

## Senior Corps Work Plan SAMPLE\*

<b>Work Plan Name:</b> Food Distribution – Sample 8 (RSVP)	<b>Work Plan ID:</b> NYE05088
<b>Issue Area:</b> Health/Nutrition	<b>Total # Stations:</b> 6
<b>Service Category:</b> Food Distribution/Collection	<b>Total # Volunteers:</b> 36
<p><b>Community Need:</b> KIDS MATTER reports that in 2003, 13% (about 13,000) of the population of Three Rivers County live in families with incomes below the federal poverty level, including 8,000 children. Families with such limited resources must make hard choices about which bills to pay and what necessities to go without. The county’s nutritional education program Eat for Good Health reports that “11.3 percent of Three Rivers County households experience “food insecurity” (2004 Evaluation Report). In an effort to address this issue, six local food distribution programs, including three faith-based organizations, joined with RSVP to create the Three Rivers Food and Shelter Council. The Council has identified ways of galvanizing resources and streamlining services in order to feed low-income families in need of emergency assistance. RSVP volunteers will assist at food distribution programs to alleviate the problem of food insecurity by helping low income people access free or low-cost food on a regular basis.</p>	
<p><b>Service Activity:</b> RSVP volunteers will serve at six food distribution sites for low income individuals at risk of hunger. RSVP volunteers will perform the necessary duties to sustain the daily operations of their emergency feeding programs, including some or all of the following: unloading deliveries, stocking shelves, registering and servicing clients, packaging and serving food orders, preparing and serving meals, serving as coordinators, placing orders, scheduling and supervising other volunteers, gleaning at area retail stores and restaurants, coordinating food drives, collecting and reporting data, coordinating holiday food basket distributions, and overseeing monthly food co-op programs. RSVP volunteers will each serve approximately 40 hours per month for twelve months at one or more of the following sites: Three Rivers Food Depot, St. John’s Pantries, St. Anthony’s Soup Kitchen, Four Corners Food Bank, Samaritan Food Program, and Main Street Food Pantry.</p>	
<p><b>Anticipated Input:</b> Thirty-six RSVP volunteers will contribute a total of 17,280 hours of service over the year. The Three Rivers Food and Shelter Council will provide eight hours of training in topics such as: food safety, coordinating food drives, registration of clients and operations. Supervision will be provided by individual site coordinators.</p>	

\* This work plan was developed from a common measure work plan used by New York programs. This work plan is available with corresponding instruments and can be found at [www.projectstar.org](http://www.projectstar.org) (see *statewide work plan examples*), or call Project STAR at 800-548-3656.

**Anticipated Accomplishments/Outputs:** Low-income individuals will receive emergency food assistance through one or more of the food distribution efforts: food pantry, soup kitchen, food co-op, and other miscellaneous efforts (e.g. holiday food baskets).

**Indicator:** Number of individuals who receive food (groceries, meals, food baskets) at least once a month (number may include repeat clients).

**Target:** At least 600 individuals will receive emergency food assistance through one of the food distribution efforts each month.

**How Measured?** Site records and *Food Distribution Output Summary Table*

**Anticipated Intermediate Impact/Outcome:** Because they received low/no-cost food assistance, low-income people will be able to stretch their resources to pay other bills (e.g. rent, utilities).

**Indicator:** Percent of individuals who report that they were able to use the money saved to pay other bills.

**Target:** Sixty percent of those responding to the survey will report that they were able to use money saved to pay other bills (such as rent or utilities) at least once since they began receiving emergency food assistance.

**How Measured?** *Client Evaluation Form*, administered once a year over a one week period at three of the six sites

**Anticipated End Impact/Outcome:** Because they received low/no-cost food assistance, low-income people will be better able to feed themselves, reducing the risk of “food insecurity” and loss of other basic necessities of life.

**Indicator:** Percent of individuals who report that the service helped them get enough to eat while still being able to pay the bills for other basic necessities of life.

**Target:** Sixty-five percent of those individuals who responded to the survey agree that the service helped them get enough to eat and prevented them from going hungry while still being able to pay the bills for other basic necessities of life.

**How Measured?** *Client Evaluation Form*, administered once a year over a one week period at three of the six sites