

Narratives

Executive Summary

RSVP Columbus GA is a volunteer service that was established in the community of Muscogee County, Columbus, Georgia in 1973. The idea was simple but dynamic: involve Senior Citizens in volunteer service, and everyone in the entire community would benefit. RSVP Columbus GA is a part of the Senior Section of Columbus Parks and Recreation (CPR). CPR is a department of Columbus Consolidated Government, Columbus, Georgia. The Senior Section volunteer program's mission is to be a volunteer service that amasses people and resources to deliver innovative solutions to community problems, through team work and community based groups, service and service learning projects. RSVP Columbus GA Retired and Senior Volunteer Program (RSVP) will have 75 volunteers focused in the primary focus area of Healthy Futures. Healthy Futures is defined as RSVP volunteers assisting consumers with learning to grow their own food through Community Gardening, providing hungry school kids with a book bag of weekend meals, assisting seniors with Medicare health information through partnership with GA Cares to make educated choices on medical benefits for the elderly and by helping to insure that the consumers of Muscogee County, Columbus, GA have safe drinking water by assisting with water clean-up along the Chattahoochee River. The requested CNCS investment of \$26043 (48%) will be matched in-kind by 50% of the RSVP project director's salary, an office, computer, phone line and copy machine for a total of 52% match. All of which will be given to the grant program in-kind.

Strengthening Communities

RSVP Columbus GA is located in Columbus/Muscogee County, Georgia on the central SW region of the state directly on the Chattahoochee River. Columbus is a consolidated government and the county seat of Muscogee County. Situated at the heart of the Chattahoochee Valley, Columbus is the fourth largest metropolitan area and the second largest city population wise in the state. The demographics of the area according to the Georgia County Guide (2010) and the United States Census estimates (2013) are as follows:

Columbus/Muscogee County's population is 202,824 with 52.14% female and 47.86% male residents, and includes 24,894 veterans. Columbus/Muscogee County is located at the intersection of Georgia Highways 27 & 80 and Interstate 185. Columbus is 100 miles SW of Atlanta, GA. The city of Columbus/Muscogee County population consists of 42.26% white, 47.3% black, 1.0% Native American, .03% Asian, 0.04% Hawaiian or other Pacific Islander, Hispanic 6.1% and other 3.0. 19.7% of the population is 55 or older, 27.74% have graduated from High School and 22.10% hold a

Narratives

Bachelor's degree or higher. The median household income in the community is \$41,331 and poverty rate of 22%, 12.1 % of that age 55 or over.

The largest employers located in Columbus/Muscogee County include Synovus, Muscogee County School District, TSYS, Aflac, Columbus Consolidated Government, Midtown Medical, Blue Cross Blue Shield of Georgia, St Francis Hospital and Fort Benning. Fort Benning is located in a small portion of Muscogee County with the bulk of it in Chattahoochee County, GA.

Statistics used to address the community needs in Columbus Muscogee County GA were the Continuum of Care's ten year plan to end Homeless by providing low cost decent housing, health issues, addressing hunger, poverty and employment. To address hunger in the area of Columbus GA, Community Gardens are in place so people could grow their own food, have access to health care, military family's assistance and environmental stewardship. Our Focus areas for the community are Healthy Futures through Georgia Cares, Community Gardens, Military Families through Education and in Environmental Stewardship.

GeorgiaCares is a private-public partnership administered by the Georgia Department of Human Services (DHS) Division of Aging Services (DAS). GeorgiaCares is a volunteer based program that provides free, unbiased and factual information and assistance to Medicare beneficiaries and their caregivers. GeorgiaCares is the State Health Insurance Assistance Program (SHIP) and SMP (formerly Senior Medicare Plan). RSVP Columbus has partnered with Georgia Cares through River Valley Area Agency on Aging in Columbus, GA.

Columbus Parks and Recreation partnered with the University of Georgia Extension Service and the Strong4Life Teaching Unit of the Children's Healthcare Network of Atlanta to build Community Gardens in Columbus, Georgia (website: <http://ccgn.webs.com>) to teach children and families to relax and learn about nutrition and gardening. The name Strong4Life is an initiative designed to promote nutrition and physical activity to Georgia families. This past summer RSVP hosted a Garden Party at the Community Garden and invited the neighborhood to join us. Approximately 75 children and adults celebrated gardening and growing food in the garden. Our summer crop was harvested and everyone enjoyed tomato sandwiches and cucumber salad. The community garden is maintained by students from one of the local private schools and RSVP volunteers. The Master Gardeners Club members in Columbus serve as Station Supervisors. In addition a video is available at Strong4Life.com. Two RSVP volunteers that are Master Gardeners and eight other RSVP volunteers who are lay leaders will lead workshops and special sessions to teach consumers how to grow their own food for better food security and as a family event of physical activity. Strong4Life has reached

Narratives

over 700,000 Georgia families encouraging families to take simple steps toward healthier happier lives.

Veterans and Military families will be addressed in this area with Army School Age Program in Your Neighborhood (ASPYN). ASPYN is a partner with the Community Schools Division of Columbus Parks and Recreation (CS). ASPYN serves families of Active Duty Army Service Members and Army Civilian/Technicians who are unable to access on post-child care. The ASPYN program serves school age children who attend child care before and after school, as well as full time when school is not in session. Military families at Ft Benning GA are able to receive this assistance through the 22 Community Schools programs offered here. RSVP volunteers will serve as Mentors and Tutors to the military school aged children in this CS program. Benefits of Before and After school programming are many, most of all military spouse left at home is able to work outside the family knowing that their children are in a safe environment.

With Environmental Stewardship the community of Columbus will be addressing Clean Water systems through the Chattahoochee River Warden which was formed for the protection and preservation of the Chattahoochee River from West Point Lake to the Florida state line. One of the problem areas of the Chattahoochee that the River Warden is addressing is storm water runoff which is said to be one of the greatest polluter of American waterways. Pollution affects everything in its pathway. RSVP Columbus GA volunteers will assist with city waterway cleanups, adopt a stream monitoring and water education through Project WET.

The Mayor of Columbus Georgia and Columbus Consolidated Government (which includes Parks and Recreation) acknowledges that RSVP Columbus GA is a proactive leader and participant in building collaborations and partnering with others to effect change through citizen involvement. The RSVP Columbus GA program also partners with the Muscogee County School District, Area Agency on Aging, Columbus Police Department, Columbus Emergency Management, ARC of West Central Georgia, S.A.L.T., Columbus State University, American Association of Retired Persons, Homeless Resource Network, Urban League, and the Columbus Consolidated Government through the Mayor's Office, City Manager's Office, City Council and Parks and Recreation. These partnerships are based on the role of each partner as it relates to how they are beneficial to the effectiveness of the RSVP program, how the services of our partners benefit the clients that RSVP volunteers serve and how they (partners) benefit from the services of the RSVP Program. RSVP Columbus GA has strong relationships in the community through its connection to Parks and Recreation and Columbus Consolidated Government. For example earlier 2014 RSVP partnered with the Area of Aging,

Narratives

Wellcare, Rivertowne Rehab, Georgia Homecare, Midtown Medical and Carmike Cinemas on a Senior Health Fair and Picnic. Several of our RSVP Advisory Board members led the walk and exercise component while 15 volunteers assisted 300 senior citizens through registration, health information such as blood pressure screening, diabetes screening, and cholesterol screenings at the event. A free lunch was donated by one of the partners the Area of Aging brought in and other Health Providers who participated conducted health screenings for everyone who wanted one. Community Gardens was present with information and tomatoes and seniors were encouraged to get active in their community through volunteering with RSVP. This event was held in a local park that is assessable to all and run completely by volunteers and 5 staff members. Five new RSVP volunteers were recruited that day.

Recruitment and Development

RSVP Columbus pre-screens potential RSVP applicants. The pre-screening process provides the RSVP program with an opportunity to evaluate a potential volunteer's background and suitability for the position. Volunteers are given a warm welcome and asked questions about their education, skills, interest, other volunteer experiences and membership in other organizations. A potential volunteer are also asked about their health and physical limitations and verifies that all volunteer sites are handicap accessible. Volunteers that assist children and older adults must have a criminal and sexual offender background check. RSVP volunteers receive 15 hours of training annually from RSVP and/or their volunteer site supervisor to enhance their skills. For example, training is offered free of charge to the volunteer in Leadership (Education, Environmental Stewardship), CPR/First Aid (Healthy Futures, Military Families, /Education), Anger Management, Bullying, and Conflict Resolution (Education, Healthy Futures), and Transitions (Military Families).

RSVP is constantly recruiting and getting volunteers for their facilities and programs. RSVP volunteers are asked to mobilize other volunteers as stakeholders and Advisory Council members are asked to recruit volunteers. As an example, there is a member of the Advisory Council who recruits volunteers at the senior center he manages. In 2013, there were eleven new volunteers recruited by stakeholders and the Advisory Council members.

Flyers are placed in the community as well as newsletters sent out by volunteer's sites and senior centers to discuss volunteering, the RSVP program, volunteer projects and community outreach activities. RSVP Columbus GA with forty-one years of experience in recruiting volunteers indicates that the best method is simply to ask them (volunteers). Outreach efforts consist of one-on-one contact, group contacts, and referrals from other volunteers as well as print media. Another

Narratives

instrumental recruitment tool is Public Service Announcements (PSA's) on local television and radio stations.

Our goal to have more targeted recruitments for impact-based assignments requires a recruitment strategy that is specific, focused and addresses where potential volunteers can be found with the skills, interests and availability needed for the assignments. This strategy was assessed by networking with other volunteer agencies and by talking to the volunteer supervisors. Our volunteer stations analyzed their assignments and defined the type of volunteer needed for their impact based assignments. We reached out to retirement communities, senior citizen housing, senior centers, Bingo Hall, clubs and other places where people over the age of 55 gather. Our recruitment message was the same as it is for all volunteers, in that it states that RSVP Columbus GA is committed to placing individuals into impact-based assignments that best match their interests and skills with the needs of the organization as well as a message stating that no volunteer will be turned away.

Volunteer Satisfaction Survey assessed in 2012 illustrated that 52% felt important, involved and needed. Volunteering offered a venue to exercise skills and talents gained through a lifetime experience of learning. Recognition is a tool used for appreciation and retention of volunteers because volunteers feel appreciated. The RSVP program gives each volunteer and volunteer site a certificate of appreciation at its annual Volunteer Appreciation Luncheon held each May. The month of May was chosen because it is National Senior Citizens Month around the country. The volunteer program also treats the volunteer to lunch at a very special restaurant in town. As an example over half of the volunteers of RSVP Columbus GA were in attendance at the past luncheon held at the Farm House which is wellknown around the state of Georgia for its Country Captain Chicken, Pies and Desserts. Since it was located on the outskirts of the county, Columbus Parks and Recreation vehicles were used to transport the volunteers to and from the event. (Volunteer Satisfaction Survey indicated that 100% enjoyed and appreciated the Annual Appreciation Luncheon). The Advisory Council is very active in assisting with recognition by finding entertainment, purchasing gifts for door prizes, volunteer gifts and being supportive.

Columbus Parks and Recreation and Columbus Consolidated Government engages RSVP volunteers for annual volunteering efforts such as MLK Day of Service, September 11th National Day of Service and Remembrance and National Volunteer Week. Other community activities and events that incorporate RSVP volunteers are the annual Empty Bowl Grassroots Feeding Program, the annual Veterans Day Parade, the Latino Festival, Help the Hooch, Month of the Military Child, Christmas Parade, National Night Out and the Easter Egg Hunt.

Narratives

Potential volunteers will be chosen for their service opportunities based on their RSVP application which asks about hobbies, talents and skills as well as interest. For example here at the RSVP Columbus GA office one new volunteer listed that she liked to draw. Today she is responsible for all the white boards in the building and around the community listing RSVP volunteer opportunities, and artwork for newsletters and flyers that come from this office.

After the application is returned and the initial interview is set-up a member of the Advisory Council and staff members ask the volunteer what opportunities that would be of interest to them in our slots available. After the initial interview volunteers will receive their assignment and be evaluated in two months to ensure that they are happy with their assignment plan. To ensure that RSVP volunteers are doing their assignment plan as well as providing service activity for their assignment they are monitored quarterly by the volunteer site and RSVP staff. If the volunteer is not in compliance with the assignment plan and or service activities then a meeting is held with the site supervisor, volunteer and RSVP staff to provide the training and empowerment that is needed to perform the assignment. The stakeholders are instrumental in ensuring that there is diversity within the RSVP Program. For example, the Advisory Council members are part of the recruitment process. The chairwoman of this RSVP council is on the Urban League BOD and a member of the Advisory Council for the Latino Club in Columbus. These two minority groups are embraced by her presence and they in turn spread the word about volunteering with RSVP Columbus. Minority groups are also asked to provide training on their culture at in-service meetings. The RSVP Advisory Council members are residents from the community that are familiar with stakeholders who benefit from the services of the RSVP program. Each advisory member represents a different race, ethnicity, religion, gender and culture. Diversity is also promoted within the RSVP program through minority newspapers as well as speaking engagements with various faith based organizations, veteran associations, disabled persons and retiree associations within the service area. The community partners are vital to the diversity of the recruitment process of RSVP volunteers.

Public Awareness of the RSVP Columbus program is promoted through community partners like Columbus Parks and Recreation senior newsletters that feature the RSVP program in their newsletters on a monthly basis. RSVP volunteers are instrumental in letting the public know about RSVP programs in the area by wearing their volunteer polo's and jackets in town, which usually turns into a conversation about the program. The RSVP program also participates in community health fairs, county fairs, blood drives and community engagement activities by having a table of information about the program and goodies to hand out as marketing tools.

Narratives

One of the local broadcasting stations in 2013 featured the RSVP program, RSVP volunteers and the RSVP Appreciation Luncheon by sending their Marketing Director as the guest speaker. Mitzi Oxford, having previously worked for ARC of West Central Georgia knew the value of volunteers first hand and the RSVP volunteers were ecstatic to meet her. As a public figure in Columbus word quickly spread to volunteers who did not attend and they as well as others have asked for her to speak again. Yearly the RSVP program receives a Proclamation from the city of Columbus for Volunteer Appreciation Week and last year the program also received one from the Mayor of Columbus, GA Teresa Tomlinson for Mayors Day of Recognition for National Service Programs.

We also utilize special events that take place each year to spotlight the RSVP program. For instance, a grassroots program known as the Empty Bowl sells handmade pottery bowls filled with soup each March and all the proceeds go to the Kids Café (a feeding program run through the local food bank). In 2013 over \$8000.00 was raised during this one day event. Planning is year around with RSVP volunteers assisting in painting soup bowls, picking up donations of soup, bread, serving utensils and assisting with serving at the event. RSVP Columbus was found on printed materials advertising the event and local PSA's heard on radio and television stations in the area. RSVP volunteers were clearly spotted at the event wearing red or green aprons imprinted with RSVP in bold lettering. RSVP volunteers also set up a display about the program and field questions and interests in volunteering. Currently RSVP Columbus is working on several special events which include "Help the Hooch" a clean-up effort to clean the Chattahoochee River banks in the community which is an Environmental Stewardship Focus Area and with the Healthy Futures Focus area that addresses Medicare/Medicaid education with GeorgiaCares funded by the local Area Agency on Aging. Both community programs will be featured on a local noon television information program and RSVP Columbus will be mentioned as one of the partners involved in these two events. We anticipate that both of these events will assist in recruiting volunteers by showing the community that we offer fun and helpful volunteer slots in the community. RSVP Columbus GA offers extraordinary senior support by offering its members pre-service orientation, training, and supplemental insurance. RSVP volunteers bring a wealth of experience, skills, knowledge, wisdom and leadership to the program.

The RSVP Columbus Project Director meets with the Advisory Council 6 times a year to discuss and plan recruiting, data, evaluations, upcoming events and other topics of concern in the program. The Project Director visits each volunteer site on a quarterly basis to ensure site supervisors and volunteers understand the goals and objectives of the RSVP Program. Additional training is offered on compliance issues, Memorandum of Understanding (MOU), volunteer recruitment and retention,

Narratives

volunteer recognition, reporting volunteer hours, volunteer travel, volunteer insurance (CIMA), health/safety provisions, policy/procedures of the volunteer site and handicap accessibility.

In 2014 a new RSVP Columbus GA Volunteer Handbook was printed and given to every volunteer in the program and made available for potential volunteers to look at during health fairs and other special events that RSVP Columbus GA was participating in. It has become a very valuable marketing tool for the program because a potential volunteer can read in black and white what the program is about, what volunteer sites are and the benefits of volunteering. Feedbacks from our current volunteers tell us that the efforts of Columbus Parks and Recreation and RSVP Columbus GA are effective, that the retention plan is efficient and recognition activities are satisfactory. RSVP Columbus GA promotes retention by annually evaluating volunteers to ensure they like what they are doing. If volunteers feel that they are not challenged by their assignment they are given the opportunity to transfer to a new assignment.

Program Management

Station Supervisors and Volunteers all receive a RSVP Columbus Ga Handbook that highlights all the features needed for a successful assignment in volunteering. In addition Volunteer stations undergo training on defining responsibilities, describing freedoms and limitations, maximizing strengths by assigning tasks to the right volunteers, providing feedback by being honest and accurate in the assessment of how volunteers are doing, setting goals and learning how to continue encouraging the volunteers.

Volunteers receive written information from their site supervisor; have one-on-one discussions and clear definitions of their job descriptions. Volunteer job assignments are the first step in our thorough risk management system. RSVP staff, Advisory Council community partners and volunteer stations work together to define the duties and responsibilities to assist the organization in assessing the impact the volunteers can make to the clients, to themselves, and to the organization.

Volunteer job assignment contain the following: specific job title identified along with the estimated time required and location of the assignment. The purpose of the position is clearly stated, followed by specific responsibilities. Qualification needed by the volunteer are identified along with any support materials or training available as part of the position.

Potential volunteer stations, stakeholders and RSVP staff have designed assignments that impact critical human needs. Assignments are assessed on a recurring basis for appropriateness. Volunteer station supervisors are responsible for daily oversight of volunteers assigned to them, as well as keeping records and preparing reports to comply with all applicable civil right laws, ADA regulations

Narratives

and federal laws (CNCS). ADA -- Americans with Disabilities Act have been applied to station requirements since the present project director has been in the RSVP Columbus GA program. As a Therapeutic Recreation Specialist by trade she made sure that every site was practicing inclusion. Inclusion defined as "the action or state of including or being included within a group or structure". And that all persons regardless of disability are included in the RSVP Columbus GA program. Currently the program has many volunteers serving who have been disabled from birth and several other volunteers who have aging diseases. Special training is provided when needed for the volunteers and station supervisors. Our strategic plan is to develop volunteer stations and assignments that guarantee that the criteria for these stations and assignments meet both the community need and the federal requirements of the program.

Volunteer assignments are written in a clear and concise manner so that both the volunteer station supervisor and volunteer have a thorough understanding of what is expected through participating in the RSVP program. The RSVP program staff and volunteer stations work together to formulate ways to measure progress in each station. Tools such as tally sheets are used to denote tasks assigned and completed in the stations. As an example, in the CS station, the station supervisor checks daily what children attend the program and if any children ask for help. Help can mean anything from a sharpened pencil to assistance with homework. Each tally sheet is preprinted with the most common requests and they are checked off daily if they apply to the request. Certain requests are being tracked for various reasons. In the RSVP program we are tracking how many children ask for assistance in homework and receive tutoring assistance from the RSVP volunteers.

Our strategic plan will provide RSVP and each impact-based volunteer station with an opportunity to work together to evaluate data to identify strengths and weaknesses of the project and, when needed, revamp the station assignments on management. This allows volunteer stations and volunteers to work together with RSVP to change volunteer assignments when necessary to meet the identified needs of the community.

In order to identify community needs for 2014-2015, we capitalized on the Continuum of Needs the Mayor of Columbus and other stakeholders in the Community held to address pressing issues such as homelessness, military families, education, poverty and hunger. For example it was determined that many older adults-baby boomers were confused about what Medicare paid for and did not pay for when they turned 65 years of age. Partnering with the Area of Aging and GeorgiaCares a station was set up within the senior center where RSVP Columbus is housed and volunteers were trained to counsel one-on-one persons who asked for this information. In 2012 over one hundred persons asked

Narratives

and received information on Medicare benefits. Community needs are operationally defined to include sensible goals.

RSVP Columbus GA as a section of Columbus Parks and Recreation (CPR) has 41 years of measuring programs and people connected to programming. CPR bases its recreational programs on performance measures. Examples include Baseball Little League Teams where data is collected on who is participating, where they live in the community and if they progress in the sport. Other data such as ball field usage, electricity usage is measured in terms of dollars spent to provide these recreational activities for the community. Sports training are offered to all coaches through National Youth Sports Coaches Association (NYSCA) and are required by CPR to use a field and coach a sport. All this data is measured yearly to find out who is coaching which sports in the community and if they are being certified in the process. The RSVP Columbus Project Director is certified by NYSCA and by Special Olympics International as a Certified Clinician.

The Advisory Council assesses the RSVP program and works to ensure that the Project Director and Supervisor are doing everything possible to confirm that the program is running smoothly. The Advisory Council and site supervisors are given program evaluations on a yearly basis. Results of these evaluations assist RSVP Columbus GA in tracking volunteers not only for placement data but to survey volunteers and agencies regarding the impact of the volunteer investment and outcomes for clients.

Volunteer Reporter is used to track volunteer service. This software program tracks volunteer station hours, volunteer hours, volunteer travel, and volunteer meals. Surveys are used to measure the impact of the service provided by the RSVP volunteers. As an example, in the Chattahoochee River Warden the Georgia Adopt-A-Stream program the RSVP volunteers assigned here will be given a tally sheet at the beginning of each month to check off each component as they are completed. Examples of tasks can include checking for chemical, bacterial and amphibian classifications. Most of the critical water pollutants and habitat damage can be detected through the visual survey such as looking at sedimentation, erosion or excessive nutrients. Surveys are used to determine the benefits of data collection and reported back to the Chattahoochee River Warden (CRW) and the Georgia Adopt-A-Stream (GAAAS) program. These two organizations in turn report back to RSVP Columbus GA on the data effectiveness. All data can be entered and accessed by the volunteer stations, volunteers and staff.

Graduating stations and volunteers comes about when the two no longer meet the rules and regulations of RSVP through Senior Corp and CNCS. In RSVP Columbus GA the RSVP office sends

Narratives

out a letter stating the problem, asks for a solution and communication from that point. If none is received the station is closed. If an attempt to revamp the station comes about we will participate in hope of retaining the station and volunteers. All volunteers will be invited to stay in the program and be reassigned in the event the station is graduated.

Organizational Capability

RSVP Columbus GA is one of over 100 grants that are housed in several departments within the city of Columbus Consolidated Government umbrella of programs. Each employee that manages the grants is an employee of the city of Columbus GA and is mandated by the rules and regulations in place for all city employees. This includes using the proper chain of command, purchasing, personnel management support, and internal policies already in place. Specific guidelines per department are available to each employee via the intranet within the city and in writing via employee handbooks. Purchase requests follow to the employees supervisor and then to the Finance director for the department for approval. For instance, Travel. If travel to the Points of Light (POL) conference is requested a Travel Justification form and Expense Report must be filled out answering questions such as "how does travel relate to the employees work assignment? Or "give a brief statement of whether or not an alternate approach could provide the same results like a webinar or video conference?" These questions must be answered by the RSVP staff prior to any travel arrangements being approved. Columbus Consolidated Government (parent of Columbus Parks and Recreation in which RSVP is housed) has an accounting system (Advantage) and Grants Accounting Manager that segregates all grant receipts and expenditures, assigning a separate set of account numbers and producing individual financial reports for each grant. Each grant has its own budget and all grant-related expenditures are charged against the budget. Purchase orders are pre-audited as to budget availability and purchases cannot be made without approval from the RSVP Project Supervisor first and the Finance Department within Columbus Parks and Recreation second. A computerized purchasing system establishes an encumbrance against the budget at the time the purchase order is issued. The purchase order is then released to the vender.

Open encumbrances are reported as reservations of fund balance at year-end. Internal control procedures in effect assure complete segregation of duties for the payment of grant expenditures, the depositing of grant receipts, and the reporting of grant expenditures and reconciliation of bank accounts and cash. Purchasing policies dictate procedures required for the issuance of purchase orders and check requests for payment of vendors and other grant-related expenditures. These include three levels of approval for all expenditures and additional approval, quotation and bid requirements for

Narratives

larger expenditures. The city has a full-time grant accountant whose responsibility is to monitor the financial and compliance activity of each grant program and report regularly to grant managers and operators on the financial transaction activity of the programs. All government fund expenditures and grant fund expenditures are audited each year by an independent auditor in the community. Results of this audit are available on request.

In-Kind funds received in this program includes the paid staff positions in this RSVP grant program pertaining to and Alice French Brewer and Teresa Snellings. Ms. Brewer serves as a part time RSVP Project Director and a full time Recreation Specialist III with the city of Columbus, GA. Ms. Brewer holds a Bachelor Degree in Liberal Arts from Columbus State University. Ms. Brewer has been employed with the city of Columbus since 1991 working exclusively with disabled citizens, senior citizens and senior volunteers. Ms. Brewer came to the city of Columbus and Parks and Recreation as the Therapeutic Recreation Chief in 1991. In 2007 Ms. Brewer moved to the Senior Adult Population Section just prior to being named as the RSVP Project Director in the fall of the same year. Ms. Brewer divides her time between being the Director of the Fox Center and RSVP.

Ms. Brewer has been connected to volunteer service programs throughout her life beginning with Girl Scouting, Juvenile Diabetes, VISTA, the American Cancer Society, Community Gardening, Gardens for Children, Master Gardening in Georgia and Alabama, BOD member of the Garden Club of Georgia, DAR, 17th Century Colonial Dames Jamestown VA, Georgia Parks and Recreation where she served as the Therapeutic Recreation Chair for three years, Golden Olympics, Special Olympics International as a Certified Clinician and the 1996 Olympic Committee. Ms. Brewer is supervised by Ms. Teresa Snellings, Recreation Services Division Manager, Columbus Parks and Recreation. Ms. Snellings has been employed by Columbus Consolidated Government since 1991. Ms. Snellings holds a B.A. in Business Administration from Georgia Southwestern College, 1986 and a Master of Science in Human Resource Management, Troy State University, 1995. The RSVP Columbus GA grant program for Senior Citizens falls under the Recreation Section of Columbus Parks and Recreation for which she manages.

Ms. Snellings is supervised by Mrs. Holli Browder who rotated off the grant this year as she was promoted to the Assistant Deputy Director of Columbus Parks and Recreation. Mrs. Browder will remain active on the Advisory Council and continue the role as the liaison for Columbus Consolidated Government. Mrs. Browder is supervised by Dr. James Worsley, Columbus Parks and Recreation Director for the city of Columbus, GA.

Randy King, B.A., M.B.A., is the Grants Manager for the city's finance section which oversees 100

Narratives

grants including many federal grant programs within the city of Columbus including the RSVP grant. Mr. King has been with the city for 12 years. Mr. King reviews the finances of each grant program including draw downs, expenditures, justifications and deposits, he makes suggestions and assists with other duties as needed. Mr. King comes to RSVP "pro-bono" by lending his knowledge and experience in grants. Mr. King serves as a member of the Advisory Council and attends all functions and events of the project providing help when necessary. Mr. King is paid through the cost allocations charged to each grant housed in the Columbus Consolidated Government Finance Division.

Additional "in-kind" services include volunteer meals at senior centers that fall under the umbrellas of Columbus Consolidated Government through CPR. If a volunteer is scheduled to serve during a lunch hour a voucher is issued for this meal, signed by the volunteer and station supervisor and reported quarterly to the RSVP office.

The staff of RSVP Columbus identifies the range of financial and non-financial resources. Non-financial resources include skills, talents (such as quilting) and capacities. By utilizing the member skills we discovered innovative solutions to such areas as training. One RSVP Columbus volunteer is skilled in self-defense and has conducted many sessions free of charge to other volunteers and the community in general. Through the CCG and CPR umbrella of programs we have also been able to have Sgt. Bush from the Columbus Police Department speak to our volunteers on safety in the home, in the car and on the street; scams and identify theft. Another department in recreation conducts trainings made available to all volunteers such as computer skills, customer service and leadership. All of these programs are made available to the volunteers of RSVP Columbus.

Columbus Consolidated Government uses a computerized financial system called AMS Advantage, which is owned and licensed by CGI Technologies and Solutions, Inc. This system is designed specifically for governmental accounting, with its need for segregating financial activities into various funds. All grant related financial activities are established with a special revenue fund designed for tracking the activity of each grant program. Columbus Consolidated Government manages over 100 grants in addition to RSVP. Some examples of these grants are from the U.S. Department of Transportation, U.S. Department of Health and Human Services, U.S. Department of Homeland Security, U.S. Department of Labor, U.S. Department of Justice Grant servicing VOCA (Crime Assistance to Victims), U.S. Department of Agriculture and the U. S. Department of the Interior. One of the larger federal grants which are also housed in Columbus Parks and Recreation is the U.S. Department of Agriculture "Bright from the Start". This is a \$80,000.00 grant which is managed by Community Schools (CS). Another one managed by this same section of Columbus Parks and

Narratives

Recreation is ASPYN (Army School age Program in Your Neighborhood) which is a \$455,000.00 grant awarded every two years.

Other

n/a

PNS Amendment (if applicable)

n/a