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Executive Summary

The Macon County Retired and Senior Volunteer Program (RSVP) has effectively provided measurable solutions to community challenges by engaging individuals age 55 and older in volunteerism since June 1973. It is projected that 328 unduplicated skilled and professional RSVP volunteers will serve in such functions as assisting in classroom; disaster services; helping young mothers; food distribution; community-based mentoring and performing outreach at 30 nonprofit organizations; and other community-based activities that serve veterans and military families. Our primary focus area is Healthy Futures/ Aging in Place. At the end of the three-year grant, we anticipate that at least 30% of the unduplicated RSVP volunteers will see increased participation among homebound or older adults and individuals with disabilities who reported having increased social ties and/or social support. Like many other Senior Corps programs across the country, Macon County RSVP will continue to focus on the six crucial service areas: Disaster Services, Economic Opportunity, Education, Environmental Stewardship, Healthy Futures and Veterans and Military Families. In order to promote efficient partnerships and generate measurable outcomes and/or outputs, RSVP will continue to be a catalyst for producing successful community outcomes. Available funding from the Corporation for National and Community Service (CNCS) in the amount of \$34,735.00 will be supplemented by \$58,915.00 from Macon County Commission, RSVP sponsoring agency, as well as a \$9,330.00 supplement from state and local governments. In addition, office space, utility cost, local travel and training will be provided by the Macon County Commission. And financial and in-kind support is provided through other local, state, social, civic and non-profit agencies. Valid statistical data from the county census will be utilized to ensure that RSVP serves the entire geographic service area. Macon County Commission is governed by 5 elected individuals who assist RSVP with incorporating effective and practical approaches to ensure that community challenges are being met and lives are improved by integrating skillful volunteer constituents.

Strengthening Communities

Macon County is located in the southeast-central part of Alabama. It is home to famed Tuskegee University, founded in 1881 by Booker T. Washington as Tuskegee Normal School. The county was home to innovative researcher George Washington Carver, who taught at Tuskegee for decades, and civil-rights pioneer, Rosa Parks was born in Tuskegee in 1913. During World War II Tuskegee was home to the Tuskegee Airmen, the first squadron of African American pilots in the U.S. military. The county was also the location of the infamous Tuskegee Syphilis Study. Macon County is governed by

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an elected five-member county commission and includes three incorporated communities, Notasulga, Shorter, and Tuskegee (www.encyclopediaofalabama.org). Macon County was established by an act of the Alabama legislature on December 18, 1832, although the county did not exhibit its final and present-day boundaries until 1866. The county was created from territory acquired from Creek Indians on March 24, 1832, in the Treaty of Cusseta. Macon County is named for Nathaniel Macon, a distinguished soldier and U.S. senator from North Carolina. Most of Macon's earliest settlers came from Tennessee, Kentucky, Virginia, and the Carolinas via the Old Federal Road that connected Washington, D.C., to New Orleans. Some of the earliest towns and settlements in Macon County were Tuskegee, Shorter, Franklin, and Notasulga. Tuskegee became Macon County's first and only county seat in 1832. In the mid-nineteenth century, the county erected a brick structure in the Revival and Romanesque styles complete with gargoyles. It continues to serve as the county court house today and was listed on the National Register of Historic Places in 1978. By the late nineteenth century, Macon County was an important center of African American education. Booker T. Washington established the Tuskegee Normal School in 1881 to train African American teachers. Later known as the Tuskegee Institute and then Tuskegee University, the school employed one of America's most innovative researchers in the field of agriculture, George Washington Carver, as well as a number of other pioneering African American researchers and educators. During World War II, Macon County was the site of the Army Air Force's segregated flight training program, which gave African American men their first opportunity to serve as military aviators. Known today as the Tuskegee Airmen, almost 1,000 men earned their wings at Tuskegee Army Air Field. Tuskegee also served as an important site of rallies and protests during the civil rights movement of the 1960s. Macon County and Tuskegee was the headquarters for one of the most notorious events in American history, the Tuskegee Syphilis Study. From 1932 to 1972, the U.S. Public Health Service, Tuskegee Institute, and state, county, and city health agencies misled African American males infected with syphilis into a treatment program, while in fact withholding treatment, to study the effects of long-term syphilis infection on the human body (www.encyclopediaofalabama.org). As part of Alabama's Black Belt, Macon County remained largely agricultural until well into the twentieth century. Cotton was the county's main crop until the 1930s and 1940s, when farmers diversified into corn, hay, peanuts, potatoes, and soybeans as well as livestock and poultry. Macon County has managed somewhat to move from an agriculture-based economy to an industry-based economy over the last half of the twentieth century. The county remains largely rural and poor. Government and education provide much of the employment for Macon County. The Macon County school system employs approximately 420 teachers and

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administrators who serve nearly 3,900 students in seven primary and secondary schools. Located in the city of Tuskegee, Tuskegee University is a historically black private institution founded in 1881 by Booker T. Washington as a training school for black teachers. Tuskegee University attained university status in 1985 and has since offered both undergraduate and graduate degrees in a variety of disciplines.

Encompassing 614 square miles, Macon County is part of the Coastal Plain physiographic section and consists of rolling prairies and flat plains of the Black Belt. Macon County is bordered by Elmore and Montgomery counties to the west, Tallapoosa and Lee counties to the north, Russell County to the west, and Bullock County to the south. The Tallapoosa River and its lower tributaries run throughout Macon County and are home to 120 species of fish and 31 species of mussel. The Tuskegee National Forest consists of 11,000 acres of former farmland that was reforested and redeveloped for recreational use in the 1930s. Several main transportation routes run through Macon County.

Interstate 85 runs northeast-southwest through the northern half of the county. U.S. Highway 29 runs north-south through the middle of Macon County, and U.S. Highway 80 runs east-west through the middle of the county. The Tuskegee Municipal Airport is Macon County's only airport.

There are a number of recreational opportunities for visitors in Macon County. The Tuskegee National Forest, the smallest national forest in the nation, affords visitors opportunities for camping, picnicking, hunting, and horseback riding. The park also includes eight and one-half miles of the Bartram Trail; the first trail in Alabama designated a National Recreation Trail, as well as a number of other hiking trails. A replica of Booker T. Washington's log cabin birthplace is located on the grounds of The Tuskegee History Center aka The Tuskegee Multicultural Center. Lake Tuskegee, a city-owned recreational area, offers playgrounds, picnic areas, and nearly 92 acres of water for fishing, sailing, and other water sports. Macon County is rich in history and culture. The Tuskegee Institute National Historic Site, located on the Tuskegee University campus, became a part of the national park system in 1974. The site honors men such as Booker T. Washington and George Washington Carver, who helped lead the Tuskegee Normal School to its present world-renowned status. The institute is home to the George W. Carver Museum and The Oaks, home of Booker T. Washington. Each May, the institute hosts the Annual George Washington Carver Arts and Crafts festival. Visitors to Tuskegee University can tour the historic campus, which is designated an official historic district, and view buildings that were constructed by Tuskegee Institute students and designed by Robert R. Taylor, the first African American graduate of the Massachusetts Institute of Technology. The historic Tuskegee Cemetery, where Booker T. Washington is buried, sits next to the chapel, and a memorial to

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Washington sits near the center of campus. In the 1940s, Tuskegee became the training place for America's first African American military pilots. The training program became known as the Tuskegee Experience and the pilots and crews as the Tuskegee Airmen. The Tuskegee Airmen National Historic Site preserves the memory of this program and its participants through a series of exhibits and presentations. The Tuskegee Human and Civil Rights Multicultural Center is another popular cultural site in Tuskegee and houses exhibits featuring photos and videos of the infamous Tuskegee Syphilis Study. Forty historic walking and driving tours pay tribute to the many men and women who have made Tuskegee home, including Native Americans, European Americans, and African Americans. The Tuskegee Heritage Museum exhibits artifacts relating to the Creek Indians as well as memorabilia about Booker T. Washington, George Washington Carver, and the Tuskegee Airmen. Built in 1906 by the United Daughters of the Confederacy, the Tuskegee Confederate Monument honors Macon County soldiers who fought for the Confederacy in the Civil War. The monument was an important rally and protest site during the civil-rights movement in the 1960s. In addition, the Tuskegee Repertory Theatre produces original plays that reflect African American cultural heritage, especially the legacy of historic Tuskegee (www.encyclopediaofalabama.org). Also In 1974 Tuskegee served as the setting of the movie, Macon County Line.

According to the 2010 U.S. Census, the population of Macon County was 21,542. Of that total, 82.6 percent of respondents identified themselves as African American, 15.5 percent as white, 1.1 percent as Hispanic, 1.1 percent as two or more races, 0.4 percent as Asian, and 0.1 percent as Native American. Tuskegee is Macon County's largest city, with an estimated population of 9,865. Other significant population centers are Notasulga and Shorter. The median household income was \$26,591, compared with \$40,547 for the state as a whole, and the per capita income was \$15,340, compared with \$22,732 for the state as a whole (www.encyclopediaofalabama.org). In 2012, there were 1,835 veterans living in Macon County (www.quickfacts.census.gov/qf/states/01/01087.html). Moreover, there were 8,950 households out of which 28.40% had children under the age of 18 living with them, 31.70% were married couples living together, 25.80% had a female householder with no husband present, and 38.10% were non-families, 33.00% of all households were made up of individuals and 11.90% had someone living alone who was 65 years of age or older. The average household size was 2.44 and the average family size was 3.13. In the county the population was spread out with 25.20% under the age of 18, 16.90% from 18 to 24, 22.90% from 25 to 44, 21.00% from 45 to 64, and 14.00% who were 65 years of age or older. The median age was 32 years. About 26.80% of families and 32.80% of the population were below the poverty line, including 43.80% of those under age 18 and

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26.00% of that age 65 or over during the year of 2000

(www.definethis.org/word/Macon_County,Alabama.html).

The Macon County Retired and Senior Volunteer Program (RSVP) provide volunteer opportunities for individuals 55 and older to enhance the lives of seniors living independently in their homes, mentor at-risk youth, and provide critical support to communities recovering from disasters through volunteerism. A total of 328 unduplicated skilled and professional volunteers are strengthening the community by engaging in service activities to meet critical needs in education, healthy futures, veterans and military families, environmental stewardship, economic opportunity and disaster services. At least 25% of the 328 unduplicated volunteers will give their time and experience to improve critical community problems in the Primary Focus Area/Healthy Futures by engaging in high quality service activities across the geographic area. An array of service activities will cover a broad spectrum of work plans to address issues such as aging in place, school readiness, k-12 success, veterans and military families and assistance provided. Another 30% of the unduplicated volunteer population will report on success verses failure to achieve self-determined targets throughout the community by providing services in community priority work plans. As such, these outcomes will be demonstrated through various services activities designed to strengthen the community and enhance the lives of the citizens. For example at the World Conference of Mayor's six RSVP volunteers perform a variety of duties dealing with community awareness related to health and ethical issues; various state and local events; and activities. While the remaining 10% of unduplicated volunteers will produce impressive outcome results in community services activities like the Tele-check Program and the Friendly Visitor network. These confirmed outputs and outcomes will achieve the requirements to fulfill a wide spectrum of community service activities to address CNCS six Focus Areas as identified by the Edward M. Kennedy Serve America Act of 2009 (SAA).

RSVP volunteers play a major role at Tuskegee Institute's National Historic Sites (Monday - Friday, 2-3 hours a day), which includes the George Washington Carver Museum and The Oaks, home of Booker T. Washington. The sites are located approximately 35 miles east of Montgomery, AL., 45 miles northwest of Columbus, GA., and 2 hours southeast of Atlanta, GA. RSVP volunteers are stationed at the information desk inside George Washington Carver Museum. They greet visitors, answer questions, explain the significance of the park, answer telephone calls, operate the cash register and manage audio/visual equipment, serves as host/hostesses, and they play audio tapings of Dr. Carver's original voice (This is an effective discussion tool between the volunteer and the tourist). At the Tuskegee Airmen National Historic Site, RSVP volunteers serve as receptionist, serves as

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host/hostesses, greeters, utilize their communication skills. RSVP volunteers are able to work in a team atmosphere with staff members and a diverse population at both the Tuskegee Institute sites and the Tuskegee Airmen Site. RSVP volunteers provide an array of community service at B & D Cancer Care Center. Some service activities consist of: transporting cancer survivors to and from cancer treatment centers, encouraging and mentoring clients and their families when they're dealing with depression, distribute literature, conduct phone pools, assist at health screenings, workshops and conferences, and they collaborate with clients who need transportation to various appointments. Volunteer service is measured by number of clients served, pieces of literature distributed and type of assistance provided.

The Macon County RSVP office has effective partnership and collaborative affiliation with Macon County Department of Human Resources JOBS Task Force, where I, Florence Pace-Tyner serve as an advisory member, in an effort to foster and promote economic growth and improve the quality of life for welfare recipients. In addition, two RSVP volunteers are board members and one is a receptionist at DHR. RSVP is anticipating that 328 unduplicated volunteers would have generated over 200,000 hours by the end of the 3 year grant cycle. High quality volunteers will be recruited to fulfill the mission of CNCS, to improve lives, strengthen communities, and foster civic engagement through service and volunteering. RSVP's ensure productivity by focusing on its Primary Focus Area/Healthy Futures by ensuring that the Community needs, Service Activity, Inputs, Accomplishments, and Impact. By implementing these five elements the volunteers are able to serve as community problem solvers and mentors. Also a strong partnership has been developed with the South Central Alabama Development Commission (SCADC) Area Agency on Aging (AAA). SCADC is a public governmental agency that provides economic and community developed services to regional government. On October 19, 1976, SCADC was designated an AAA by Gov. George C. Wallace to plan, develop and administer programs for seniors 60 years of age and older. A network of local governments, service providers, advisory council members, and individuals coordinate and pool resources to help seniors live independent lives with dignity for as long as possible.

Macon County RSVP Primary Focus Area is Healthy Futures/ Aging in Place. Because a high percentage of senior citizens remain in their homes, it is imperative for RSVP to provide service activities to increase social ties/perceived social support. National Performance measures service activities will result in significant and sustainable outputs and outcomes. As required by CNCS, thorough work plans will be created and the volunteers' progress will be monitored by means of effective measurement tools. In this capacity RSVP volunteers serve at senior centers, churches,

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assist fragile homebound elderly clients, transport clients to senior centers and doctor appointments, conduct health/nutrition seminars and encourage socially isolate elderly to become or remain active. Macon County is a historic community; volunteers are utilized at the Tuskegee Human and Civil Rights Multicultural Center, which was established to house the history of Macon County. RSVP volunteers are needed to retain this history and share it with tourist. Thusly, they provide services such as: greet guests, serve as tour guides, perform clerical duties, announce/organize exhibits, conduct lectures, manage video/audio tape footage, distribute historical literature and talk about the people, history, and lifestyle of the community.

A good working relationship between RSVP and the Macon County community continues to be fostered through effective partnering. Volunteer stations are constantly being developed and will remain active as RSVP makes every effort to strengthen the community and enhance lives. The role of both parties is important, the initial site visit is to establish protocol between RSVP and the Volunteer Station; to explain the RSVP Program; to discuss and sign the Memorandum of Understanding (MOU); and to discuss supervision, volunteers, orientation, data collection instruments, RSVP rules, guidelines and regulations. To ensure effective volunteer service and satisfactory volunteer placement two types of evaluation forms will be used, one for station supervisors and the other for the RSVP volunteers.

RSVP will utilize skilled volunteers (6 are veterans) to implement innovative service activities to increase social ties with veterans with disabilities, older veterans and veterans with and military families. RSVP has partnered with Southeastern Vet-to-Vet Peer Support group, a valuable component of Central Alabama Veterans Health Care System (CAVHCS) in order to provide a proficient networking team.

Veterans from surrounding counties travel to Central Alabama Veterans Healthcare System facility in Macon County to receive service and to participate in its Vet-to-Vet Program. This group-based, peer education and peer support program is for veterans with chronic psychiatric disorders. The Vet-to-Vet model includes nine features; (1) it was designed by Moe Armstrong, a recipient of VA mental health service; (2) it is based on a consumer-provider partnership model in which the peer facilitators are independent from the mental health service system; (3) groups are held in the same facilities where mental health services are offered; (4) potential peer facilitators are nominated by current facilitators; (5) groups are peer-led, staff are invited to participate as guests; (6) meetings are voluntary and open to any veteran; (7) groups meet for 45 minutes on one weekday; (8) meetings are based on a process of mutual and reciprocal education and support between facilitators and group members and; (9)

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each meeting has a designated educational focus and a read and discuss format addressing specific topics such as: Disability Awareness, Disability Pride, Wellness; Recovery Workshop; Mental Illness Anonymous; and Writers; Workshop Meetings. In addition, Vet-to-Vet strives to encompass the spirit of recovery and positive psychology, which emphasize personal fulfillment, hope, empowerment, general well-being, self-acceptance, reduction of stigma related to mental illness, and the ability of persons to live meaningful lives (Community Mental Health J (2008; Barber, Rosenheck and Armstrong). Mr. Davis, a veteran himself and CEO of Vet-to-Vet will collect compelling data from a secured website. To measure valid outputs and outcomes additional data will be collected from spreadsheets, timesheets, Volunteer Reporter software, and client attendance sheet that will be managed by RSVP and Mr. Davis. Also, successful outputs and outcomes have been revealed by partnering with Central Alabama Veterans Health Care System and the Macon County Extension Cooperative Agency to engage veterans in ¿Welcome to the Real World¿ workshops. These workshops teach veterans financial management, life skills, job readiness skills, and social skills.

RSVP is able to maintain and build strong community partnerships by engaging the elderly, youth, young adults and community experts in a wholesome program that is consumed with a wealth of diversity. Its director, Florence Pace-Tyner, is co-chair for the Macon County Senior Olympics Organization, Inc. (MCSOOO), a module designed to improve the social, emotional, and physical well-being of individuals age 55 and older. The Senior Olympics' partnership consist of the Macon County Cooperative Extension Agency, South Central Alabama Development Commission (SCADC), Macon County Commission, Macon County RSVP, Senior Centers, Civic Organizations, local businesses, Sororities and Fraternities, Macon County Board of Education, Booker T. Washington High School, Central Alabama Veterans Health Care System, Magnolia Haven Nursing Home, Macon County Council on Retardation and Rehabilitation, Local Churches, Tuskegee Police Department, Family Dental Care Center, Macon County Racing Commission and the Boy Scouts of America. MCSOO consist of senior citizens from Barbour, Bullock, Chambers, Macon, Montgomery and Tallapoosa Counties. A variety of activities and events are available for individuals to participate in such as: health screening, arts and crafts, bingo, competitive games, low impact exercises, friend-meet-friend, wheelchair boogie, competitive games, etc. The MCSOO game day consisting of over 400 participants allows senior citizens, young adults, and community partners/stakeholders to recognize and appreciate the ever aging community in various ways.

Recruitment and Development

Macon County RSVP will continue to provide service to the community according to its need and the

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talents, skills, and experience of the volunteer. High quality volunteer assignments will be developed in accordance to the Corporation for National and Community Service (CNCS) focus areas to ensure that the volunteer is providing adequate service, producing measurable outcomes and making a difference in the community. Volunteers are placed at work stations according to their expertise and determination to successfully achieve a goal and improve the quality of life for the community. Therefore, high quality volunteer assignments will be created by evaluating the community needs assessment criteria in order to ensure that it enhances the program delivery model; its goals are increased; that appropriate methods to deliver service are identified; and that volunteers innovative skills generated practical outcomes.

It is imperative to have highly trained and skilled volunteers in order to address the critical needs in education, healthy futures, veterans and military families, environmental stewardship, economic opportunity, disaster services, and other areas where measurable outputs or outcomes make a difference. RSVP volunteers will be trained and orientated by RSVP Staff, Station Supervisor, by utilizing CNCS knowledge network data base in conjunction with other available resources to ensure that they are effectively addressing community problems as related to the Primary Focus Area, Other Focus Areas and Capacity Building. Regular site visits to volunteer stations are conducted by the RSVP staff, Advisory Board member and the Board of Directors to ensure that the volunteers are being adequately trained, supervised and are effectively addressing the identified problem.

In order to maintain a motivated team of volunteers they will be evaluated regularly, exposed to various workshop, encouraged to participate in various community activities, and invited to special recognition events. Likewise, volunteers are readily being recruited and placed in areas that best interest them, whereby making it comfortable and suitable to serve sufficiently. To ensure that volunteers are utilizing their skills and maintaining proper mobility, they will be given the opportunity to have a one-on-one orientation session with the director, before placement. They will be given the opportunity to build meaningful relationships, specific role references, contribute to their community, individual training and support, and the opportunity to make a difference in the lives of others. Organized preparation and training are valuable tools that encourage productive volunteers and successful community involvement. To express and demonstrate our appreciation for their valuable services, a RSVP Recognition Program and dinner is given in December. All active volunteers are given incentives at the annual recognition program. The RSVP staff will maintain a close relationship

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with all volunteers, with an open door policy, in order to ensure their happiness, safety and well being. Volunteer recruitment is an ongoing process which consists of advertisement in the local newspaper, church bulletins and solicitations at various civic and social meetings.

In addition, infrastructure for recruiting volunteers will be through civic and social organizations such as the Local Chapter of AARP, Tuskegee Civic Association, Greek Sororities and Fraternities, Retired Teachers Association, Retired Nurses Association, Community Development Clubs, City/State/Local Meetings, Fire Departments, Senior Centers, active RSVP volunteers, recruitment rally, and through local radio and television stations.

RSVP will strive to incorporate and develop safe and secure volunteer stations that are willing to take on challenging team workers, mentors, advisors, and successful achievers. It is imperative that the retiring community continue to contribute to the legacy of growth and prosperity by remaining actively involved. Hence, we will recruit skillful individuals with various professions, such as, teachers, nurses, counselors, technicians, political leaders, athletic leaders, law enforcement, computer specialists and ministers. By placing volunteers at a preferred station, he/she will have the opportunity to utilize his/her expertise, skills and leadership potentials. And the volunteers will have the opportunity to explore new skills and potentials.

It is important for the Macon Retired and Senior Volunteer Program (RSVP) to offer meaningful opportunities for all individuals from diverse races, ethnicities, sexual orientations, or degrees of English language proficiency; individuals with disabilities; veterans and military family members; and particularly those individuals approaching retirement. RSVP has developed a MOU with Southeastern Vet-to-Vet Support Group in order to engage veterans and Military Families in Capacity Building service projects.

Program Management

Tuskegee has both a very strong Mayor/Council and a Chairman/Commissioner form of government. In fact, county government, better known as the Macon County Commission and sponsor for RSVP, consist of a chairman, and four commissioners. Macon County is divided into four districts that are governed and run by each commissioner. Since the existence of RSVP, the chairman and commissioners have been strong supporters of the program. They have offered valuable management capabilities to ensure its effectiveness and permanence.

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Before a RSVP volunteer can be placed at a volunteer station a 3 year Memorandum of Understanding (MOU), an agreement conveying mandatory rules and regulations of CNCS programs, must be signed by the supervisor and the project director. The station supervisor is then orientated concerning the requirements, purpose and importance of RSVP and CNCS. To ensure that volunteer stations are in compliance with CNCS regulations, they will be monitored and evaluated on a regular basis. If a volunteer station is not in alliances with CNCS by meeting the community need, a meeting will be scheduled by the RSVP director with the station supervisor to address the issue and to explain the program dynamics. After such, an official letter will be given to explain the reason for graduating the volunteer station, if necessary. Also, volunteers serving at existing volunteer stations that are not in alliance with CNCS will be assigned to sites where they are able to perform capacity building service activities. I propose to minimize disruptions to the current volunteer associated with my incumbent project by conduction a thorough volunteer assessment. This assessment would consist of identifying, contacting and informing the possible graduated volunteer of the circumstances and allow him/her the opportunity to be re-assigned at another site. RSVP volunteers' time sheets will be collected monthly or quarterly. A job description for RSVP volunteers is required from the volunteer station or the RSVP office. Performance measurement data will be collected monthly; this information is compiled by the RSVP staff and the station supervisor. Additional data is generated by RSVP through the Volunteer Reporter Software. A quarterly newsletter will be utilized, as well as, the local newspaper to highlight the achievement of RSVP volunteers and the volunteer stations. Station supervisors are encouraged to attend training sessions and special RSVP events in order to gain knowledge and a better understanding of program guidelines and volunteer roles, as mandated by CNCS.

The overall performance of RSVP is evaluated by the Project Director, along with the help of the County Chairman, Commissioners, and the Advisory Council Board. All of whom have the specific role and duty to make recommendations for addressing community needs. Where appropriate, the project director will schedule an appointment with the community stakeholder to access the community need and officially sign them up as a volunteer station. Information and data is collected from timesheets, progress reports, volunteer and station survey/evaluation sheets in order to evaluate the outcome of the project and to measure the impact the volunteers have on the community. The financial records are managed by the finance director (a copy is generated and kept on file in the RSVP Office). RSVP financial and in-kind resources (Charity Day, Tobacco Tax, State and Local

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Funds) are managed by the Macon County Commission finance director, Susan Thomas. A receipt and copy of all checks received from RSVP financial support agencies are kept on file in both the RSVP office and the Commission Office. A requisition must be processed and signed by the RSVP director requesting a purchase order from our annual budget line item for program management. The financial status report is completed and reviewed by the RSVP director, the finance director and the RSVP secretary. The RSVP Advisory Council consists of a diverse group of skilled community scholars, qualified volunteers and professionals from various backgrounds with the ability to find solutions to community challenges and improve the quality of life for seniors.

Organizational Capability

The Macon County Commission is the sponsoring agency for RSVP. The County Commission is governed by 5 elected individuals who assist RSVP to ensure that community challenges are being met and lives are improved. RSVP is supervised by a Board of Director who provides administrative support and enforces mandatory guidelines for conducting county business. Susan Thomas, Financial Director manages CNCS financial draw downs, approves purchase orders and manages all financial purchases. A detailed requisition requesting office supplies, equipment repairs, etc. is required before receiving a purchase order. All purchases and expenditures are monitored and tracked by the bookkeeping department and financial reports are reviewed and discussed with departments monthly. All County staff and employees are expected to follow the rules and regulations of the employees' handbook and perform those duties listed in their job descriptions. The County Commission provides in-kind office space, utility cost, and telephone service. The Board of Directors consist of a 5 member County Commission, Chairman Louis Maxwell, four Commissioners from various districts - Miles Robinson, Edward Huffman, Andrew Thompson Jr., and Robert Berry, an Advisory Council Inc., a Project Director, a Secretary, and 328 RSVP Volunteers. The project director reports to the County Commission Chairman and Commissioners and the RSVP Advisory Board. The subordinate staff consists of the secretary, the volunteers, and the Commission office staff (other internal contacts). External contacts include: CNCS national, state and local colleagues, CNCS RSVP Directors, State and Federal Agencies, volunteer stations, supervisors, general public, non-profit agencies, civic and community groups, Tuskegee City Council Members; Commission on Aging, Tuskegee University, and Lee-Russell Council of Governments Area Agency on Aging.

The project director, Florence Pace-Tyner received an Associated Degree in Medical Records Technology from Southern Community College, a B.S. Degree in Human Resource Management from Faulkner University, a Master of Science Degree in Clinical Counseling from Southern Christian

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University, a Master of Science Degree in Professional Counseling from Southern Christian University, a Master of Divinity Degree (SCU), and a Doctorate from Amridge University. The RSVP secretary, Mary L. Harris received an Associate of Arts Degree in Business Administration and Social Service from Thornton Jr. College and, she is an active member of the International Association of Administrative Professionals (IAAP).

Under the administrative direction of the county commission chairman, I - the director - perform administrative, supervisory and public relations work for RSVP using independent judgment and sound doctrine. The duties and responsibilities consist of but are not limited to: Implementing goals and objectives for RSVP, applying for grant funds and managing grant programs, supervising staff and volunteers and coordinating daily activities, recruiting/training and providing orientation for RSVP volunteers, coordinate volunteer recognition events, and maintain records and reporting systems. Mary Harris, RSVP secretary is supervised by the RSVP Director. Her duties consist of managing the office, assist with the management of RSVP volunteers, maintenance of grant records and reports, track funding receipts, produces financial reports, assists with various recognition programs, and perform administrative duties in the absence of the project director. Mrs. Harris is the coordinator for the Ms. Senior Macon County Pageant.

Other

As required by the Corporation for National and Community Service (CNCS), the Macon County Retired and Senior Volunteer Program (RSVP) will guarantee measurable outputs and outcomes as we execute strategic initiatives by engaging volunteers across Macon County to find solutions to community challenges by placing them in other Focus Area and Capacity Building.

PNS Amendment (if applicable)

N/A