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Executive Summary

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Dearborn/Ohio County RSVP:

• Is a non-profit organization that matches the skills of senior citizens with needs of community entities through the performance of volunteer services to schools, non-profits, social service agencies and units of local government

• Encompasses a service area composed of three counties in rural southeastern Indiana (specifically Dearborn, Ohio and Ripley Counties)

• Is sponsored by the Dearborn Social Council, a 7 member board of community representatives. Board positions are unpaid and Board Members are not compensated in any way.

• Is administered by a full-time Executive Director with the assistance of one-part-time clerical staff member.

Community needs are assessed and monitored through requests for service from educational institutions, local non-profits, social service agencies and governmental entities.

Dearborn County RSVP will address community needs in the following focus areas, Elementary Education, Healthy Futures, Military, Disaster Prep,

The primary focus area of the project is Succeeding in Kindergarten through 12th Grade. Teacher surveys and classroom tests will measure improved writing, language arts, and math skills insuring that 90% of students will attain grade level or better functionality by the end of each school year.

During the three year period of the grant 200 RSVP volunteers will annually:

• Tutor/mentor 450 elementary students per school year for a total of 1350 students tutored,

• Provide assistance and support to 30 veterans

• Conduct 2140 well-being visits/contacts and transportation assistance to older adults or individuals with disabilities

• Anticipate food distribution to 7219 low income families and

• Assist with the recycling of 7763 tons of solid waste materials.

• At least 90% of older adult volunteers will indicate that their participation in the project provided them with greater purpose in life, a sense of accomplishment, pride in their roles in the community and personal enrichment through new multigenerational relationships formed during the project.

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The CNCS annual investment of \$40,000.00 will be supplemented by \$69,000 in local resources, primarily contributed by City of Lawrenceburg, Dearborn Community Foundation, Dearborn County Government, American Electric Power Grant, donations, fundraising and other small grants. Many in-kind contributions are also received.

Strengthening Communities

Strengthening Communities

Dearborn County RSVP (Retired Senior Volunteer Program), a program for adults age 55 and above, utilizes the skills, talents and experiences of older adults to meet a variety of key community needs. The abilities, experiences and personal interests of participants are carefully assessed and matched with service opportunities identified by community entities. The benefits are mutual for communities and participants. Community needs are met by volunteers who serve without recompense and older Americans are provided with opportunities to use the skills developed over a lifetime, to become engaged in their communities which provides a sense of purpose and social interaction, and to continue their personal life-long learning journey.

Dearborn County RSVP functions as a Federal grant program under the Corporation for National and Community Service. Federal grant funds are supplemented by additional local grants and gifts. The Dearborn County RSVP provides critical services to communities in three counties in rural southeastern Indiana: Dearborn, Ohio and Ripley counties. The combined total population according to figures calculated for 2014 by the U.S. Census Bureau and published on the Indiana Stats website is 84,032 with 49,500 residents of Dearborn County, 28,497 of Ripley County and 6,035 in Ohio County. Poverty level of Dearborn County is 13%, Ohio County 16% and Ripley 15% with the poverty level of those age 65 and above being 8.9%, 10% and 12% respectively. Per Capita average annual income for the area in 2013 was \$36,009 in comparison to the state average of \$38,622.

Primary Focus Area of this project addresses Community Need in the Area of Succeeding in kindergarten through 12th grade as evidenced by: improved educational outcomes for economically disadvantaged people especially children.

Economic well-being has long been linked to success in school. Kids Count in Indiana 2015 Data Book documents that 15.9% of children under age 18 in Dearborn County live in poverty. That figure is 15.1% in Ripley County and 17.2% in Ohio County. 37.7% of Dearborn County students in public schools live in families with income low enough to receive Free or Reduced Lunches with the numbers being 41.5% and 39% in Ripley and Ohio Counties respectively.

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Improved Performance in Literacy and Math including CNCS supported service learning who demonstrated improved academic engagement. ED2, Ed5, ED 27

Reading is fundamental to all other subjects in the curriculum particularly to Language Arts.

Practitioners, policymakers, researchers and philanthropists agree that third grade is a critical pivot point in which children go from learning to read to reading to learn. Children who do not read proficiently at this point tend to fall behind and are four times more likely to drop out of high school than their reading-proficient peers (Hernandez, D.J. (2012) p.4) notes in Double Jeopardy: How Third-Grade Reading Skills and Poverty Influence High School Graduation. Baltimore: The Annie E. Casey Foundation. In another report published by the Anna E. Casey Foundation, Why Reading by the End of Third Grade Matters. A KIDS COUNT Special Report its author, L. Feister notes The long-term, negative consequences reverberate through families, communities and the nation in terms of lower individual earning power, lost economic productivity and reduced global competitiveness, p.9).

Furthermore the report, Double Jeopardy: How Third Grade Reading Skills and Poverty Influence High School Graduation By the Annie E. Casey Foundation shows that graduation rates are dramatically impacted by three factors:

- Reading level at the end of third grade

- Having lived in a high-poverty neighborhood

- Experiencing family poverty

In April of 2014, the Indiana State Board of Education approved the adoption of new standards for Mathematics. The 2014 Indiana Academic Standards for Mathematics are the result of a process designed to identify, evaluate, synthesize, and create the most high-quality, rigorous standards for Indiana students. The standards are designed to ensure that Indiana students are prepared to enter and successfully complete postsecondary education, and that they are prepared for long-term, economically-viable career opportunities. The Process Standards demonstrate the ways in which students should develop conceptual understanding of mathematical content, and the ways in which students should synthesize and apply mathematical skills. The Mathematics standards for grade 3 are made up of 5 strands: Number Sense; Computation; Algebraic Thinking; Geometry; Measurement; and Data Analysis (Refer to http://www.doe.in.gov/sites/default/files/standards/mathematics/2014-07-25-math-g3-architecturewith-front-matter_br.pdf for the exact standards. According to statistics published on the Indiana Department of Education website <http://compass.doe.in.gov/dashboard/istep.aspx?type=corp&id=1600> for the 2013-2014 school year:

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In the Lawrenceburg School Corporation 20.8% of third grade students did not pass the standard test in mathematics for that grade level as compared with 11.55 percent in neighboring school corporations.

Indiana Department of Education Standards for Third Grade, (http://www.doe.in.gov/sites/default/files/standards/enla/grade_3_ias_2014.pdf) Learning Outcome 3.W.1, requires that students; Write routinely over a variety of time frames and for a range of discipline-specific tasks, purposes, and audiences;.

This project will engage 97 volunteers in strengthening reading, writing and mathematical skill levels for those children at risk.

Service Activity 1: volunteers will design, prepare, assemble and distribute educational games including but not limited to the subject areas math, literacy components such as reading, writing, spelling, rhyming, shapes, colors), 450 of students in seven schools and at Head Start will benefit.

Service Activity 2. Volunteers will visit 15 classrooms in 5 schools to tutor one on one, and in small groups, to increase the ability of students to excel or meet requirements in the mandatory curriculum areas of math and literacy. At least 200 students will benefit annually over three year grant period.

Service Activity 3. Volunteers will engage 108 in 6 classrooms written communication to improve third grade students; reading literacy/language arts skills (including but not limited to reading, comprehension, writing, spelling, grammar, vocabulary, and sentence structure), during the school months. This program will be initiated annually with new third grade classes in 5 schools each year for the three year grant period.

Service Activity 4: Heart to Heart volunteers read to students in K-6 in two schools positively impacting 917 students annually for an impact to over 6,000 students over the three year period.

Focus Area ; H12 # of individuals reporting increased food security of themselves and their children as a result of CNCS supported services.

In our service area food pantries serving the cities of Aurora, Dillsboro, Greendale Lawrenceburg, report are over 7,000 low income people needing food, clothing and basic household items annually. Service Activity 1: Gleaning and distributing fresh food as well as food staples, clothing and household items to low come households. At least 7,000 people will be served by food pantries with assistance by 23 volunteers. This includes over 400 children in local schools who are provided take home meals on weekends and holidays.

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- Healthy Futures H 8 independent living, phone program social, assistance of atmosphere,
The Senior population of the Dearborn RSVP service area (65 and older) is 13,142 which equals 15.1% of the service area population. In comparison the overall of % of seniors IN Indiana is 13.9 relative to the general population of the state.

According to Stats Indiana published by Kelly School of Business, Indiana University the projected number of seniors living in these three counties will total 10,043 by the year 2020.

Indiana Business Review notes in its Spring 212 issue: "The dominant force behind Indiana's changing population dynamics is the aging baby boom generation. The first boomers hit age 65 in 2011 and the entire cohort will be of traditional retirement age by 2030. By that point, the senior population's share of the state total will jump from 13 percent in 2010 to 20 percent before beginning to level off. All other age groups will see its share of total population decline over the same period." By 2030 there is a projected 70 percent increase in the number of Hoosiers age 65 or older, the same study declares. Using data projections obtainable via Stats Indiana there will be 17,248 residents over the age of 65 residing within the RSVP service area. In Dearborn County seniors will be 18.8 % of total population, in Ripley County 18.7% and in Ohio County 22%. This project will address Healthy Futures needs in the areas of Companionship, Friendly visits/telephone contacts and Transportation. Service Activity 1 Companionship - The Friendly Visit program will engage senior volunteers in assisting with homebound individuals with independent living by sending out greeting cards and conducting personal visits to older adults and individuals with disabilities. 65 volunteers will each establish contact and regularly visit throughout the year, at least one homebound adult, resulting in service 4744 service hours toward maintaining independent living.

Service Activity 2 Telephone visits /well-being checks to older adults living alone In order to maintain those individuals' abilities to remain in their homes independently. A script with a check list of questions and topics to be covered during the conversation will be developed by a committee of staff and volunteers and reviewed by the governing body. Training sessions will be conducted with the volunteer callers to review the script, explain the check list of questions and topics (which will cover elder abuse, safety, comfort, access to health care, food adequacy to review with the contact, mental and physical well-being including elder abuse checks.

Service Activity 3 Transportation-- At least 8 volunteers will facilitate independent living among seniors by providing transportation to medical appointments, grocery stores, prescription pick up and other necessary destinations.

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In the Focus Area of Environmental Stewardship, community need is evidenced by 7,763 tons of waste processed by the Dearborn County Solid Waste District. City of Lawrenceburg over 350,000 tons of refuse last year. DC Solid identifies 60% of all waste collected as potentially recyclable.

Service Activity 1 Area Collecting recyclables -- 9 volunteers will assist Dearborn County Solid Waste District with collecting batteries, paper, cardboard, household products, for recycling.

Volunteers assist the program Changing Lives One Pair at a Time through the collection and distribution of eyeglasses to low-income individuals. We anticipate collection and redistribution of at least 50 pairs annually.

Cell phones are collected for redistribution for 911 contact and other electronic waste are collected to avoid preventing the environment with toxic material such as lead, mercury cadmium, and arsenic, according to the EPA.

Clothing and household items will be collected and redistributed for reuse pantries in the 4 communities previously mentioned. We will assist at least 1244 families with clothing and household items.

We anticipate collecting 4 pounds of stamps, 6,000greeting cards, 1841 pill bottles, 6,000 aluminum pop tabs, 3,000 bottle caps will be collected and distributed to schools for use in classroom activities and to other non-profits for diverse projects.

Recruitment and Development

Recruitment and Development

RSVP, serving Dearborn, Ohio and Ripley are counties, recruits and places 200 senior volunteers in 45 community service stations. These stations are community partners and are carefully selected and evaluated both for their value as an entity in the community and for their suitability as an environment for the volunteers. Examples of Stations are schools, food pantries, health care facilities, nonprofit organizations, government offices, public libraries, veteran service organizations. Stations are regularly visited/inspected by the RSVP Executive Director and must be safe, handicapped accessible, and must provide meaningful service to the community without charge to recipients. Station Supervisors are provided with an RSVP Station Manual and are required to sign a Memorandum of Understanding, and to submit documentation of non-profit status prior to volunteer placement. Stations are obligated to utilize the skills, abilities and strengths of individual volunteers, engage the volunteers with meaningful work, provide job descriptions, and to collect data and statistics relevant to the volunteer assignments and achievement impact.

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Surveys of volunteers and of Station Supervisors will be used to assess the impact of the volunteer placement.

Recruitment of high quality volunteers is critical and such individuals are recruited through a variety of means, throughout the three county area, including but not limited to media releases, the RSVP website, links from the websites of community partners, social media sites, monthly newsletters, presentations to community organizations and, most effectively, by word of mouth from satisfied participants, the Advisory Board and referrals from various stations. Volunteers are trained and given orientation in workshops presented in the RSVP Office and by Station Supervisors. Each volunteer receives a copy of The Volunteer Handbook. Once a volunteer is assigned to a station, the station provides orientation particular to its mission and to the job duties involved.

A database of volunteers is maintained to ensure that current, reliable information is at hand to use in matching the interests and abilities of volunteers with community need.

Program Management

Program Management

RSVP of Dearborn, Ohio and Ripley counties carefully manages volunteers and the stations served to insure compliance with Federal Regulations governing Senior Corps and with best practices. Since 1971 (44 years) this RSVP has successfully served its communities as reflected by positive state compliance visits. All audits and financial reviews have been conducted annually with only the most positive of comments and with no audit exceptions. The accounting practices and procedures are overseen by the Treasurer, who is a Certified Public Accountant and the Chief Financial Officer of a local bank. This RSVP agency is managed by a small staff of two persons; a full time Executive Director and a part-time Office Assistant. The seven member Dearborn Social Council is the governing body. It meet bi-monthly, or more often if needed. The governing body is composed of community representatives with varying professional backgrounds including, an attorney, banker, business owner, insurance executive, and an administrator. Collectively they supervise and monitor operations. Individual board member expertise includes, human resources management, finance and accounting, public relations, customer service, business and legal knowledge. A separate Advisory Board composed of active volunteers also meets bi-monthly to discuss projects, fund raising, and to plan recognitions and other volunteer activities and events. Members of the governing board take turns attending the Advisory Board meetings. Members of the governing body members and the Advisory Board participate in and monitor projects, serving as ambassadors and liaisons from RSVP to the community and from the community to RSVP.

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All stations are required to provide volunteer Job descriptions which are used to insure that individual volunteers and stations are matched successfully according to community needs and volunteer skills, interests and abilities.

Age verification is ascertained at the time the volunteer is accepted into the program and verification is recorded and filed in the office.

A copy of the CIMA insurance policy is provided upon request. The RSVP Executive Director, or designee, visits stations to ascertain that the station is in compliance with the MOU and any pertinent Federal Regulations.

When necessary, volunteers are graduated in a manner to minimize disruption to both the mission of the station and to the volunteer. Graduated volunteers are provided opportunities to remain active with other service stations.

Education is our primary focus area. Success is evidenced in our Fun Learning Program serving 525 students, 265 of whom are low income. Classroom teachers involved with the program reported the following outcomes: 94% improved in Reading, 91% improved in Writing, 92% improved in Expressing Thoughts, 92 % improved in Spelling and 92 % improved in Grammar Skills.

Organizational Capability

ORGANIZATIONAL CAPABILITY ¿

Program and Fiscal oversight is provided through a carefully planned system of checks and balances designed ensure compliance with RSVP program regulations, federal, state and local statutes and best practices. The governing authority, Dearborn Social Council, (a 7 member board of community representatives.) meets regularly to provide oversight and guidance. The Advisory Council which also meets regularly, provides support, fund raising and monitoring for many of the activities and events sponsored. Council and Board positions are unpaid and Members are not compensated in any way. Audits are conducted are conducted by a licensed outside accounting firm as required for several local granting organizations. Annual financial reviews are conducted by a licensed individual or firm in non-audit years. The Treasurer, a CPA and the Chief Financial Officer of a respected bank, presents an updated financial report at each meeting which is reviewed by the governing body as are minutes and an Executive Director¿s Report. Other members of the governing body have administrative, legal, accounting and personnel experiences.

Staff positions ¿Day to day activities are managed by two paid staff positions, a full-time Executive Director and a part-time Office Assistant. Several trusted volunteers also assist with office duties. The

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Executive Director has 18 years of experience with successful administration of this RSVP. Credit courses in Education and computer technology. Previous employment includes experience in a physician's office, in the elementary classroom, at the local adult center and with the city of Lawrenceburg. The Office Manager has 19 years of experience as a program analyst in government agencies including the IRS and The U.S. Office of Personnel Management, along with volunteer experience as an advocate for victims of crime. The governing body has a regular schedule of review for job descriptions, personnel policies, board by-laws and other tools of operation. The Executive Director reports to the governing body and advisory board on project progress and status at each meeting. The RSVP Handbook and Policy and Procedure Manual are carefully maintained. The Executive Director conducts annual performance reviews of the Office Assistant. The governing body conducts annual performance reviews of the Executive Director. Office rent and most maintenance is covered by a grant from the City of Lawrenceburg, Indiana where the office is physically located. Volunteers and the Community Corrections division of the local Law Enforcement Center assist with minor maintenance and physically strenuous labor involved in projects. Inventories of equipment and supplies are conducted and monitored by the office.

Other

Cost Effectiveness and Budget Adequacy

The Organizational capacity to develop and implement policies is demonstrated by the success of this RSVP since it was established in 1971. CNCS Senior corps grants have been earned and successfully implemented. Evidence of successful implementation is demonstrated by passed compliance visits, financial audits, established community support as verified by grants and other support from the City of Lawrenceburg, Dearborn Community Foundation United Way of Greater Cincinnati, United Community Bank, US Bank, American Electric Power Company, and the Dearborn County Council. Careful fiscal management has created a healthy operating balance with a cash reserve of non-federal funds to provide a cushion. For the past several years income has exceeded projections as additional funding has been secured locally and project expenses are curtailed whenever possible. With the continuation of federal funding this RSVP anticipates the ability to continue uninterrupted volunteer services to the community for at least four years.

The Executive Director has a proven track record of successfully obtaining local funding for equipment upgrades and for supplies. Grants for funding projects have been received in the current year as well as in past years from Dearborn Community Foundation, United Way of Greater Cincinnati, United Community Bank, US Bank, and American Electric Power Company. Operating

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funding for the current year has been received from the City of Lawrenceburg and the Dearborn County Council. The grant process for 2016 is currently underway with the above mentioned entities and there is every indication that the funding entities will continue to support this RSVP in the future as they have regularly done for 44 years this RSVP program has been in existence. The RSVP Advisory Council will continue to raise funds locally through annual projects in the community such as dances, cookbook sales, holiday fund raisers, silent auctions, and donation campaigns.

Clarification Training: Initial training will be developed by the Secretary to the RSVP governing body in consultation with the Executive Director and approval of the governing body. Subsequent training may be done by another volunteer. Volunteers will be provided with a mission statement and a code of ethics for the project, along with a script for the initial contact and a checklist of topics to be covered during each phone conversation will be reviewed during the training along with appropriate responses to concerns which may surface during the conversation. Role playing will be incorporated into the training session so that volunteers will be prepared with what to expect and will feel more comfortable during their conversations. Volunteers will be provided with instructions on protocol for reporting and referral in the event of concerns about an individual client's living conditions, danger or emotional physical health. The benefits resulting from these well-being calls will include identification and referral to the appropriate agencies for seniors who may be in danger or need assistance to remain in their homes. In addition the calls will provide a companionship factor for those who are somewhat isolated in their homes..

PNS Amendment (if applicable)

N/A