all volunteers are eligible to serve in RSVP.

Organizational Capability

The Morehead State University Retired and Senior Volunteer Program (MSU-RSVP) is the only senior volunteer project in the region. Program sustainability is attained through a corps of capable and enthusiastic volunteers who are 55+ years of age. The impact these volunteers are making in the region ensures program credibility and community buy-in. The volunteers provide effective community involvement including provision of food, clothing, assistance to veterans, safety and educational attainment. MSU-RSVP has provided the community with hundreds of volunteers since 1990. The five service counties rank below the state and national level on most of these measurements.

RSVP is housed within the Center for Adult Education & College Access (AECA) at Morehead State University, which oversees numerous grant programs. AECA is dedicated to providing meaningful volunteer service. AECA staff members, RSVP volunteers and MSUCorps (AmeriCorps) members are actively involved in campus and community service events and assist with National Service Days such as, 911 Day of Service and Martin Luther King Jr. Day. MSU departments such as Center for Regional

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Engagement collaborate with RSVP to provide volunteer services and support. To ensure compliance with RSVP program and fiscal requirements, the AECA assistant vice president and administrative support specialist monitor day-to-day program and fiscal operations including in-kind support of RSVP. As a second layer of accountability and approval the Office of Restricted Accounting monitors all expenditures including in-kind. The university conducts an annual audit and the grant programs such as RSVP are also audited for fiscal and program compliance.

The RSVP staff consists of a full-time Project Director, a part-time program assistant, Assistant Vice President for Adult Education & College Access (in-kind), and Administrative Support Assistant (in-kind). The RSVP Project Director must have a minimum of a Bachelor's degree and four years of experience. The project director will administer RSVP, including management of fiscal and program operations, to ensure that the performance measures are accomplished; select station sites; monitor station sites and program for compliance; supervise the recruitment, selection, training and evaluation of staff and volunteers; manage the program and fiscal operations of the program to ensure compliance with federal and state regulations, applicable OMB circulars, and statutes; coordinate communication, including the submission of reports and conduct annual evaluations of the program. The RSVP Project Director also provides assistance to volunteer stations by means of appropriate forms, visits, and an inclusion in the various activities and events of RSVP, directs and supervises the collection of data for reports required by the Assistant Vice-President for Office of Adult Education and College Access at Morehead State University and the Corporation for National and Community Service and directs the maintenance of accurate records of program activities, volunteer services, fiscal operations, and in-kind contributions. A part time program assistant will assist in the recruitment and retention of RSVP members in the designated service area, planning, scheduling and helping with events and activities of RSVP, recording of volunteer hours and visiting volunteer stations, and prospective community agencies wishing to utilize the volunteer services of RSVP. Minimum requirements are a high school diploma or GED and three years of related experience. In compliance with the job requirements the Director, Teresa Judd, has a bachelor's degree in social work and served as a community social worker for seven years before being employed by MSU in 2010, becoming RSVP director in July of 2011. Robin Dalton, the project assistant, has an Associate of Applied Business degree and has worked for MSU-RSVP since 2002. The RSVP Director reports directly to Dr. Daniel Connell, Assistant Vice President, for Adult Education and College Access. Dr. Connell, who has overseen the RSVP program since inception at MSU in 1990, as well as numerous other federal, state and local grants, and the Project Director monitor the program to ensure that program requirements

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are followed and federal and in-kind funds are spent in accordance with the approved plan, budget and MSU administrative procedures.

MSU, the sponsoring agency, provides at least 30% of the program budget in annual in-kind support. For example, seven percent of the Assistant Vice President of AECA and the administrative support assistant are budgeted to RSVP as in-kind (\$13,747). Venues for the blood drives and recognition events are in-kind (\$500) a percentage of the recognition meal cost through local vendors (\$400). Total in-kind contributions made annually are \$40,986. In-kind services for RSVP have remained strong through the economic decline.

Federal and in-kind expenditures are monitored through the offices of AECA and Accounting and Fiscal Services (AFS). All RSVP offices are furnished with all necessary equipment including furniture, computers, phones and faxes. MSU has administrative policies compliant with both state and national regulations to ensure accountability and proper management of capital assets. The RSVP director oversees the quantitative and qualitative measurements of the grant. The overall impact of the program is gauged by the various assessments completed by the volunteer stations, community leaders, volunteers and all stakeholders. An annual program assessment tool is distributed and compiled in a summary form for the grant application. Reports are submitted to the state office, AECA and Research and Sponsored Programs at Morehead State University (RSP). RSVP partners with most non-profit agencies in the region especially those needing volunteers to expand or fulfill their mission statement. For example, the Gateway Region Elder Abuse Task Force (G.R.E.A.T.) Expo held in April of 2012 provided seniors with access to veteran's benefits, health screening and nutritional information and was attended by 51 vendors and over 150 seniors. The last important part of sustainability is the assessment process of the grant. The assessment tool has been as varied as the talents of the RSVP Advisory Council members who assist in the development of the instrument to measure impact. The council consists of individuals from the community including a school board member, a volunteer recruiter for St. Regional Medical Center, the AmeriCorps Director, President of a local homemakers club, and RSVP Volunteers to mention a few. The members have great access to the community and promote RSVP at other community functions. The role of the Advisory Council is to assist the project by reviewing reports, helping plan recognition events and providing connections with other community agencies and organizations. The Advisory Council divides into sub-committees of assessment, recruitment, public relations and fundraising as needed. The volunteer stations play an integral part in providing statistics to show impact and how the mission and mechanics of the emphasis area are making a difference to the organization, RSVP, and the community.

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The Office of Research and Sponsored Programs (RSP) is responsible for conducting administrative review for all grant and contract submissions. According to RSP, Morehead State University administered grants and contracts totaling \$15,112,553 in FY2012-13. The AECA manages over \$4,150,000.00 in federal, state and local grants and contracts. MSU has a comprehensive management structure in place to oversee the RSVP project which includes the MSU Board of Regents (appointed by the governor), President, Provost and the Assistant Vice President of AECA. All of these positions have specific roles and job descriptions. The RSVP Project Director reports to the Assistant Vice President of AECA. The RSVP Project Director is responsible for managing the program and fiscal oversight. The Assistant Vice President of AECA supervises the RSVP Project Director and reviews all expenditures providing operational support to ensure compliance with RSVP program statutes, regulations, and applicable OMB circulars. The federal accountant in the Office of Accounting and Fiscal Services (AFS) must approve all expenditures and generate monthly/quarterly fiscal reports. All fiscal procedures comply with Morehead State University's fiscal policies for grants and contracts. MSU is subject to a yearly federal A-133 audit that covers grants.

RSVP is subject to sponsored agency audits with the last state monitoring visit conducted March 28-29, 2011. As part of MSU, RSVP follows their purchasing and personnel policies.

Other

N/A

PNS Amendment (if applicable)

N/A