



Older Adult Services PART 1 – ORGANIZATION NARRATIVE FORM

Submit Application to: cddapplications@cityofmadison.com

Deadline: 4pm July 1st, 2024

Official submission date and time will be based on the time stamp from the CDD Applications inbox. Late applications will not be accepted.

The intent of this application and subsequent contract is for all organizations to present a set of opportunities within the umbrella of one contracted program for each service area, i.e. Case Management services, Culturally Relevant services, Information, Outreach and Referral services and Independent Living Support services. Only programs that involve different participants for that service area, separate staff, a different schedule and are not an activity occurring during or as part of another program should be considered a stand-alone program with a separate application.

Responses to this RFP should be complete but succinct. Materials submitted in addition to Part 1 - Organization Narrative, Part 2 - Program Narrative(s) and Part 3 - Budget Narrative will not be considered in the evaluation of this proposal. *Do not attempt to unlock/alter this form.* Font should be no less than 11 pt.

If you need assistance related to the **content of the application** or are unclear about how to respond to any questions, please contact CDD staff: Yolanda Shelton-Morris, Community Resources Manager yshelton-morris@cityofmadison.com or Garrett Tusler, Community Development Specialist gtusler@cityofmadison.com. We are committed to assisting interested organizations understand and work through this application and funding process.

If you have any questions or concerns that are related to **technical aspects** of this document, including difficulties with text boxes or auto fill functions, please contact Garrett Tusler, gtusler@cityofmadison.com

A NOTE REGARDING APPLICANT TYPE

Every agency applying for funding must submit an organizational history narrative per program detailing their agency's background, mission, and vision. If your agency is applying for multiple programs, each program application must be submitted separately with all the required submission documents (See RFP Guidelines 1.2 Required Information and Content of Proposals)

Joint/Multi-agency Applicants

For those choosing to submit a joint/multi-agency proposal, only the designated 'lead agency' is required to complete and submit responses to questions 5-9 pertaining to partnership history, rationale for partner selection, division of roles and responsibilities, anticipated challenges, and any previous collaborations or partnerships. All other agencies participating in the joint application, listed in application as 'joint/partner agency', are still required to submit their organizational history narrative, as stated above.

Legal Name of Organization:	RSVP of Dane County, Inc	Total Amount Requested:	\$ 60,000
All program(s) connected to your organization:	Program Name: Foster Grandparent and Group Project & Homeworkers Amount Requested: \$ 40,000 Applicant Type: Single Agency Application Program Type: Culturally Relevant Services List Program Partner(s) (if applicable): Choose an item., , Choose an item., , Choose an item.		
	Program Name: Community Connections, Telephone Reassurance Program Amount Requested: \$ 20,000 Applicant Type: Single Agency Application Program Type: Independent Living Support Services List Program Partner(s) (if applicable): , Choose an item., , Choose an item., , Choose an item.		
	Program Name: Amount Requested: \$ Applicant Type: Choose an item. Program Type: Choose an item. List Program Partner(s) (if applicable): Choose an item., Choose an item., Choose an item., Choose an item.		
	Program Name: Amount Requested: \$ Applicant Type: Choose an item. Program Type: Choose an item. List Program Partner(s) (if applicable): Choose an item., Choose an item., Choose an item.		
	➤ <i>If you are applying for more than four programs please contact Garrett Tusler gtusler@cityofmadison.com</i>		
	Contact Person for application (Joint Applications - Lead Org):	Diana Jost, Executive Director RSVP of Dane Co.	Email: Djost@rsvpdane.org
Organization Address:	6501 Watts Road, Suite 250 Madison, WI 53719	Telephone:	608-441-1393
501 (c) 3 Status:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Fiscal Agent (if no)	No

Organizational Qualifications – All Applicants:

1. Organization History and Mission Statement

Retired & Senior Volunteer Program (RSVP) of Dane County, Inc., established in 1972 and officially incorporated in 1977 as a non-profit agency, boasts a robust volunteer base exceeding 1,200 active participants. In 2023, these RSVP volunteers contributed 151,632 hours serving local families, veterans, seniors, and partnering nonprofits. Ongoing recruitment and marketing efforts have evolved into larger marketing campaigns in the past two years following the COVID-19 pandemic to replenish and fortify our volunteer force. Compliant with all AmeriCorps Seniors RSVP and FGP (Foster Grandparents Program) regulations, encompassing fiscal, administrative, and volunteer-related guidelines delineated in their federal operation handbooks for both of these programs, RSVP undergoes an independent audit annually, consistently garnering clear results acknowledged by governmental funders. Nationally renowned for its innovative initiatives, particularly notable during the COVID-19 crisis, RSVP has earned accolades such as the United Way of Dane County Institute for Non-Profit Leadership and Innovation Certificate for Organizational Excellence, the Distinguished Service Nonprofit Award, and the 2022 Governor's Service Award. Also, during the pandemic, RSVP instituted a monthly, virtual program to engage volunteers and community members in educational programming (often diversity-focused) intended to help combat risks for social isolation and keep the community connected and inspired.

RSVP of Dane County maintains an enduring commitment to inclusivity across volunteer recruitment, service provision, and staff and board appointments. Notably, since 2014, concerted efforts by both RSVP staff and the RSVP Board of Directors have been invested in participating in Diversity Training opportunities, including engagements with Justified Anger, the Racial Justice Summit, the White Privilege Conference, and the Racial Healing Institute. Approved for participation in the Power-Up! Project by the N4A (National Association of Area Agencies on Aging) in 2014, RSVP renewed its commitment to engage racially and culturally diverse community members in volunteering, resulting in the formation of the Diversity Committee in 2015. In 2021, the RSVP Board ratified its commitment to combat racism by endorsing "Racism is a Public Health Crisis in Wisconsin," and spearheading an external DEIAR assessment in February 2022, conducted by The People Company. Utilizing results from this assessment, the RSVP Board and Diversity Committee revised the organization's mission and vision statements and integrated pertinent inclusivity recommendations into a new strategic plan that is currently being finalized. The RSVP Board of Directors is governed by a 15-member volunteer committee, characterized by diversity encompassing Black, Indigenous, White, LGBTQ, and disabled members.

REVISED RSVP MISSION AND VISION STATEMENT APPROVED BY RSVP BOARD on June 17, 2024

RSVP Mission Statement: To make a positive impact in the community by recruiting volunteers 55 and older to help public and non-profit organizations deliver essential services to people of all ages and identities, providing Dane County with a valuable resource. RSVP seeks to: utilize the skills, knowledge, and life experiences of people who are retired, helping them to lead healthy, productive lives; respond to increasing requests for volunteers to help meet critical needs; increase the variety of volunteer opportunities; provide opportunities for intergenerational projects and age-integrated activities; plan programming in cooperation with the groups, agencies and institutions with which it is involved, as needed and requested; involve volunteers in planning and decision-making on community programs, boards and committees; increase public awareness concerning contributions and needs of people age 55 and older and improve the image of aging.

RSVP Vision Statement: RSVP aspires to build and expand a community-wide network of volunteers and organizations that value individual differences, life experiences, knowledge, innovation, self-expression, and talent. RSVP strives to enrich the lives of senior volunteers and enhance support services for all Dane County residents.

2. Describe your organization's experience implementing programming described in the Older Adult Services Policy Paper and Older Adult RFP Guidelines relevant to the programs you propose in this application. List all current older adult programs with their inception date.

RSVP of Dane County offers two AmeriCorps Seniors programs, operated and supported by the Corporation for National and Community Service: 1. Retired & Senior Volunteer Program (RSVP) and 2. Foster Grandparents Program

(FGP). For over five decades, we've been instrumental in recruiting senior volunteers, 55 years and older, with a strong desire to serve and participate in diverse assignments that cater to the needs of people of all ages and abilities, embodying our commitment to community service. Additionally, since the turn of the millennium, we have proudly extended our services through the FGP program, specifically designed for low-income seniors, offering 1:1 opportunities in classrooms for seniors and students to further cultivate interpersonal connection, communication, and learning. Both the RSVP and FGP initiatives play a pivotal role in fostering active and healthier lifestyles among seniors through volunteer engagement. By facilitating connections among volunteers, we mitigate the risk of social isolation and positively impact the lives of those we serve, providing crucial assistance to seniors and their families across Madison.

The inception of our current RSVP Programs dates back to 1972, while the Foster Grandparent Program was established in 2000. RSVP offers a spectrum of volunteering opportunities, ranging from individual assignments to group projects and home-based service. Volunteers enrolled in these programs reap manifold physical and mental health benefits. Through volunteering, they forge new connections and strengthen existing relationships, thereby reducing social isolation and enhancing overall well-being. Moreover, volunteering has been shown to alleviate stress, leading to lower rates of depression and anxiety, while instilling volunteers with a profound sense of purpose and direction in their lives.

1. Community Connections: Our Community Connections Program extends vital support to non-profit and public organizations, enabling them to sustain or expand their services. We prioritize personalized volunteer placement to ensure a fulfilling experience for all participants, aligning assignments with their time, interests, and lifestyle preferences. Our Community Connections Coordinator maintains ongoing communication with partnering public and non-profit agencies, senior centers, and neighborhood-specific sites to identify areas where volunteer assistance is most needed in the community. RSVP volunteers engage in outreach activities, catering to low-income individuals and families across diverse neighborhoods by serving at nutrition sites, food pantries, and distribution agencies.

2. RSVP Group Projects and Homeworkers Program: This program addresses basic yet critical needs of residents within the City of Madison while simultaneously meeting the social, quality of life, and mental health requirements of older volunteers. In 2023 alone, our dedicated volunteers hand-crafted over 15,000 handmade items, which were donated to over 50 local nonprofit and public agencies to distribute to the families they serve. These items, including quilts, afghans, mittens, hats, and shawls, are meticulously handcrafted to provide warmth and comfort, particularly during Wisconsin's cold months. The program also accommodates year-round endeavors aimed at addressing various safety, comfort, and quality of life concerns within our community. For example, volunteers make chemo-caps and eye shades for public health clinics which are offered to adults and children undergoing chemotherapy or brain surgeries. Volunteers also make and donate fidget quilts, which are given year-round to seniors with dementia and children with autism or spectrum disorders to help soothe anxiety and refocus attention.

3. Foster Grandparent Program: Targeting low-income seniors aged 55 and older, this program offers a modest stipend and reimbursement for transportation and meals, thereby easing daily living expenses for volunteers. By pairing volunteers with children in need, the program fosters valuable mentorship relationships, aiding in school readiness and academic skill development. Volunteers collaborate with students in elementary classrooms across various educational institutions, focusing on academic and socio-emotional learning. Remote volunteering opportunities, such as the Computer Buddy Program and the Postcard Pen Pal Program, further enhance intergenerational connections while supporting educational endeavors.

4. Intergenerational Initiatives: Through volunteering opportunities such as tutoring, guest speaking, classroom support, and virtual tech and literacy programs, older adults are connected with children, fostering not only educational support but also special intergenerational bonds that promote social and emotional growth. The Foster Grandparent Program particularly boasts diverse racial representation, with a noteworthy emphasis on fostering connections across racial backgrounds.

5. Driver Services and Vets Helping Vets: Volunteer drivers play a crucial role in promoting independent living for seniors and veterans through various programs, including Vets Helping Vets, Home Delivered Meals, Driver Escort, and Food Bridge. For over 50 years, RSVP of Dane County has positively impacted seniors and families in our community, largely thanks to our partnerships with local public and nonprofit agencies. RSVP has always been a collaborative agency. Each partnership has contributed to our success in aiding those in need while bettering the lives of senior volunteers by offering opportunities for education, community involvement, and personal growth. In return, we collaborate by recruiting, vetting, and offering ambitious senior volunteers to these partners, enhancing their ability to meet goals, thrive on a budget and improve community impact. The primary requirement in all of RSVP's partnerships is they must also be a nonprofit or public organization. The intention of our organization is two-fold: 1. help the community by increasing volunteer power and 2. improve the lives of the senior volunteers through involvement and meaningful activity. Another requirement is that there must be a signed Memorandum of Understanding (MOU) between RSVP and each partnering agency/volunteer station. A new MOU is updated every three years and is signed by each Volunteer Station supervisor. The MOU and RSVP Volunteer Handbook identify prohibited activities (non-displacement of employed workers, electoral activities, voter registration and transportation to the polls, efforts to influence legislation, labor or anti-labor activity, religious instruction, giving worship services or engaging in proselytization).

In 1975, Dane County Health and Human Services approached RSVP asking if we could collaborate with their specialized transportation department to start a driver escort program. This program would be able to take seniors over the age of 60 to necessary medical appointments. This program thrives today with an ever-growing need. RSVP of Dane County also collaborates with Dane County Senior Centers and focal points to deliver hot noon meals and groceries outside the city of Madison, collaborating with NewBridge and FoodBridge. This program is called Home Delivered Meals and continues to be an essential program for many seniors in our community. Similarly, the Vets Helping Vets (VHV) program, a program that collaborates with the VA Hospital, Dry Hooch, and StandDown Madison, offers transportation to local veterans by volunteer veterans, creating connections and lasting friendships. The VHV Coordinator partners with Dry Hooch and the StandDown to offer support to veterans in need, especially those that are homeless in the City of Madison.

6. Triad Programs: By uniting older adults, law enforcement, and the broader community, our Triad Program promotes safety and crime prevention. Monthly educational initiatives cover a wide array of topics, including health and wellness, mental health awareness, dementia, nutrition, substance abuse prevention, fall prevention, car safety, and vehicle modification, among others, benefiting all residents of the City of Madison.

7. Bus Buddy Program: DHHS Specialized Transportation approached RSVP of Dane County again in 2011 to develop a program which would educate seniors on how to navigate the Madison Metro Bus System. Limited transportation options are a big stumbling block to accessing many opportunities in our community. Seniors of people with disabilities are isolated because they are not able to drive or afraid to drive in the city. Those that have never taken a bus for a very long time can feel overwhelmed. Teaching seniors to utilize public transportation increases their independence, enabling them to get out, see other people, get involved, go to a variety of events and locations. The Bus Buddy Tour Program, starting in 2014, offers seniors the opportunity to learn to navigate the bus while creating a fun, social outing for those involved. This facilitates the integration of all participants, forming a wonderful community, and promoting friendships, support, and understanding. This program is one of RSVP's more diverse programs, as it offers opportunities to people in all areas of Madison, in particular those in Madison's priority equity areas. A recent example, this program partners with Jewish Social Service to teach refugees in the City of Madison, teaching them to navigate the bus system so they can get to work or school or independently explore the community. This is a small sampling of the many collaborations we have with our partnering agencies. For the betterment of all in our communities,

3. Describe any significant changes or shifts at your agency since 2022 or anticipated changes in the next two years. For example, changes in leadership, turnover of management positions, strategic planning processes, expansion or loss of funding. What, if any affects have or will these changes make regarding the agency's ability to provide proposed services? If there are no changes, write "No changes".

In 2023, the Executive Director of over 46 years retired. The Assistant Director assumed the position, bringing a wealth of experience and dedication to the organization. Concurrently, the Group Projects & Homeworkers Program Coordinator (also the Intergenerational Program Coordinator) was promoted to the role of Assistant Director, further strengthening our leadership team.

Throughout this transition and beyond, RSVP's leadership remains steadfast in our commitment to fostering a culture that is diverse, equitable, and inclusive. Our longstanding dedication to providing programming that caters to the needs of all seniors and recruiting volunteers reflective of the demographics of the City of Madison underscores this commitment.

In 2022, recognizing the importance of continuously assessing and improving our organizational culture concerning diversity, equity, inclusion, and racial justice (DEIAR), RSVP hired The People Company Consulting Group to conduct an assessment. Through a series of one-on-one interviews and focus group sessions held in November and December 2022, the response was overwhelmingly positive, reaffirming our strides in creating an inclusive environment.

Building upon these insights, the RSVP Board of Directors initiated efforts in 2024 to revise the organization's Mission and Vision Statements. Based on the DEIAR assessment, a strategic plan is also currently being developed by the RSVP Board of Directors. This process aims to incorporate recommendations from the assessment and ensure that DEIAR goals are not only integrated alongside other strategic objectives but also measured and monitored accordingly. By embedding DEIAR principles into our core mission and strategic initiatives, RSVP continues to evolve as a beacon of inclusivity and social responsibility within the community.

4. Describe your organization's experience, education and training requirements for management and older adult services program staff. Include how you support these requirements and other professional development opportunities.

The RSVP Board assumes a central role in providing direction, defining objectives, sharing knowledge, and offering guidance in the management and operation of the RSVP of Dane County organization. The Executive Director, in turn, reports to and is accountable to this dedicated group of volunteer leaders. Within the organizational structure, each staff member is assigned a direct supervisor, facilitating effective communication and oversight.

An annual evaluation process is integral to the organization, providing a valuable opportunity for direct dialogue between staff members and their respective supervisors. This process fosters open communication, goal setting, and professional development planning.

To uphold rigorous standards, all staff undergo thorough background checks and fingerprinting procedures, ensuring the safety and security of everyone involved. Moreover, a robust program of continuing education is in place, offering staff members ongoing training opportunities covering a diverse range of topics, including diversity awareness, safety protocols (such as active shooter training), and compliance with regulations about harassment and sexual harassment.

The Executive Director brings over a decade of experience to their role, having served previously as a program coordinator within the Foster Grandparent and Intergenerational Programs, before advancing to the position of Assistant Director. Similarly, the Assistant Director boasts eight years of tenure with RSVP, initially serving as the Program Coordinator for the Group Projects & Homeworkers program and Intergenerational Program Coordinator before assuming the role of Assistant Director. Further bolstering the team, the Community Connections Coordinator brings over 20 years of experience as an RSVP program coordinator, specializing in program development and

volunteer recruitment and supervision. The current Foster Grandparent and Intergenerational Program Coordinator also brings a seasoned background, having served in various coordinator and administrative capacities within the organization. RSVP's collective staff contributes valuable expertise to the organization's mission and goals.

JOINT/MULTI-AGENCY APPLICATIONS ONLY – Lead Agency Applicant responses

Program name:

Program type: Choose an item.

List All Joint/Partner Applicants for this Program:

5. Provide a brief overview of your partnership history with the collaborating agency/agencies. When and how did this partnership begin, and what collaborative initiatives have you undertaken together in the past?
6. Explain the rationale behind choosing to partner with the specific agency/agencies identified in this application. What unique strengths or resources does each organization bring to the partnership, and how do these complement one another?
7. Describe the division of roles and responsibilities between your organization and the collaborating agency within the proposed program. How will each partner contribute to program design, implementation, and evaluation?
8. Outline any challenges or barriers you anticipate encountering as a result of the partnership, and how you plan to address these collaboratively.
9. Detail any previous collaborations or partnerships with other organizations serving older adults, if applicable. What lessons or insights have you gained from these experiences that will inform your approach to this partnership?



Older Adult Services 2024 Request for Proposals PART 2 - Program Narrative Form

Submit Application to: cddapplications@cityofmadison.com

Deadline: 4:30 p.m. (CDT) on July 1st

Official submission date and time will be based on the time stamp from the CDD

Applications inbox. Late applications will not be accepted

Part 2 – Program Narrative Form MUST be completed for EACH PROGRAM for which you are asking for funds.

Responses to this RFP should be complete but succinct. Materials submitted in addition to Part 1 - Organization Narrative, Part 2 - Program Narrative(s) and Part 3 - Budget Narrative will not be considered in the evaluation of this proposal. *Do not attempt to unlock/alter this form.* Font should be no less than 11 pt.

Joint/Multi-Agency Applicants

Only the designated 'lead agency' is required to submit the Program Narrative form on behalf of all identified partners listed in the application for applicants choosing to apply through a joint application.

If you need assistance related to the **content of the application** or are unclear about how to respond to any questions, please contact CDD staff: Yolanda Shelton-Morris, Community Resources Manager yshelton-morris@cityofmadison.com or Garrett Tusler, Community Development Specialist gtusler@cityofmadison.com. We are committed to assisting interested organizations understand and work through this application and funding process.

If you have any questions or concerns that are related to **technical aspects** of this document, including difficulties with text boxes or auto fill functions, please contact Garrett Tusler – gtusler@cityofmadison.com

Program Name:	Group Projects & Homeworkers, Foster Grandparent Program	Total Amount Requested for this Program:	\$ 40,000		
Legal Name of Organization:	RSVP of Dane County, Inc	Total amount Requested for Lead/Single Applicant	\$ 40,000		
Legal Name of Partner(s) (Joint/Multi-Agency Applicants only):		Total Amount Requested for Partner 1:	\$		
		Total Amount Requested for Partner 2:	\$		
		Total Amount Requested for Partner 3*:	\$		
Program Contact:	Diana Jost	Email:	djost@rsvp dane.org	Phone:	608 441-1393
Program Type: Select ONE Program Type for this form.					
<input type="checkbox"/> Case Management Services <input checked="" type="checkbox"/> Culturally Relevant Services <input type="checkbox"/> Independent Living Support Services <input type="checkbox"/> Outreach, Information, and Referral Services <p>PLEASE NOTE: Separate applications are required for each distinct/stand-alone program. Programs are considered distinct/stand-alone if the participants, staff and program schedule are separate from other programs, rather than an activity or pull-out group.</p>					

*Click or tap here to enter text.

1. PROGRAM OVERVIEW

- A. Need: Briefly describe the need in the City of Madison for the programs included in this application, including the source of the data used in your response.

Through RSVP, adults age 55 and older stay active and healthier through volunteer service, while providing needed services for Dane County residents.

The City of Madison has identified the need for older adult programs, opportunities that are accessible, and culturally responsive, and that align with the framework for Senior Activity Programs adopted by the City's committee on Aging including, Avoiding Disease and Disability, Maintaining High Cognitive and Physical Function and Engagement with Life. Volunteering is a way to make a difference, stay connected, and be healthier. Research results as reported by The Mayo Clinic in August 2023, reported that volunteering offers significant health benefits including improving physical and mental health (keeps people moving and thinking), providing a sense of purpose, increasing life satisfaction, and self-esteem, teaching valuable skills, nurturing new and existing relationships, increasing social interaction and helping build a support system based on common interests that volunteers have. (Helping People Change Lives, Three Health Benefits of Volunteering, Angela Thoreson, L.I.C.S.W, Mayo Clinic, 2023). RSVP offers diverse volunteer opportunities through over 80 nonprofit and public agencies that allow seniors to contribute meaningfully to their communities. RSVP's strength is in personalized placement to ensure a satisfying volunteer experience. Program coordinators interview and match volunteers with assignments that meet their time, interest, and lifestyle needs as the senior population grows, it becomes increasingly important to facilitate opportunities for older adults of all racial, cultural, income, and sexual orientation backgrounds to remain active and engaged through volunteer service. Survey results from RSVP's intergenerational volunteers highlight the positive impact of volunteering, with 98.3% expressing that it helps keep them active and 93% reporting a more positive outlook from their community involvement.

Group Projects/Homeworkers: The RSVP Group Projects & Homeworkers Program addresses the critical needs (warmth, safety, and comfort) of many members of the Dane County community in a way that meets the social, quality of life, and mental health needs of its older volunteers. In 2023, 15,032 handmade items were created by RSVP Group Project & Homeworkers volunteers and donated to 54 nonprofit and public agencies throughout Dane County, 45 of these nonprofits right in the City of Madison. These local, partnering agencies reached out to RSVP of Dane County's Group Projects Program requesting volunteer-crafted items that their patrons needed. For example, Access Community Health, Allied Drive Pantry, Reach Dane, East Madison Community Center, Madison Street Medicine, Neighborhood House Community Center, Open Doors for Refugees, Good Shepherd Clothing Closet, Sleep in Heavenly Peace, Jewish Social Services and Open Doors for Refugees are a just few Madison agencies that rely on RSVP's Group Projects Program to provide bedding, outdoor apparel, and wool/fleece blankets to those who are without a home, without a bed, or without family to help comfort them and keep them safe. This program is utilized year-round to meet other diverse needs in our community, primarily serving low-income, underserved populations. Many Group Projects & Homeworker volunteers who live and gather in low-income areas in Madison can distribute their donations directly to the economically disadvantaged, literally helping their neighbors when times are hard. Not only do the people who receive the donations reap benefits from this program, but the volunteers themselves are living more fulfilled and healthy lives due to their volunteer work. Staying active and involved in the community is a recipe for improved mental and physical health.

Through the Foster Grandparent Program (FGP), adults age 55 and older stay active and healthier through volunteer service, while providing needed services for Dane County residents. Low-income seniors can receive a stipend, some meals, and transportation reimbursement that makes volunteering affordable and supplements their limited or fixed income. RSVP's Foster Grandparent Program works with elementary and middle schools in the Madison Metropolitan School District (MMSD), Lighthouse Christian School (LHCS), Reach Dane Head Start sites, and the Goodman Community Center (GCC) At-Risk After School Program. MMSD the largest school district in Dane County enrolled 25,000 students in the 2023-24 school year—(395 white, 10% African American, 7% Asian, 25% Hispanic. Nearly 31% are economically disadvantaged, 27% are English Language Learners (ELL), and 16% receive special education services. (MMSD website and report card) Despite improvements in Priority Area Scores (Achievement, Target Group Outcomes, Growth, and On Target to Graduate), disparities remain in English Language Arts and Math test scores between white and BiPoc students. The 2023 MMSD report card shows that in English Language Arts 45.7% of white students tested proficient. In contrast only 8.5% of black, 15% Hispanic, 26% Asian, and 13% economically disadvantaged tested proficient. Similar results were reported on the Math exam while 39% of white students tested proficient, only 5.4% black, 11% Hispanic, 25% Asian, and 10.2% economically disadvantaged tested proficient. (Wisconsin Department of Public Instruction website) Some MMSD students try to opt out of the exam citing them as too hard, too long, or incomprehensible. One MMSD teacher stated, "We need volunteers to help work with and prep students for this type of exam starting in kindergarten." With over 30% of the MMSD student population coming from low-income households, many need extra one-on-one attention to improve academic performance. Studies have shown that children's vocabulary skills are linked to economic backgrounds. By age three there is a 30-million-word gap between children from the wealthiest to poorest families. (Fernald, Marchman, Weisleder, 2013) Exams like the Forward exam. test reading and comprehension, putting students with less exposure to vocabulary at a disadvantage. LHCS has students from preschool through 8th grade- 26% of students are Black/African American, 59% are Hispanic, and 87% are economically disadvantaged. (Lighthouse Christian School website)

Reach Dane Head Starts offer morning, afternoon, and all-day programs of those enrolled approximately 87% are non-white, and 90% low low-income. The majority are from single-parent families and 32% of infants and toddlers face homelessness. (Reach Dane Head Start website) These hardships hinder the student's ability to learn and become school-ready. Reach Dane's philosophy is that children learn through play using the Creative Curriculum for learning experiences in academic and social development.

Goodman Community Center hosts an At-Risk Afterschool Program where FGP volunteers work with students from various MMSD schools. The FGP Coordinator worked with staff from GCC to recruit volunteers for the S.T.A.R.T initiative, an intergenerational tutoring model that pairs small teams of adults with elementary schools to improve reading skills. "Currently, about 35% of 3rd graders in Dane County read at or above grade level. Among Black students, that percentage is 10%. Our schools don't have the resources to provide students with all the help they need." (Goodman Community Center website)

There is a compelling need for older adult volunteers to engage with students in classrooms, Head Start sites, and At-Risk Afterschool Programs throughout the City of Madison. The Foster Grandparent Program (FGP) specifically focuses on academic tutoring and social-emotional learning/mentoring. Many schools struggle with limited resources to offer one-on-one support to students with special needs or from economically disadvantaged backgrounds. RSVP's Foster Grandparent Program plays a crucial role in addressing this gap by providing personalized attention to students identified as having the highest needs, both at the elementary school and preschool levels

- B. Goal Statement: What is the goal of your program and how does it align with the scope of work described in the RFP guidelines?

RSVP of Dane County aims to expand several of our key programs, including the Foster Grandparent Program (FGP), Group Projects & Homeworkers, the Computer Buddy Program (an email pen pal initiative), and the Postcard Pen Pal Program. We are particularly focused on expanding these programs into more community and neighborhood centers, especially those in the City's Equity Priority Areas.

Over the next three years, we plan to collaborate closely with senior housing units, low-income housing areas, and various neighborhood and community centers to recruit and register more volunteers. This expansion will provide FGP volunteers with opportunities to tutor and mentor students both in classroom settings and remotely, enhancing educational support within their communities.

Additionally, we aim to expand the Computer Buddy Program by partnering with neighborhood and senior centers to host the program. This initiative aims to assist older adults who lack computer access or need technical support, ensuring they can fully participate in the program's email pen pal activities.

Furthermore, we seek to grow our Postcard Pen Pal Program, which fosters written communication between older adults and kindergarten students in the Madison Metropolitan School District (MMSD). This program allows older adults who may face challenges such as disabilities, health issues, or transportation limitations to engage with students directly from their homes, promoting meaningful intergenerational connections and support.

RSVP Group Projects & Homeworkers Program will continue to increase outreach and support to the identified priority areas in Madison, including but not limited to, community and senior centers, low-income healthcare clinics, low-income housing complexes, pantries, and agencies that serve homeless citizens, refugees, youth-at-risk and underserved classrooms. Additionally, The RSVP Group Projects and Homeworkers Program relies not only on maker volunteers but on a special group of volunteers called Liaisons. These leader volunteers deliver materials and supplies to volunteers and collect their completed items, serving as ambassadors and delivery people, and are a crucial link between the RSVP and communities. With 20 active groups, the Coordinator is not able to fulfill these roles. It's becoming less affordable for liaisons to drive supplies and donation items to groups and homeworkers, so we would like to be able to reimburse them for mileage. Looking at our main goal, to recruit volunteers in Madison's "equity priority areas", it will be vital that we can help with transportation and other costs that will make being a volunteer liaison affordable.

- C. Program Summary (3-5 sentences):

The RSVP Group Projects & Homeworkers Program enables older volunteers (35% age 80+, older is 104) to use their creative skills like knitting crocheting, and sewing to benefit individuals and families in need. The Group Projects Coordinator works directly with dozens of non-profit agencies to maximize our service scope. The Foster Grandparent volunteers enhance the lives of children through tutoring and mentoring at schools, Head Start sites, and after-school programs. FGP volunteers derive a strong sense of purpose and the opportunity to make a positive impact in their communities. Given that FGP volunteers are low-income (200% poverty), they receive a small non-taxable stipend, mileage or transportation reimbursement, and if they volunteer over 4 hours in a day, a lunch allowance) All RSVP and FGP volunteers are covered under our volunteer insurance plan (CIMA)

2. POPULATION SERVED

- A. Proposed Participant Population: Describe the intended service population that will be impacted by this program (e.g., location, ages, race/ethnicities, income ranges, English language proficiency, if applicable etc.) AND how this population was involved in the development of this program proposal.

RSVP actively recruits volunteers aged 55 and older for impactful roles, including the Group Projects and Foster Grandparent Program. Volunteers have the flexibility to work from home, schools, community centers, libraries, churches, and neighborhood centers throughout the City of Madison. We welcome seniors from diverse racial, ethnic, income, and sexual orientation backgrounds to participate meaningfully in our programs.

B. 2023 Participant Demographics (if applicable):

Race	# of Participants	% of Total Participants
White/Caucasian	1183	98.3
Black/African American	6	0.5
Asian	13	1.0
American Indian/Alaskan Native	1	0.2
Native Hawaiian/Other Pacific Islander	0	0
Multi-Racial		
Balance/Other		
Total:	1203	
Ethnicity		
Hispanic or Latino	8	0.7
Not Hispanic or Latino	1195	99.3
Total:	1203	
Gender		
Man	369	30.7
Woman	834	69.3
Non-binary/GenderQueer		
Prefer Not to Say		
Total:		

Comments (optional): For the purposes of this RFP the demographics include all RSVP volunteers.

C. Language Access and Cultural Relevance: Please describe how the proposed program will serve non-English speaking older adults. Describe how the proposed program will be culturally relevant to the population served.

RSVP recruits volunteers primarily age 55 and older to work in community non-profits, public agencies, and schools helping those who are most in need, including Madison Senior Center, senior coalitions, and community and neighborhood centers. Many of these agencies serve underrepresented communities, low-income seniors, as well as those who speak limited to no English, and those with physical/mental challenges. RSVP reaches out to low-income individuals and families of all races, cultures, and sexual orientations by serving at nutrition sites, food pantries, and food distribution agencies such as St Vincent’s, Second Harvest, and the Catholic Multicultural Center as well as helping with housing for low income by serving at ReStore and Porchlight.

The majority of handmade items including quilts, mittens, scarves, hats, etc. made by RSVP volunteers are distributed to low-income individuals and families. RSVP staff and volunteers worked with the Kajsab House, a Hmong Outreach Center, for over 10 years until it closed in the fall of 2018. We now have one instructor volunteer who goes to The Hmong Institute to facilitate a sewing group composed of twelve Hmong women, all aged 55+. This RSVP volunteer sewing instructor teaches them to make clothing for themselves, their families, and their local Hmong community. This group also requested to be RSVP volunteers so they could create double-layer mittens made of upcycled fleece/wool and tote bags for community distribution through the RSVP Group Projects & Homeworkers Program, to help further their impact in Madison. We will continue to enroll new volunteers and provide support for this group by supplying fabric, patterns, and volunteer support.

RSVP is committed to recruiting volunteers from a diverse population to ensure our volunteer base reflects the demographics of the schools, Head Start sites, and afterschool programs we serve. Of our current Foster Grandparent volunteers, three are African American, one is Hispanic. We have one FGP volunteer who is a veteran. We hope to recruit more veterans with help from RSVP's Vets Helping Vets program. 100% of our volunteers are

below the poverty line, and 60% have one or more disabilities including age-related disabilities. FGP staff work with Foster Grandparents to find the appropriate assignment to accommodate disabilities. We offer accessible sites and flexible hours/schedules within the minimum hour requirement. We have two FGPs who are bilingual and we plan to actively recruit more bilingual vol to work with the ever-increasing English Language Learner (ELL) student population. This is especially important in the Kindergarten Pen Pal Program where many of the students are ELL and are matched with bilingual volunteers. Our FGP brochure is available in both English and Spanish, and we have a dual-language telephone line. In 2023, we launched a new RSVP/FGP website that is more accessible and includes a Spanish version.

Since all of our FGP volunteers are low-income, the lack of transportation to be able to work with students is a big issue. Working within their neighborhood will offer the volunteer the opportunity to participate in the program. For those not able to help close to home, RSVP offers mileage and transportation reimbursement to all FGP volunteers, low-income RSVP volunteers, and RSVP Group Project & Homeworkers Liaisons to ensure accessibility to all programs. FGP volunteers have all been loaned an iPad, Chromebook, or a Claris Companion Tablet to enable them to continue to help virtually.

- D. Recruitment, Engagement, Intake and Assessment: Describe your plan to recruit, engage and address barriers to participation for the identified service population. Explain the intake and/or assessment procedure you will use for this program.

Increasing the diversity of all of our volunteers at RSVP is a priority. The FGP coordinator will continue collaborating with MMSD, Reach Dane, Goodman Community Centers, and priority sites to raise awareness of our program. The Group Projects Coordinator will continue to work with partner agencies in the City of Madison that request volunteer-crafted items and will continue to reach out to strengthen the impact on priority areas.

RSVP will continue to collaborate with and recruit volunteers using resources such as the senior aging network, including New Bridge, Madison Coalitions and meal sites, Madison Senior Center, low-income senior housing units, Aging Disability Resource Center, Dane County Area Agency on Aging, City of Madison Committee on Aging, and online platforms.

Our recruitment efforts will include sending flyers and seeking speaking opportunities. We will utilize our recruitment video featuring FGP and RSVP volunteers discussing their experiences and the benefits of volunteering. Ads will be placed in local magazines, and community newsletters, including La Comunidad, an online Latino news publication. and on Madison Metro buses to reach a diverse population of potential FGP volunteers. We will also continue to work with local TV and radio stations.

Additionally, we will participate in tabling events and presentations at community events, health fairs, and celebrations such as the Madison Senior Center Health Fair, Juneteenth, and Urban Triage. Our neighborhood "Coffee Connection" initiative will see staff and volunteers visiting focal points, senior centers, and local organizations (low-income, BIPOC, LGBTQ+), as well as neighborhood and community centers to discuss RSVP and FGP programs and their benefits to the community, students, families, and volunteers.

There is no membership fee to join RSVP. All volunteers receive free excess liability volunteer insurance (CIMA). FGP volunteers receive a small tax-free stipend, mileage or transportation reimbursement as well as four recognition events a year which include a meal and gift cards. Group Projects volunteers receive, free of charge, all supplies necessary to make handmade items. Group Projects Liaisons are also offered mileage reimbursement to help defray the cost of volunteering.

We recognize volunteers for their service anniversaries. The Annual Volunteer Appreciation event raises awareness of all FGP and RSVP volunteer efforts. RSVP of Dane County celebrates FGP and RSVP volunteer efforts by holding events during national days of service including National Service Recognition Day, an annual Open House event during National Volunteer Week, and a Veterans Day Open House in November.

Volunteer Coordinators stay in touch with the volunteers by calling, emailing, and visiting them at the sites. Volunteers are assured of ongoing support, knowing they can contact staff at any time. The Group Projects Coordinator is in ongoing contact with volunteer liaisons and recipient agencies. The FGP Coordinator is also in close contact with the teachers at the schools, preschools, and Head Start sites, who know they can ask for support with any issues. In addition to the in-service meetings, there are four annual volunteer recognition events during the year where volunteers celebrate with a meal as well as gift cards.

The FGP Phone Buddy Program is a wonderful opportunity for volunteers to be matched with another volunteer to call one to two times a week to check in, socialize, and see how each other is doing. This is another way to combat social isolation, promote collaboration between FGP volunteers, and most importantly cultivate friendships and support between volunteers.

All volunteers are invited to RSVP's monthly Zoom Events. These events are a great opportunity for all volunteers to be able to talk and socialize as well as listen to a guest speaker. About one-half of the presentations have highlighted diverse populations including celebrating Black History Month, Native Americans in the Military Service, and veterans. The hope is that these events will give all volunteers a way to see each other, feel less isolated, and share ideas. Previous events included: Author Sarah Collins Rudolph- discussed her book "The 5th Little Girl", A Celebration of Black History Month with a former FGP volunteer reading excerpts from James Baldwin books.

Each year volunteers are offered the opportunity to help at RSVP's Essential Pantry Drive for the Allied Wellness Center, or the Social Justice Center to hold an essentials items drive. We plan these events for Older Americans Month, National Safety Month, as well as National Day of Service.

Intake and Assessment: RSVP of Dane County offers a wide variety of opportunities for volunteers with over 80 nonprofit and public agency partnerships and potential volunteer sites already established and growing. RSVP's strength is in personalized placement to ensure a satisfying volunteer experience. Program coordinators match volunteers with assignments that meet their time, interest, and lifestyle needs. Ongoing follow-up to ensure volunteer satisfaction and recognition of volunteers are integral to the RSVP program. The RSVP Community Connections Coordinator is the initial contact in the personalized placement process. This Coordinator then refers incoming volunteers, many with special interests, experiences, abilities, and skills, to the appropriate sites and coordinators. Volunteers wishing to drive and deliver meals are referred to the Driver Services Manager. Veterans are referred to our Vets Helping Vets Coordinator. Those wishing to work with children are referred to the Intergenerational Program Coordinator. Volunteers wishing to help with safety projects are referred to the Triad Coordinator. Those wishing to recycle/reuse materials for donatable sewing and knitting projects are referred to the Group Projects & Homeworkers Coordinator. Finally, individuals who are interested in serving in assignments with non-profit and public agencies spend additional time with the Community Connections Program Coordinator for proper interviewing, training and placement support. Volunteers who work with a vulnerable populations will undergo background checks!

3. PROGRAM DESCRIPTION AND STRUCTURE

- A. Activities: Describe your proposed program activities. If applicable, describe any evidence, research, proven curriculum, standards, or documentation of promising practice that supports the programming or service proposed.

FGP volunteers' work plans for Elementary Schools are differentiated based on student needs. Volunteers work with students at least 2-5 times a week. Students are assigned to a Foster Grandparent who engages in one-to-one learning activities on a weekly schedule. Activities are designated by the teacher specific to each assigned child's needs and may include reading to or listening to the child read, assisting with homework, reviewing basic concepts of reading or math, spelling activities, and/or playing games, both fun and educational. This individual attention not only improves students' communication vocabulary, and literacy skills but also enhances their academic success, engagement in learning, and self-esteem through non-judgmental positive reinforcement. The program fosters the

intergenerational relationship so vital to both the student and older adult volunteer. Students eligible for FGP work plans include those with exceptional needs, are in circumstances that limit their academic, social, or emotional development, or are economically disadvantaged. Reach Dane Head Start believes that all children in the programs need a nurturing environment with an emphasis on social development and intensive one-on-one support to gain the skills needed to be ready for kindergarten. "In these early years, it is important for children to be encouraged, supported, and to be excited about learning." Reach Dane Madison Teacher. Our Foster Grandparents serve as "grandparents" in the classroom. FGP volunteers will provide this type of one-to-one attention to assigned children supporting children to exhibit positive social behaviors, support language development, and assist children in social interactions. FGP volunteers will work at Reach Dane Head Start sites close to their neighborhood 1-3 times a week. At Goodman Community Center, volunteers will tutor and mentor students grades K-8 in the At-Risk Afterschool Program and/or in the S.T.A.R.T. initiative that pairs older adult teams with elementary students with a focus on improving reading skills.

Volunteers also can work with students virtually, (remotely) one to two times a week through the RSVP Computer Buddy Program, (an email contact program) or Postcard Pen Pal Program, (a written contact program) between volunteers and Kindergarten students in Madison. Weekly mentoring from the same older adult not only helps to improve the student's communication, vocabulary, and literacy skills but also helps to increase the student's academic success, increases academic engagement, and improves the student's self-esteem through nonjudgmental positive reinforcement. Both programs foster an intergenerational relationship bridging the generation gap. According to a kindergarten teacher, MMSD "Students can practice their writing skills in a meaningful and engaging way. They also build relationships through writing, helping them find purpose in their learning" Some of these classrooms are Dual Language Immersion Program (DLI) and postcards are written in both English and Spanish. According to a Saber Health Group Study, in May 2022, it is estimated that one-quarter of adults 65 and older are socially isolated, by where they live, health reasons, disability, or lack of family members or friends close by. Writing postcards to students can help give a sense of belonging by feeling they are making a difference, and sharing their experiences. The Saber Health article stated that writing has been proven to reduce the symptoms of depression and anxiety, they found that those who journaled for 15 minutes a day for 3 days a week felt less depressed after a month. Writing postcards does not involve technology, those who are without internet can still participate in the program. Writing a handwritten letter can also make a senior pen pal feel like they have a personal connection to someone. It will make them feel appreciated that someone took the time to write to them. This program fosters a genuine connection between the older adult and the student. (Saber Health Care Group, Benefits of Volunteering for Seniors, <https://www.saberhealth.com/news/blog/benefits-of-volunteering-for-seniors>)

Group Projects volunteers can craft items in their own homes as frequently as they would like. Many choose to work alongside other volunteers in community groups. These groups meet either weekly or monthly.

- B. Program/Service Schedule: If you are proposing to provide a program at more than one location and the program schedule is the same for all locations, please list all of the locations in the "Location(s)" cell in Table 1 below. If the program schedules vary amongst locations, please complete Table 2 and the question following the tables.

Table 1

Day of the Week	Start Time	End Time
Monday	See comment	
Tuesday		
Wednesday		
Thursday		
Friday		

Saturday		
Sunday		

Table 2 (optional)

Day of the Week	Start Time	End Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

If applicable, please list the third location and any subsequent locations. Include the specific program schedule(s) differences as compared to the programs included in the tables above.

Each FGP volunteer works a set schedule in one of many locations (MMSD, Reach Dane Head Start sites, Lighthouse Christian School, and Goodman Community Center Afterschool). Schedules change each semester with teacher, classroom, and student needs.

Each Group Projects Volunteer can work at home or with one of the many groups in the City of Madison. Each crafting station meets at a unique time and location determined by the members of each group. Items that the volunteers make will go to one or more of the 45 City of Madison nonprofit sites.

4. ENGAGEMENT COORDINATION AND COLLABORATION

A. Family Engagement: Describe how your program will engage caregivers, guardians, and/or family of participants in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

FGP volunteers who work in neighborhood centers or community centers may work with students they know from the neighborhood or family members- grandkids

B. Neighborhood/Community Engagement: Describe how your program will engage neighborhood residents or other relevant community stakeholders in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

RSVP staff plans to work with staff/stakeholders from neighborhood and community centers as ways to recruit volunteers in that community as well as places our volunteers can serve. We will actively recruit residents

in each neighborhood to volunteer within their community. Each station where volunteers serve will have a signed MOU that describes the partnership, activities, and expectations of the program. We send annual surveys to all volunteers as well as the many nonprofits and public agencies the volunteers are in to assess the various program activities.

- C. Collaboration: Please complete the table below and respond to the narrative questions regarding program collaboration with community partners.

Note: Agencies listing a partner/collaborator below in addition to any 'joint/partner applicant' (if applicable) for their program should include a letter of commitment/support from the agency partner highlighting the ways in which the agency will support the program.

Partner Organization	Role & Responsibilities	Contact Person	Signed MOU (Yes/No)?
		i	

List any additional partners, their role & responsibilities, contract person and MOU information (if applicable):

Group Projects currently has 45 recipient agencies in the City of Madison. Each has a signed Agreement of Recipient Agency, as well as a contact person. A sample MOA and list of recipient agencies are being sent with this application for Group Projects and sample MOU's for Foster Grandparents are being sent with this application. For the Foster Grandparent Program, we partner with the Madison Metropolitan School District, Reach Dane Head Start, Goodman Community Center, Lighthouse Christian School, Deerfield School District and Waunakee School District. MOU's are being sent with this application.

How do these partnerships enhance this proposal?

Each partner agency is what RSVP terms a "station". A station can be a school, a Head Start site, a community or neighborhood center, a senior center, or any of the many non-profit or public agencies we work with.

Our program's success greatly depends on partnerships with fellow nonprofit agencies in Madison. Our experience shows that cooperative efforts (rather than competing efforts) with these agencies strengthen each organization, thereby strengthening the impact we make on Madison residents. By supporting one another, we collectively enhance our community's resilience. Each RSVP program actively engages with partnering agencies to identify opportunities for mutual assistance.

Volunteers join RSVP of Dane County to find fulfillment and establish a sense of purpose in their lives. We are proud to offer opportunities at or with over 85 public and nonprofit agencies in Dane County, and 35 in the City of Madison. Personalized placement of our volunteers ensures the right fit for their time, talents, and interests.

What are the decision-making agreements with each partner?

We work with each partner and develop and sign an MOU, safety assessemnt sheet, and a Recipient Agency Agreement.

-

- D. Resource Linkage and Coordination: What resources are provided to participants and their families/loved ones by your proposed program/service? How does the program coordinate and link participants to these resources?

Group Projects provides all materials, patterns, and supplies needed to make items for donation. Foster Grandparent Program provides extensive training and continuing education (in-services, along with loaned Ipad, Chromebook, or Claris Companion Tablet for the FGP to use while tutoring in-person or virtually.

5. PROGRAM QUALITY, OUTPUTS, OUTCOMES AND MEASUREMENT

A. Program Outputs - Unduplicated Older Adults and/or Program Hours

Total Annual Unduplicated Older Adults served through proposed program/service: 350

Total program/service hours annually: 80,000

B. Program Outcomes

Please describe the data and the data source used to choose your outcome objectives.

Program Quality, Output, and Outcome for students working with volunteers both in-person and virtually will be measured annually through FGP teacher, or volunteer coordinator evaluations and surveys. Surveys will assess the number of students the volunteer worked with (output) if they worked individually or in small groups, and will measure the impact of the service. A sample question: "Did the student show increased engagement in learning while working with a FGP volunteer?" The FGP program started at RSVP over 30 years ago and each year the outcome surveys are very positive. Evaluations usually indicate that 90% or more of the children at Head Start classrooms where FGP volunteers work with students are ready to advance to the next development level. At the end of the 2022 school year, 100 % of the elementary school students directly paired with an FGP volunteer showed increased engagement in learning and advancing to the next level.

Annual Surveys to all FGP and Group Project & Homeworkers volunteers measure the hours served by the volunteer, the number of activities the volunteer participates in as well as the impact on the volunteer. Outcome/impact will be measured with questions regarding social connectedness, increased activity in the community, the feeling of making a difference, increased health benefits and decreased feelings of loneliness and isolation, friendship development, computer literacy,

Using the drop-down menu, please select the Program Outcome #2 for your proposed program(s), listed under each respective funding priority found in RFP Guidelines 1.6 Measurements of Success, that you will track and measure. Complete the table(s) below.

Outcome Objective #1: 75% of clients/participants report that the services/assistance they receive help them achieve the quality of life that they desire.				
Performance Standard	Targeted Percent	75%	Targeted Number	30
Measurement Tool(s) and Comments: Annual Survey to clients/participants. For Group Projects, surveys to recipient agencies, for Foster Grandparents, surveys to teachers, principals, volunteer coordinators at the school, Head Start sites, and afterschool programs.				

Outcome Objective #2: Culturally Relevant Services Outcome - At least 75% of older adults served access Older Adult Activities programs that improve 1) their physical and mental health, 2) their ability to engage with their community, and/or 3) their ability to avoid disease an				
Performance Standard	Targeted Percent	75%	Targeted Number	100

Measurement Tool(s) and Comments: Annual survey to all RSVP volunteer in the Foster Grandparent and Group Projects program.

Outcome Objective #3 (optional):			
Performance Standard	Targeted Percent		Targeted Number
Measurement Tool(s) and Comments:			

If necessary, add additional outcome objectives, performance standards, targeted percent, targeted number, and measurement tools:

- C. **Data Tracking:** What data tracking systems are in place or will be in place to capture the information needed to document demographics, program activities, outcome measures and expenses?
Annual surveys to RSVP and FGP volunteers will be the primary sources to track data. Surveys, evaluations, and assessment plans will also be sent to the classroom teachers or principals or volunteer Coordinators at schools, Head Start sites, or Afterschool Programs where the volunteers serve to assess the impact the volunteer has had on a student’s school engagement and achievement. RSVP uses Volunteer Reporter to track all volunteer data including demographics, placement, assignments/activities and hours. RSVP maintains a budget for all programs. This budget is presented to the RSVP Finance Committee on a regular basis. Individual programs have an individual budget that will be maintained by the program coordinator and accountant.

6. PROGRAM LOCATION

- A. Address(es) of the site where programs/services will occur:
MMSD, 545 W. Dayton St, Madison
Reach Dane Head Start Office, 2096 Red Arrow Trail, Madison
Lighthouse Christian School, 6402 Schroeder Rd, Madison
Goodman Community Center, 214 Waubesa St, Madison
Trinity Lutheran Church, 1904 Winnebago St, Madison
The Hmong Institute Life Center, 4402 Femrite Dr, Madison
Fitchburg Quilters and Knitters, 5510 Lacy Rd, Fitchburg
Romnes Apartments Crafters, 540 W. Olin Ave, Madison
The above locations are in the City of Madison. We have many other locations in Dane County where volunteers who live in the City of Madison can participate

- B. Drawing upon the insights outlined in RFP Guidelines 1.5 Equity Priority Areas, please elaborate on your agency's strategies for integrating this information into the development of your proposed program/service. Furthermore, please explain on how your program/service will effectively reach and support individuals residing within or in close proximity to Equity Priority Areas. If applicable, please list any collaborations with existing agencies dedicated to serving and/or operating within the identified areas.
The FGP and Group Projects & Homeworkers programs aim to expand into more community and neighborhood centers, particularly those defined in the city’s Equity Priority Areas. Over the next three years, we plan to collaborate with senior housing units, low-income housing areas, and neighborhood and community centers to recruit and register more FGP volunteers, enabling them to tutor and mentor children and students within their neighborhoods and communities. As stated earlier, we are currently collaborating with Goodman Community Center recruiting volunteers for both their At-Risk Afterschool Program and the S.T.A.R.T Program. We will continue to work with the senior aging network, including New Bridge, Madison Coalitions and meal sites, Madison Senior Center, low-income senior housing units, Aging Disability Resource Center, Dane County

Area Agency on Aging, City of Madison Committee on Aging, and online resources such as La Comunidad News LLC. Our recruitment efforts will include sending flyers and seeking speaking opportunities. We will utilize our recruitment video featuring FGP volunteers sharing their experiences with students. Ads will be placed in local magazines and community newsletters targeting a diverse population of potential FGP volunteers, and we will continue to collaborate with local TV and radio stations.

Additionally, we will participate in tabling events and presentations at local community events, health fairs, and celebrations such as the Madison Senior Center Health Fair, Juneteenth, and Urban Triage. Our neighborhood "Coffee Connection" initiative will involve staff and volunteers visiting focal points, senior centers, and local organizations (low-income, BIPOC, LGBTQ+), as well as neighborhood and community centers, to discuss the FGP program and its benefits to the community, students, families, and volunteers.

Ongoing support of all of our volunteers is a priority, RSVP staff provide regular follow-up with volunteers to ensure satisfaction. If a volunteer is not satisfied with his/her assignment, RSVP staff works with the volunteer and volunteer station to improve the situation and/or offer the volunteer other opportunities. RSVP program coordinators stay in touch with volunteers by calling, emailing, or visiting them at the sites to find out how they are feeling about their volunteer assignments. The Community Connections Coordinator meets with volunteers and site coordinators at the volunteer site for interviews ongoing training and to review expectations. The Group Projects & Homemaker Coordinator and or volunteer Liaisons meet with volunteers on a regular schedule providing supplies and picking up finished items. Staff also coordinate volunteers who fill orders for handmade items for the recipient agencies. The FGP coordinator connects with teachers, principals, and volunteer coordinators regularly as well as visits the school, site that the volunteers are serving. Each year on annual surveys, volunteer satisfaction is high, 94-100% feel their volunteer work keeps them active and have a more positive outlook because they help their community.

Each year, RSVP hosts a Volunteer Appreciation Luncheon. Last year, we celebrated RSVP's 51st Anniversary, by holding a volunteer appreciation event at Barnwood Events in Madison. Tim Wellens and Samantha Margelofsky from Aging and Disability Resource at the WI Department of Health spoke on the impact of volunteering and the prevention of social isolation and loneliness. Over two hundred volunteers, volunteer station representatives, funders, and sponsors attended this fun event honoring all the work our volunteers do in their community helping local seniors maintain their independence while being able to live in their own homes. Each year, around 20 volunteers receive the President's Lifetime Achievement Award for volunteers serving 4,000 or more hours and the RSVP Length of Service Award for volunteers serving 20 or more consecutive years with RSVP.

Volunteers are recognized in our quarterly newsletter, RSVP News Notes, as well as on Facebook and other social media platforms. One of our newest initiatives is the RSVP booklet in which volunteers write about their experience and benefits of volunteering. This booklet will be handed out at the recognition event. We also will promote our volunteers in this booklet by mailing or emailing to partners we work with including senior centers, focal points, etc.

As mentioned earlier, FGP volunteers are supported with a small stipend, mileage, or transportation reimbursement. They also receive ongoing continuing education through in-services, webinars, and RSVP Zoom events. FGP volunteers receive all supplies necessary to work with students in the classroom as well as remotely. Volunteers are loaned either Chromebooks, laptops, or Claris Companion tablets to enable them to work remotely with students as well as attend webinars, and Zoom events, as well as stay connected with friends and family. All RSVP low-income volunteers can also receive mileage reimbursement. All Group Projects volunteers are given all supplies, free of charge necessary, to make their hand-crafted items.

7. PROGRAM STAFFING AND RESOURCES:

A. Program Staffing: Full-Time Equivalent (FTE) – Include employees, AmeriCorps Senior members and Interns with direct program implementation responsibilities. FTE = % of 40 hours per week.

*Use one line per individual employee

Position Title	Qualifications or Required Training	Location(s)
Tara Curtis, Program Coordinator Group Projects	.53 FTE High School Diploma required. In an effort to be fully inclusive, we do not require but encourage post high school education, training. Background check required and vetted by Federal and State guidelines.	RSVP office 6501 Watts Rd Madison
Paula Reif, Program Coordinator FGP Program	08 FTE See above for qualifications	RSVP office 6501 Watts Rd Madison
Jan Karst	1 FTE See above for qualifications	RSVP office 6501 Watts Rd

Volunteers: If volunteers will have direct contact with program participants, how are they vetted, trained and supervised?

The Foster Grandparent Coordinator is responsible for interviewing interested applicants, including providing information about program requirements as outlined in the FGP Operations Handbook. The Supervisor conducts the required national criminal history background checks using Truescreen and Fieldprint and keeps documentation in a locked file. We use name badges with lanyards for all volunteers working in schools and Head Start Sites. Volunteers are also given T-shirts, sweatshirts, hats, and other items with the FGP logos on them. This helps create visibility and recognition for our volunteers and the program. Training of volunteers is an important agency priority. New FGP volunteers receive 40 hours of orientation. This includes 20 hours provided by the FGP Coordinator working with the new volunteer, and reading materials as homework to ensure that a new Foster Grandparent is prepared to work one-to-one with children. The other 20 hours of orientation are done at the elementary school, Head Start site, or Neighborhood or Community Afterschool Program site. The FGP Coordinator accompanies the new FGP volunteer to an interview at the site and a tour orientation. A plan is developed for the new Foster Grandparent to shadow a current FGP volunteer at that site

Volunteers also attend on-site training by the volunteer coordinators and/or teachers at their site. For example, the Madison Metropolitan School District (MMSD), Reach Dane Head Start sites, and Lighthouse Christian hold tutor training/in-services at least twice each school year in-person or virtually. Goodman Afterschool program also hosts training for all volunteers before working with students.

Volunteers are supervised by the Foster Grandparent Program Coordinator. On-site supervision is provided by the teacher, principal, volunteer coordinator, or after-school program Manager/supervisor. On-site supervisors report directly to the FGP Program Coordinator. We value the continuing education of each FGP volunteer. Monthly in-services are not only a way to promote continuing education, An In-Service calendar is prepared for each year. In-service topics

include helpful ways for Foster Grandparents to work with children as well as topics helpful to older adults and low-income individuals. Part of each training includes a discussion where volunteers can learn from and provide support to each other. Topics include Diversity and racial justice training; CPI Crisis Prevention and Student De-Escalation; Local Discrimination and Diversity (Housing and Land Use); Adverse Childhood Experiences and Trauma; Depression and Mental Health etc. To increase accessibility, we continue to meet hybrid (in person and on Zoom). The FGP Coordinator would also like to host some in-services in the community or neighborhood centers where volunteers are stationed. We also offer Sexual Harassment, Active Shooter as well as CPR/AED training.

Group Projects volunteers do not have direct contact with recipient agencies. The Program Coordinator works with and trains the liaisons who pick up and deliver supplies to program participants and also picks up handmade items to deliver to RSVP.

Education and continuing education of the volunteer station staff/teachers is the responsibility of the Program Coordinators. When a new station is signed up, Coordinators meet with staff to discuss the RSVP mission, the program, activities, and expectations. The Coordinator will go over the MOU, FGP or RSVP Volunteer Handbook, and other essential paperwork. RSVP will reserve the right to not sign up for a volunteer station or not accept volunteers from an organization that does not align with our DEIAR values. Our goal is that every staff member, Board Member, volunteer as well as volunteer coordinator, and staff at the stations we partner with can describe the aspects of RSVP's culture that reflect that commitment to diversity, equity, inclusion, and antiracism.

The FGP Coordinator is also in close contact with the teachers at the schools, preschools, and Head Start sites, who know they can ask for support with any issues. In addition to the in-service meetings, there are four annual volunteer recognition events during the year.

The Group Projects Coordinator is in close contact with Volunteer Liaisons and Recipient agencies.

B. Other program Resources/Inputs (such as program space, transportation or other resources necessary for the success of your program):

For over 50 years RSVP of Dane County has been meeting the basic needs of seniors and families in the community. We do this by partnering with other public and nonprofit agencies. The success of programs depends on our local partnerships.

8. BUDGET

- A. The budget should be submitted with the proposal using the template provided in an Excel document or a PDF. There are five tabs within the Excel spreadsheet: Cover Page, Organization Overview and one sheet for the Program Budget for each program. The Cover Page, Organizations Overview and relevant Program Budgets must be submitted with this document for a proposal to be complete.

Joint/Multi-Agency Applications

- B. All Joint/Partner Agencies listed on page 2 of this Program Narrative form must also complete a Budget Narrative form to be submitted alongside all required materials.

The budget template and budget narrative can be found on the [CDD Funding Opportunities website](#).

9. If applicable, please complete the following:

A. Disclosure of Conflict of Interest

Disclose any potential conflict of interest due to any other clients, contracts, or property interests, e.g. direct connections to other funders, City funders, or potentially funded organizations, or with the City of Madison.
N/A

B. Disclosure of Contract Failures, Litigations

Disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation.
N/A

APPLICATION FOR 2024 OLDER ADULT SERVICES PROGRAMS

1. ORGANIZATION CONTACT INFORMATION

Legal Name of Organization	RSVP of Dane County, Inc
Mailing Address	6501 Watts Road, Suite 250 Madison WI 53719
Telephone	608-441-1393
FAX	
Director	Diana Jost
Email Address	Djost@rsvpdane.org
Additional Contact	Kate Seal
Email Address	Kseal@rsvpdane.org
Legal Status	Private: Non-Profit
Federal EIN:	391273164

2. PROPOSED PROGRAMS

	2025	If currently City funded		
Program Name:	Letter	Amount Requested	2024 Allocation	Joint/Multi Application - SELECT Y/N
Culturally Relevant Services	A	\$40,000	\$65,670	
Contact:	Diana Jost			
Independent Living Support Services	B	\$20,000		
Contact:	Diana Jost			
	C			
Contact:				
	D			
Contact:				
	E			
Contact:				
TOTAL REQUEST		\$60,000		

DEFINITION OF ACCOUNT CATEGORIES:

Personnel: Amount reported should include salary, taxes and benefits. Salary includes all permanent, hourly and seasonal staff. Taxes/benefits include all payroll taxes, unemployment compensation, health insurance, life insurance, retirement benefits, etc.

Operating: Amount reported for operating costs should include all of the following items: insurance, professional fees and audit postage, office and program supplies, utilities, maintenance, equipment and furnishings depreciation, telephone, training and conferences, food and household supplies, travel, vehicle costs and depreciation, and other operating related cost

Space: Amount reported for space costs should include all of the following items: Rent/Utilities/Maintenance: Rental costs for office space; costs of utilities and maintenance for owned or rented space. Mortgage Principal/Interest/Depreciation/Taxes: Costs with owning a building (excluding utilities and maintenance).

Special Costs: Assistance to Individuals - subsidies, allowances, vouchers, and other payments provided to clients. Payment to Affiliate Organizations - required payments to a parent organization. Subcontracts - the organization subcontracts for service being purchased by a funder to another agency or individual. Examples: agency subcontracts a specialized counseling service to an individual practitioner; the agency is a fiscal agent for a collaborative project and provides payment to other agency

3. SIGNATURE PAGE

AFFIRMATIVE ACTION

If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at cityofmadison.com/civil-rights/contract-compliance.

CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, State and Federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at 266-6520. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

INSURANCE

If funded, applicant agrees to secure insurance coverage in the following areas to the extent required by the City Office of Risk Management: Commercial General Liability, Automobile Liability, Worker's Compensation, and Professional Liability. The cost of this coverage can be considered in the request for funding.

4. SIGNATURE

Enter name:

By entering your initials in the box you are electronically signing your name and agreeing to the terms listed above.

DATE

INITIALS:

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5. BOARD-STAFF DEMOGRAPHICS

Indicate by number the following characteristics for your agency's current board and staff. Refer to application instructions for definitions. You will receive an "ERROR" until you finish completing the demographic information.

DESCRIPTOR	BOARD		STAFF		MADISON*		
	Number	Percent	Number	Percent	GENERAL Percent	POVERTY Percent	R/POV** Percent
	TOTAL	13	100%	13	100%		
GENDER							
MAN	5	38%	4	31%			
WOMAN	8	62%	9	69%			
NON-BINARY/GENDERQUEER	0	0%	0	0%			
PREFER NOT TO SAY	0	0%	0	0%			
TOTAL GENDER	13	100%	13	100%			
AGE							
LESS THAN 18 YRS	0	0%	0	0%			
18-59 YRS	1	8%	5	38%			
60 AND OLDER	12	92%	8	62%			
TOTAL AGE	13	100%	13	100%			
RACE							
WHITE/CAUCASIAN	10	77%	11	85%	80%	67%	16%
BLACK/AFRICAN AMERICAN	2	15%	1	8%	7%	15%	39%
ASIAN	0	0%	1	8%	8%	11%	28%
AMERICAN INDIAN/ALASKAN NATIVE	1	8%	0	0%	<1%	<1%	32%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%	0%	0%	0%
MULTI-RACIAL	0	0%	0	0%	3%	4%	26%
BALANCE/OTHER	0	0%	0	0%	1%	2%	28%
TOTAL RACE	13	100%	13	100%			
ETHNICITY							
HISPANIC OR LATINO	0	0%	0	0%	7%	9%	26%
NOT HISPANIC OR LATINO	13	100%	13	100%	93%	81%	74%
TOTAL ETHNICITY	13	100%	13	100%			
PERSONS WITH DISABILITIES	5	38%	2	15%			

*REPORTED MADISON RACE AND ETHNICITY PERCENTAGES ARE BASED ON 2009-2013 AMERICAN COMMUNITY SURVEY FIGURES.

AS SUCH, PERCENTAGES REPORTED ARE ESTIMATES. See Instructions for explanations of these categories.

**R/POV=Percent of racial group living below the poverty line.

6. Does the board composition and staff of your agency represent the racial and cultural diversity of the residents you serve? If not, what is your plan to address this? (to start a new paragraph, hit ALT+ENTER)

7. AGENCY GOVERNING BODY

How many Board meetings were held in 2023	12
How many Board meetings has your governing body or Board of Directors scheduled for 2024?	12
How many Board seats are indicated in your agency by-laws?	15

List your current Board of Directors or your agency's governing body.

Name	Deborah Speckmann -President				
Home Address	4815 Cottage Grove Rd #119, Madison WI 53716				
Occupation	Retired Employee Trust Funds employee				
Representing					
Term of Office		From:	06/2018	To:	06/2026
Name	Tom Howells, Vice President				
Home Address	5406 Heather Rd, Middleton, WI 53562				
Occupation	Retired WI Motors Carriers				
Representing					
Term of Office		From:	06/2017	To:	06/2026
Name	Kelly Krein, Secretary				
Home Address	2110 E. Dayton St, Madison, WI 53704				
Occupation	Student Governor Advisor UW Madison				
Representing					
Term of Office		From:	06/2011	To:	06/2026
Name	Jack Anderson, Treasurer				
Home Address	555 Toncho Dr. #228 Madison, WI 53718				
Occupation	Retired University Teacher				
Representing					
Term of Office		From:	06/2008	To:	06/2026
Name	Jane Bannerman				
Home Address	614 Piper Dr Madison WI 53711				
Occupation	Retired College Library UW Madison				
Representing					
Term of Office		From:	06/2022	To:	06/2025
Name	Karen Cunningham				
Home Address	1406 Lynndale Rd Madison, WI 53711				
Occupation	Retired US Dept of Interior				
Representing					
Term of Office		From:	12/2018	To:	12/2026
Name	Isabel Hubbard				

AGENCY GOVERNING BODY cont.

Name	LuAnn Paepke				
Home Address	530 Togstad Glen Madison WI 53711				
Occupation	Retired State of WI Foster Grandparent Coordinator				
Representing					
Term of Office		From:	06/2017	To:	06/2026
Name	Mary Stamstad				
Home Address	6317 Peidmont Rd Madison WI 53711				
Occupation	Retired RSVP of Dane County				
Representing					
Term of Office		From:	02/2020	To:	02/2025
Name	Muriel Whiteeagle-Lee				
Home Address	706 Saukdale Way, Madison WI 53717				
Occupation	Ho-Chunk Nation Tribal Advisory Board				
Representing					
Term of Office		From:	06/2024	To:	06/2024
Name					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
Name					
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Term of Office		From:	mm/yyyy	To:	mm/yyyy
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Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
Name					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy

The RSVP Board reflects the racial and cultural diversity of the communities we serve. Recently, two Board members, one Hispanic and one bilingual had to step down due to health reasons. We are actively seeking replacements for these positions aiming to enhance the racial and cultural breadth of our Board. Simoutaneously, efforts are underway to bolster the diversity of our volunteer pool. Collaborating with the Diversity and Marketing Committees, we have outline several initiatives: Ongoing outreach to neighborhood centers, churches, service organizations, community centers, and similar groups representing underrepresented populations. 2. Participation in community events such as meetings, fairs, and celebrations such as Juneteenth, Pride Day, and Urban Triag picnic to engage with diverse audiences. 3. Exploration of new volunteering opportunities tailored to underrepresented communities, including expansion of school programs, recruitment of additional low-income Foster Grandparent Volunteers, expansion of the Group Projects & Homeworkers Program, and initiation of a Telephone Reassurance Program, all focused on equity Priority Areas. 4. Ensuring accessibility by translating all written material into Spanish and Hmong. Notably, our website underwent an extensive update in 2023 offering a fully translated version in Spanish. 5. Incorporating diverse representation in all materials. 6. Sustaining collaboration with media groups to effectively reach underrepresented communities. Through these concerted efforts, we aim to foster inclusivity and engagement among all members

COMMUNITY DEVELOPMENT DIVISION

ORGANIZATION OVERVIEW

CITY OF MADISON

Home Address	431 Meadow Rose Lane, Madison, WI 53717				
Occupation	Retired educator				
Representing					
Term of Office		From:	06/2018	To:	06/2026
Name	James Jenkins				
Home Address	1134 Frisch Road, Madison, WI 53711				
Occupation	Retired State of WI Dane Co Department Human Services				
Representing					
Term of Office		From:	02/2014	To:	02/2026

Name

Home Address

Occupation

Representing

Term of Office

	From:	mm/yyyy	To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

	From:	mm/yyyy	To: mm/yyyy

****Instructions: Complete this workbook in tab order, so the numbers will autofill correctly. Only fill in the yellow cells. Only use whole numbers, if using formulas or amounts with cents, convert to whole number before submitting to CDD.**

Please fill out all expected revenues for the programs you are requesting funding for in this application. All programs not requesting funding in this application, should be combined and entered under NON APP PGMS (last column)

REVENUE SOURCE	AGENCY 2025	PROGRAM A	PROGRAM B	PROGRAM C	PROGRAM D	PROGRAM E	NON APP PGMS
DANE CO HUMAN SVCS	643,568	50,005	25,002				568,561
UNITED WAY DANE CO	2,000	1,333	667				
CITY CDD (This Application)	60,000	40,000	20,000				
City CDD (Not this Application)	0						
OTHER GOV'T*	413,364	198,045	94,556				120,763
FUNDRAISING DONATIONS**	229,470	155,980	73,490				
USER FEES	0						
TOTAL REVENUE	1,348,402	445,363	213,715	0	0	0	689,324

*OTHER GOVERNMENT: Includes all Federal and State funds, as well as funds from other counties, other Dane County Departments, and all other Dane County cities, villages, and townships.

**FUNDRAISING: Includes funds received from foundations, corporations, churches, and individuals, as well as those raised from fundraising events.

****List all staff positions related to programs requesting funding in this application, and the amount of time they will spend in each program.**

Title of Staff Position*	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025
	Program A FTE**	Program B FTE**	Program C FTE**	Program D FTE**	Program E FTE**	Total FTE	Annualized Salary	Payroll Taxes and Fringe Benefits	Total Amount	Hourly Wage***	Amount Requested from the City of Madison
Executive Director	0.66	0.34				1.00	94,815	26,548	121,363	45.58	3,032
Assistant Director	1.00					1.00	63,945	17,905	81,850	30.74	3,093
Accountant	0.66	0.34				1.00	58,549	16,394	74,943	28.14	3,430
Office Support Administrator	0.66	0.34				1.00	56,161	15,725	71,886	27.00	3,081
Community Connection Coord	0.34	0.66				1.00	55,717	15,601	71,318	26.78	17,390
Group Project Prog Coordinatir	0.53					0.53	23,505	6,581	30,086	21.32	9,703
Triad Coordinator	0.80					0.80	36,049	10,094	46,143	21.66	0
FGP & Inter Gen Coordinator	0.80					0.80	46,437	13,002	59,439	27.90	12,271
						0.00			0	0.00	0
						0.00			0	0.00	0
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						0.00			0	0.00	0
SUBTOTAL/TOTAL:	5.45	1.68	0.00	0.00	0.00	7.13	435178.00	121849.84	557027.84	229.12	52000.00

CONTINUE BELOW IF YOU NEED MORE ROOM FOR STAFF POSITIONS

*List each staff position separately. Indicate number of weeks to be employed if less than full year in parentheses after their title.

**Full Time Equivalent (1.00, .75, .60, .25, etc.) 2,080 hours = 1.00 FTE

****List all staff positions related to programs requestong funding in this application, and the amount of time they will spend in each program.**

	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025
Title of Staff Position*	Program A FTE**	Program B FTE**	Program C FTE**	Program D FTE**	Program E FTE**	Total FTE	Annualized Salary	Payroll Taxes and Fringe Benefits	Total Amount	Hourly Wage***	Amount Requested from the City of Madison
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
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						0.00			0	0.00	0
TOTAL:	5.45	1.68	0.00	0.00	0.00	7.13	435178.00	121849.84	557027.84	229.12	52000.00

*List each staff position separately. Indicate number of weeks to be employed if less than full year in parentheses after their title.

**Full Time Equivalent (1.00, .75, .60, .25, etc.) 2,080 hours = 1.00 FTE

Program Summary

This tab should be completely filled in by your previous answers.

Pgm Letter	Program Name	Program Expenses	2025 City Request
A	Culturally Relevant Services	PERSONNEL	35,200
		OTHER OPERATING	2,000
		SPACE	2,000
		SPECIAL COSTS	800
		TOTAL	40,000
B	Independent Living Support Services	PERSONNEL	16,800
		OTHER OPERATING	1,100
		SPACE	1,400
		SPECIAL COSTS	700
		TOTAL	20,000
C	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
D	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
E	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
TOTAL FOR ALL PROGRAMS			60,000



Memorandum of Agreement
between the Madison Metropolitan School District
and Retired Senior Volunteer Program of Dane County, Inc.
(2022-2025)

Intergenerational & FOP

This Memorandum of Agreement (MOA) outlines the mutually agreed upon elements of the medium-intensity partnership between the public school district of Madison Metropolitan School District (MMSD) and Retired Senior Volunteer Program of Dane County, Inc. (RSVP) that carries out **Foster Grandparents Program**.

Due to the COVID-19 Pandemic Madison Metropolitan School District schools have been closed, hybrid, or open to teachers and students only. Most volunteers were not permitted in schools from March 2020 through the 2021 school year, including part of the 2022 school year. Although the MOA expired in 2021, students were not present in schools, therefore, this MOA is written to reflect the students' re-entry to school in-person educational activities in 2022.

1. Statement of Shared Purpose

RSVP OF DANE COUNTY, INC's Foster Grandparent program, funded through the Corporation for National and Community Service (CNCS) SeniorCorps and the State of Wisconsin provides up to 10 (ten) volunteers in up to 5 (five) Elementary MMSD schools. The Foster Grandparent volunteers receive stipends through the grant to defray costs of serving. The Foster Grandparent program provides older adult volunteers to serve as role models, mentors, tutors and friends to students who are primarily low income, special needs, or in circumstances that limit their academic or social/emotional development. The students are selected by classroom teachers. The goal of the program is to improve students' engagement with learning. The Foster Grandparent volunteer must be 55 or older, income eligible (as described in #6 below), pass an annual physical and volunteer 5-40 hours per week.

2. Rationale Defining Participation

RSVP OF DANE COUNTY, INC's mission is to make a positive impact in the community by recruiting volunteers 55 and older to help deliver priority services to people of all ages providing Dane County with a valuable resource. RSVP OF DANE COUNTY, INC has a long-standing relationship with Dane County schools, including MMSD, to recruit, screen, train and support senior volunteers. Dane County has a significant number of students of color and those from low-income families who are not performing at grade level during their elementary years. The RSVP OF DANE COUNTY, INC Foster Grandparent provides senior volunteers to mentor and tutor specific but to also be a role model to the whole classroom by sharing their knowledge, talents and life experiences.

MMSD and RSVP OF DANE COUNTY, INC are committed to working collaboratively to ensure alignment with partners' missions:

- MMSD's Strategic Framework Goal: Every child is on track to graduate ready for college, career and community.
- MMSD's Strategic Framework Core Values: Belonging

3. Timeframe

The term of this agreement shall be from September 6, 2022 -August 31, 2025. Direct services shall be provided to students during the school year and in some cases during the summer school term.

- RSVP OF DANE COUNTY, INC Intergenerational Coordinator and Foster Grandparent Supervisor and the MMSD Community Partnerships Coordinator will meet monthly to review program operations.
- The RSVP OF DANE COUNTY, INC Assistant Director/Foster Grandparent Supervisor and MMSD Community Partnerships Coordinator shall review progress towards meeting program goals/outcomes and fulfillment of expectations outlined in this MOA at the mid-year (by February) and end of year (by August).

4. Specific Target Goals/Outcomes

Goal I: Foster Grandparents are role models, mentors, tutors and friends to students identified by teachers in need of additional support. The program provides a way for volunteers age 55 and over to stay active by serving students and youth in their communities. The short-term impact of volunteer tutoring programs is primarily on student engagement with learning, or the 'non-cognitive' or 'social emotional' factors that are critical for long-term academic improvement. Drawing upon the framework established by the Consortium for Chicago School Research (CCSR) at the University of Chicago, it is believed tutoring partnerships in MMSD have the greatest potential for impact on:

- Academic behaviors (i.e. going to class, doing homework)
 - Academic perseverance (i.e. 'grit' self-discipline)
 - Academic mindsets (i.e. youth feel they belong in an academic community)
 - Learning strategies (i.e. metacognitive strategies, goal setting)
 - Social Skills (i.e. interpersonal skills)
-
- Outcome I a: RSVP OF DANE COUNTY, INC will recruit, train and support minimum of 10 senior (55+) volunteers. Each school site must have a minimum of 2 foster grandparents.
 - Outcome I b: Each foster grandparent will volunteer in a school in service to students a minimum of 15 hours and a maximum of 40 hours a week not to exceed 2080 hours per year.
 - Outcome I c: Students will demonstrate an improvement in academic engagement and social/emotional goals.

5. Program Monitoring

Metrics identified to measure program outcomes are as follows:

- Outcome Ia: RSVP OF DANE COUNTY, INC, Inc will recruit, train and support up to 10 senior (55+) volunteers. Each identified school site shall have a minimum of 2 foster grandparents.
 - Metric: RSVP OF DANE COUNTY, INC active volunteer roster.
- Outcome Ib: Each foster grandparent will volunteer in school in service to students a minimum of 15 hours and a maximum of 40 hours a week not to exceed 2080 hours per year.
 - Metric: RSVP OF DANE COUNTY, INC bi-weekly timesheet (Appendix A) signed by the participating teacher.
- Outcome Ic: Students will demonstrate an improvement in academic engagement and social/emotional goals.
 - Metric: Teachers complete an RSVP OF DANE COUNTY, INC Assignment Plan (Appendix B). Partnership organization will prepare mid-year (by February) and year-end (by August) reports outlining progress towards meeting program goals/outcomes to be shared with Partnership Leadership and MMSD Director of Strategic Partnerships & Innovation.

6. Organizational Structure and Responsibilities
Partner Organization - RSVP of Dane County,
Inc.:

- o Recruit, interview, and do background checks of up to 10 foster grandparent volunteers.
- o Foster grandparents must be 55+, 200% of the poverty level or below, pass an annual physical, pass a (NSCHC) national service criminal history background check, and must be available and able to serve a minimum of 15 hours per week.
- o Provide a minimum of 40 hours of training to each volunteer before they are placed in a school. The content of the training will include: 20 hours of training and 20 hours of job shadowing. The training includes: CNCS requirements, RSVP OF DANE COUNTY, INC program, orientation of the school site, effective tutoring and mentoring strategies, effective and respectful communication with students and youth strategies, serving students with special needs.
- o Provide ongoing 4 hour monthly in-service training on a variety of topics to include cultural and linguistic practice, trauma-informed care, tutoring practices, and resources for themselves as older adults.
- o Participate in the Tutoring Network training workshops for volunteers and staff.
- o Provide supervision and support of volunteers by the Foster Grandparent Supervisor.
- o Ensure program compliance with CNCS requirements, including but not limited to the Volunteer Station Safety Assessment Checklist (Addendum B).
- o Work with MMSD District to determine which schools the program will be placed. The desired state is: an elementary school, high percentage of economically disadvantaged students, and school locations on all sides of town and close to public transportation.
- o RSVP OF DANE COUNTY, INC Foster Grandparent Supervisor will work with the school principal to determine which specific teacher(s) will be the best fit for the program who can provide ongoing support and fulfill the role of on-site Foster Grandparent Supervisor.

MMSD:

- **Central Office**
 - o Community Partnerships Coordinator will meet monthly with the RSVP OF DANE COUNTY, INC Intergenerational Coordinator/Foster Grandparent Supervisor to review program operations.
 - o Ensure alignment with MMSD Strategic Framework
 - o Ensure alignment with district's best practices in Academic Tutoring and volunteer management
 - o Support access to District staff to ensure program alignment (i.e. Director of Strategic Partnerships & Innovation, Assistant Superintendents for Elementary, Curriculum and Instruction, Human Resources, Research & Evaluation, Communications, Community Engagement, Legal, etc.)
 - o Collaborate on the development of an annual tutor training pion that encompasses best practices in volunteer management in alignment with MMSD curricular and instructional goals

- o Support ongoing tutor training by providing staff and resources for an established schedule of annual tutor trainings through the Tutoring Network.
 - o Support adherence to MMSD policies and procedures for volunteers in relation to the tutors, including completion of volunteer application, criminal background checks, and annual review/sign "Expectations of MMSD Pre-K- 12 Volunteers" (Addenda-MMSD Volunteer Expectations)
 - o Assist with school identification, coordinate with participating principals.
 - o Help prepare and participate in mid-year and year-end progress reviews
- **School teachers/Principals**
 - o Principal agrees to the Foster Grandparent program site agreement for their school.
 - o Principal determines which teacher will be the on-site Foster Grandparent Supervisor.
 - o The on-site Foster Grandparent Supervisor/teacher will provide on-going support, sign the bi-weekly timesheet (Appendix A), and fill out a specific assignment plan (Appendix B) at the beginning and the end of the service time.
 - o Teacher or school staff selects a target student for this program based on the following criteria: low-income, special or exceptional needs, or students in circumstances that limit their academic or social/emotional development.
 - o Teacher or school staff must provide pre/post assessment scores to measure academic gains in literacy/math/social emotional goals on the assignment plan. The pre/post assessment scores can be determined by the teacher.

7. Lines and Frequency of Communication

- Bi-weekly, the teacher/on-site Foster Grandparent Supervisor must review and sign the timesheet (Appendix A)
- Monthly, the MMSD Community Partnerships Coordinator and the RSVP OF DANE COUNTY, INC Assistant Director/Foster Grandparent Supervisor will meet to review program operations.
- Monthly, the teacher and the RSVP OF DANE COUNTY, INC Foster Grandparent Coordinator will communicate either via phone, email or in person to review progress on goals.
- Teachers and RSVP OF DANE COUNTY, INC Foster Grandparent Coordinator review the specific assignment plans at the mid-year and year-end. Teachers complete and review with RSVP OF DANE COUNTY, INC staff the year-end teacher survey (Appendix C)
- Mid-year and year-end review of partnership report with MMSD Community Partnership Coordinator, RSVP OF DANE COUNTY, INC staff. The reports will be forwarded to MMSD Director of Strategic Partnerships and Innovation, RSVP OF DANE COUNTY, INC Executive Director and the school site principals.

8. Decision-Making Authority

	Joint	RSVP of Dane County, Inc	MMSD Central Office	School Site Staff
Human Resources:		Recruit, background, orientation of Foster Grandparents	Background check of volunteers	On-going, daily supervision of Foster Grandparent
Marketing, promotion, recruitment	Review	Develop		

Budget/Funding		Secure federal grant, other funds.		
Providing pertinent Student Data				Selects target student based on criteria; provides student pre/post assessment scores; no personally identifiable number provided
Program Design		Review and ensure compliance of program design based on federal grant regulations.		
Program Management		Day-to-day operations; program-wide decisions in consultation with MMSD.		Day-to-day operations; program-wide decisions in consultation with RSVP of Dane County, Inc.
Program Reporting	Mid and year-end review.	Complete the federally required reports.		Provides data on pre/post assessment.

9. Public Relations

Any marketing materials related to this program shall be reviewed by both partners prior to publication/release.

Pictures of students served by the program will not be made available for publications or media as it identifies them as students with learning challenges. Occasionally a carefully photographed shot featuring a tutor, who has given written permission, and only the back of a child where there is no possibility of recognition, may be an option.

10. Partner In-Kind Contributions

MMSD will provide (in-kind):

- Background checks
- MMSD staff coordination time (principals, teachers, MMSD Community Partnership Coordinator)

RSVP OF DANE COUNTY, INC will provide (in-kind):

- Additional and program-required background checks.

11. Budget Information

All costs will be covered through RSVP OF DANE COUNTY, INC and its fundraising as described in #12.

12. Fundraising

- *RSVP OF DANE COUNTY, INC, secures program funds through the Corporation for National and Community Service and the State of Wisconsin Department of Health and Human Services. The CNCS grant is funded on a 3-year, renewable cycle. RSVP OF DANE COUNTY, INC also applies for additional, smaller local grants to fund this program.*

13. Access to and Use of Data

- The teacher determines what the student needs are in relation to this program (math, literacy, behavior, etc.), fills out the Individual Assignment Plan form provided by RSVP OF DANE COUNTY, INC and provides the program with before and after assessment of academic and/or academic engagement gains based on standardized scores. The data provided by teachers is specific a student but no student ID or personally identified information is on the form.

14. Composition and Role of Advisory Board

- Not Applicable

15. Special Limitations Including Prohibited Activities

Special limitations outlined in CNCS Foster Grandparent Handbook

16. Indemnity and Insurance.

a. The Parties agree that, by virtue of entering into this agreement, the MMSD is in no way assuming any liability associated with or any role in supervising or directing the activities, programs or operations of RSVP OF DANE COUNTY, INC., and nothing in this MOA is intended to create any relationship of third-party beneficiary, principal or agent, joint venture or similar association.

At all times during the term of this Agreement, to the fullest extent allowed by the laws of Wisconsin. RSVP OF DANE COUNTY, INC. shall indemnify, hold harmless and defend the MMSD. its officers, employees and representatives, including Madison School & Community Recreation, against any and all liability, loss, damages, costs or expenses, including court costs and attorney's fees, which the MMSD. its officers, employees, or representatives may sustain, incur or be required to pay by reason of any acts or omissions of the RSVP OF DANE COUNTY. INC, its employees. volunteers or agents, that are in any way related to this agreement. This section shall not apply to liabilities, losses, charges, costs or expenses caused by or resulting from acts or omissions of the MMSD, its officers, employees, or representatives.

b. RSVP OF DANE COUNTY, INC shall obtain Child Molestation/Child Abuse. general commercial liability and property coverage insuring RSVP OF DANE COUNTY, INC in the minimum amount of

\$1,000,000 against claims, demands and causes of action arising from or relating to any acts or omissions by RSVP OF DANE COUNTY, INC and/or its employees, staff, agents, volunteers and representatives, in order that the general public or any representative of the MMSD may have recourse against the responsible party for injuries or damages. MMSD shall be named as an additional insured on such policy for the purposes of the services provided hereunder. RSVP OF DANE COUNTY, INC shall provide MMSD with a certificate(s) of insurance evidencing such coverage, and also provide MMSD with a 30-day prior notice of cancellation or material change in any policy given to the MMSD. In the event that RSVP OF DANE COUNTY, INC fails to maintain such insurance, the MMSD may, at its option, immediately terminate the contract in whole or in part in addition to any other remedy available. In addition, RSVP OF DANE COUNTY, INC shall furnish, at the option of the MMSD, evidence that the RSVP OF DANE COUNTY, INC has adequate worker's compensation insurance, or evidence that such worker's compensation insurance is not required.

17. Confidentiality

The parties acknowledge that for the purposes of the program and/or its evaluation, RSVP OF DANE COUNTY, INC may have access to MMSD's Confidential and personally identifiable information derived from student education records ("Student Information") under the conditions described herein. RSVP OF DANE COUNTY, INC agrees to respect such confidentiality and implement policies and practices to keep such information confidential. RSVP OF DANE COUNTY, INC shall maintain student information it may hold for and on behalf of the District - ONLY for the primary purpose of providing the Services (tutoring) described in this agreement - in accordance with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g(a)(4)(A)(ii), 1232g(b)(1).

Any student information provided to RSVP OF DANE COUNTY, INC will be disclosed within RSVP OF DANE COUNTY, INC only to employees or tutor volunteers of RSVP OF DANE COUNTY, INC who have a legitimate educational interest in maintaining the data for uses authorized in this agreement. RSVP OF DANE COUNTY, INC employees and tutor volunteers assigned to MMSD students will be deemed school officials for the purpose of access to personally identifiable information derived from student education records only if (i) they have a legitimate interest in maintaining the data for the express purposes of providing the Service under this agreement; and (ii) personally identifiable information derived from students' education records and maintained by RSVP OF DANE COUNTY, INC will not be further disclosed to third parties, except as authorized by MMSD or by this agreement, and subject to the conditions under FERPA. RSVP OF DANE COUNTY, INC shall require each employee or volunteer having access to student record information sign a non-disclosure statement in a substantially similar form to that of Attachment A hereto, and RSVP OF DANE COUNTY, INC will protect student information provided by the District from further disclosure. RSVP OF DANE COUNTY, INC will notify MMSD of third party requests for disclosures of student information. Actual disclosures of such information to third party organizations must be pre-authorized by the District, which shall be responsible for maintaining a record of the request or disclosure with the records of each student, and providing the record to parents upon request, as required by 34 CFR 99.32.

18. Non-Discrimination

Parties agree not to discriminate on basis prohibited by federal, state, or local laws, ordinances or regulations, including but not limited to applicable Titles of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973, as amended.

19. Program Termination

If, through any cause, the Partnership Organizations fails to timely and properly undertake and/or complete the program, violates any of the covenants of this MOA, or based upon any other reason for termination as set forth in this MOA, the MMSD may terminate this MOA by notifying the RSVP OF DANE COUNTY, INC in writing, (1) of its decision to terminate the program and (2) the reason(s) therefor.

20. Program Property

In the event the MMSD terminates this MOA, unless RSVP OF DANE COUNTY, INC wishes to donate same, all finished and unfinished documents, services, papers, data, products, and the like prepared, produced or made by RSVP OF DANE COUNTY, INC and any purchases of materials or equipment made by RSVP OF DANE COUNTY, INC for this project shall remain the property of RSVP OF DANE COUNTY, INC, and RSVP OF DANE COUNTY, INC shall maintain records that will clearly identify such materials or equipment. Provided, however that any documents, papers, or data that contains any personally identifiable student information shall be deemed to be MMSD property. Any MMSD property used or any material or equipment purchased by MMSD for the PROGRAM, shall remain the property of MMSD and be returned to MMSD if in the possession of RSVP OF DANE COUNTY, INC.

21. Personnel

The RSVP OF DANE COUNTY, INC agrees to secure at its own expense all personnel, necessary to carry out its obligations under this MOA. Although MMSD employees may volunteer or otherwise work for the RSVP OF DANE COUNTY, INC during non-contracted hours, whenever they are carrying out the RSVP OF DANE COUNTY, INC's obligations they shall not be deemed to be employees of the MMSD, nor shall they or any of them have, or be deemed to have, any direct contractual relationship with the MMSD for said services. The RSVP OF DANE COUNTY, INC shall provide the services described herein in a professional and competent manner.

23. Controlling Law

It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling.

24. Exclusivity of Agreement

This entire MOA is intended to be an agreement solely between the parties hereto and for their benefit only. No part of the MOA shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.

25. Entirety of Agreement

The entire agreement of the parties is contained herein and this MOA supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this MOA shall not be amended in any fashion except in writing, executed by both parties.

26. Severability

If any provision of the Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable.

27. Authority

By signing below, each person hereby represents that he/she has the authority to sign this MOA and bind the party to adhere to its terms.

28. Statement of Agreement

Both parties agree to the terms of this MOA.

Madison Metropolitan School District

RSVP OF DANE COUNTY, INC

DocuSigned by:
Natalie P Rew 12/22/2022
EE687D31739347C...
Natalie Rew Date
Comptroller

DocuSigned by:
Margie Zutter 12/22/2022
65E0869600D4EB...
Margie Zutter Date
Executive Director

DocuSigned by:
Tamuriel L Grace 12/22/2022
E0AE93965EA54E8...
Tamuriel Grace Date
Associate Superintendent of Engagement

FOSTER GRANDPARENT PROGRAM - ATTENDANCE RECORD

NAME _____ BI-WEEKLY REIMBURSEMENT PERIOD **October 16-28, 2022**

SITE _____ CLASSROOM _____ Phone Buddy _____

DAY	DATE	REG HRS. #hours/ Assig. Code	ORIENT HRS.	IN-SERV HRS.	PAWDS HRS.	OTHER PTO *Explain	TOTAL HOURS PAID	MILES REIM	OTHER TRAVEL (Ex. Bus)	MEAL REIM (\$3.00/day)
SUN	10/16									
MON	10/17									
TUES	10/18									
WED	10/19									
THURS	10/20									
FRI	10/21									
SAT	10/22									
SUN	10/23									
MON	10/24									
TUES	10/25									
WED	10/26									
THURS	10/27									
FRI	10/28									
SAT	10/29									
TOTAL										

*Explanation of Other PTO hours: _____

Stipend _____ Travel _____ Meals _____ Total paid _____

FOSTER GRANDPARENT SIGNATURE

TEACHER (SITE SUPERVISOR) SIGNATURE

FGP SUPERVISOR/COORDINATOR SIGNATURE

Return to: RSVP Foster Grandparent Program, 6501 Watts Road, Suite 250,
Madison, WI 53719. Fax: 608/238-7931. Attention: Diana Jost

During COVID-19, Regular hours include: Literacy Videos (LV) Computer Buddies (CB) Phone Buddy (PB) Pen Pal (PP) Zoom tutoring (ZT), or in-person tutoring (IPT)

During COVID-19, In-service hours include: movie club (MC) book club (BC), FGP in-service (FGPIS), any other approved Webinars (Web), meetings (Meet), Volunteer Zoom events, (VZE) Triad webinars (TRIAD)

10-26-2021



...where volunteers make a difference



FOSTER GRANDPARENTS
Share Today. Shape Tomorrow.

**FOSTER GRANDPARENT PROGRAM
Assignment Plan – K-12
Academic Year 2021-22**

The Foster Grandparent Program receives funding to provide an opportunity for volunteers 55 and older to make a lasting difference in the lives of children with special and exceptional needs. To be in compliance with our federal grant, each year we must report on the progress made towards the established goals. The information contained in this form helps us report the progress of our volunteers and the continued need for funding of the program.

It is a federal requirement that all Foster Grandparent volunteers have an Assignment Plan on file for the specific students with whom they are assigned to work *most often*. Eligible students who are paired with a Foster Grandparent for specific and targeted academic support include those with special or exceptional needs, students in circumstances that limit their academic, social, or emotional development, or economically disadvantaged students. Each Assignment Plan is differentiated based on student's needs: Emotional/Social Development, Literacy, Math, or Other.

Please complete *all sections* of this form, documenting the student's needs & the activities you want the Foster Grandparent to perform, and the desired results of those activities. The completed assignment plan becomes the volunteer's "position description." Shaded areas will be completed in the spring.

Please be assured that all of the information that you provide will only be used for statistical purposes and results reporting and that no specific student will be identified.

Foster Grandparent's Name: _____ School: _____ WI

Weekly Schedule: M: _____ Tu: _____ W: _____ Th: _____ F: _____

Classroom Teacher's Name: _____

Teacher's E-mail: _____

Teacher's Phone: _____

Total # of Children in Class: _____

List Children's Name, Grade, Age and Special or Exceptional Need:

To preserve the child's confidentiality, please use the child's first name, initials, pseudonym, or student ID number *only*. Keep in mind that you *will* need to identify the child *and* his/her special need in order to complete this form.

Child's Name or code to identify	Grade	Age	Need Code Choose from the list below and indicate all that apply
<i>Example: 1. Anna</i>	3	8	<i>SR-L, SR-M</i>
<i>Example: 1. Abc15</i>	3	8	<i>SR-L,SR-M</i>
1.			
2.			
3.			
4.			

Special/Exceptional Needs Codes and Suggested Activities that target Education and Mentoring

SR- E: Emotional/Social Development – social skills (peer relationships, friendships, etc.), life skills (character, responsibility, respect, honesty, trustworthiness, etc.), behavior (expectations, boundaries, etc.). **Activities:** listen, talk, and play games to build relationship to allow discussion and development of life skills. Review behavior expectations, provide positive encouragement and support and be a positive presence (role model). Help student stay focused, provide encouragement and reinforce what teacher has taught.

SR - L: Literacy – reading and writing. **Activities:** read to student, listen to student read, discuss story elements, assist with writing, practice weekly spelling words.

SR - M: Math – Number awareness, patterns. **Activities:** assist with math-related activities.

The activities should occur 1 on 1, at least 15 minutes a day, or regularly in the week. Mark all that apply.

Child 1. First Name	Grade	Age	Daily	2 – 3x Week	Weekly	Did the child demonstrate improvement in this area according to your year-end assessment?	
<i>Example: Anna, or Abc15</i>	3	8					
	3	8					
SR-E: social skills, life skills, and behavior						Yes	No
SR-L: reading and writing						Yes	No
SR-M: Numbers and operations, patterns and measurements						Yes	No
Other:						Yes	No
Will the student advance to the next appropriate educational level?						YES	NO
Child 2. First Name	Grade	Age	Daily	2 – 3x Week	Weekly	Did the child demonstrate improvement in this area according to your year-end assessment?	
SR-E: social skills, life skills, and behavior						Yes	No
SR-L: reading and writing						Yes	No
SR-M: Numbers and operations, patterns and measurements						Yes	No
Other:						Yes	No
Will the student advance to the next appropriate educational level?						YES	NO
Child 3. First Name	Grade	Age	Daily	2 – 3x Week	Weekly	Did the child demonstrate improvement in this area according to your year-end assessment?	
SR-E: social skills, life skills, and behavior						Yes	No
SR-L: reading and writing						Yes	No
SR-M: Numbers and operations, patterns and measurements						Yes	No
Other:						Yes	No
Will the student advance to the next appropriate educational level?						YES	NO

Child 4. First Name	Grade	Age	Daily	2 – 3x Week	Weekly	Did the child demonstrate improvement in this area according to your year-end assessment?	
SR-E: social skills, life skills, and behavior						Yes	No
SR-L: reading and writing						Yes	No
SR-M: Numbers and operations, patterns and measurements						Yes	No
Other:						Yes	No
Will the student advance to the next appropriate educational level?						YES	NO
Child 5. First Name	Grade	Age	Daily	2 – 3x Week	Weekly	Did the child demonstrate improvement in this area according to your year-end assessment?	
SR-E: social skills, life skills, and behavior						Yes	No
SR-L: reading and writing						Yes	No
SR-M: Numbers and operations, patterns and measurements						Yes	No
Other:						Yes	No
Will the student advance to the next appropriate educational level?						YES	NO

I accept this assignment plan:

Signature: Foster Grandparent

Date

Signature: Teacher

Date

I approve this assignment plan:

Signature: FGP Coordinator

Date

Year-End Assessment – Shaded Areas TO BE COMPLETED IN SPRING

Signature: Teacher

Date

Signature: FGP Coordinator

Date



...where volunteers make a difference



FOSTER GRANDPARENTS

Share Today. Shape Tomorrow.

Foster Grandparent Program – Year End Teacher Survey – K-12

Please complete this end of year survey. For federal reporting purposes, the Foster Grandparent (FG) Program is required to collect data to review the impact of the FG assignments on the students' education goals.

Name of Teacher: _____ Grade: _____

Name of School: _____

Name of Foster Grandparent: _____

Qualified Student Selection: Students who are paired with a Foster Grandparent for specific and targeted academic support must *qualify* under one of the following:

- Literacy need
- Economically Disadvantaged
- Specific Learning Disability - i.e. Language/communication, Learning Disabled, Emotional/Social and/or Developmentally Delayed/Disabled

1. Number of *total* students in the classroom: _____

Number of *qualified* students in the classroom: _____

Number of *qualified* students who worked with the Foster Grandparent: _____

2. Did the Foster Grandparent contribute to an increase in the students' performance in literacy or math? yes no If yes, please indicate the number of students : _____

Which testing/assessment tool was used? _____

Please provide the scale system of the testing/assessment tool: _____

Comments (please include any stories related to impact of the FG, suggestions, etc.):

I certify that the students reported on are *qualified* to receive the services of a Foster Grandparent.

Teacher Signature: _____

Date: _____

Thank you for your continued support of the Foster Grandparent Program!

RSVP of Dane County
517 N. Segoe Road, Suite 300, Madison, WI 53705-3100
Phone: (608) 238-7787 Fax: (608) 238-7931
Email: info@rsvpdane.org Web: www.rsvpdane.org

Corporation for
NATIONAL & COMMUNITY SERVICE



Memorandum of Understanding

Between the

Reach Dane (Formerly Dane County Parent Council)

Address: 2096 Red Arrow Trail Madison, WI 53711

And

RSVP Dane Foster Grandparent Program

Address: 6501 Watts Rd. Suite 250 Madison, WI 53719

The Volunteer Station: Reach Dane - Head Start Represented by Jen Bailey hereafter referred to as "Volunteer Station Representative".
Address::2096 Red Arrow Trail Madison, WI 53711

Volunteer Station Representative: Luann Williams

Telephone: 608-270-3467

Fax: 608-275-6756

E-mail lwilliams@reachdane.org

Period Covered: 6/10/22__ to 6/10/25 (School year)

***Memo to file: Due to the COVID-19 pandemic, Reach Dane Head Start was not allowing FGP volunteers in the classroom until February 2022. Therefore this MOU is Signed and dated in February 2022.**

A. RSVP- Dane Foster Grandparent Program under the oversight of the AmeriCorps Seniors, a Federal Government agency, and the RSVP Foster Grandparent Advisory Council will:

1. Foster Grandparent Program Supervisor, Diana Jost, will serve as a liaison with the Volunteer Station: Richard Russell, Foster Grandparent Coordinator as another liaison.
2. Recruit, interview, select, and enroll volunteers in the program. The volunteers will meet the criteria of the Foster Grandparent Program (FGP) Federal Regulations for enrollment in the program.
3. Conduct and document a criminal history check for all Foster Grandparents (FGs) in accordance with the requirements established for a National Service Criminal History Check by the Corporation for National and Community Service.
4. Refer FGP volunteers to Reach Dane. Permit and encourage Reach Dane to screen volunteers pursuant to their established policies and procedures.

9. Provide documentation of in-kind contribution(s) A donation toward annual physical examinations for Foster Grandparents is not feasible. Reach Dane will provide TB tests for volunteers.
10. Transportation provisions are not feasible.
11. Participate in the recognition of Foster Grandparents on an annual basis if feasible.
12. Ensure that Foster Grandparents serve in a volunteer capacity. The Station will not request, assign, or permit FGP volunteers to engage in any assignment that would displace employed workers, impair existing contracts for services or serve in the following prohibited volunteer activities:
 - Political Activities including Electoral Activities, Voter Registration or Transportation to the polls, and efforts to influence legislation;
 - Labor or anti-labor activity;
 - Religious/Sectarian Activities including providing religious instruction, giving worship services or engaging in proselytization.
13. Will not request or receive any compensation from RSVP volunteers or from the beneficiaries of services provided by RSVP volunteers. RSVP volunteers will not receive a fee for service from beneficiaries.
14. Exclude Foster Grandparents as supervising adults when calculating state-mandated adult-to-child ratios.
15. Supervise Foster Grandparents at all times while they are performing as volunteers and not leave the Foster Grandparent alone to supervise a group of children.
16. Ensure that any screening processes required of other volunteers at the station are required for the Foster Grandparent volunteers.
17. Provide confidentiality training for all Foster Grandparents in accordance with station policies and procedures.
18. Specify, either by written information or verbally, the FGP volunteers are participants in Reach Dane programming in publicity featuring such volunteers. Display FGP materials where it may be viewed by the public.
19. Whenever possible, will recognize the contributions made by FGP volunteers in newsletters, news releases, and other public relations efforts. Copies of

printed publicity, such as newsletter or newspaper articles should be forwarded to RSVP.

20. Periodically review each child's continuing need for a Foster Grandparent and recommend phase-out or reassignment of the assigned Foster Grandparent, as necessary.

21. Will comply with federal, state, and local laws/ordinances prohibiting discrimination and will not discriminate against FGP volunteers or in the operation of RSVP on the basis of race, color, national origin, including individuals with limited English proficiency, gender, age, religion, sexual orientation, disability, if the participant is a qualified individual with a disability, gender identity or expression, political affiliation, marital or parental status, or military service

Maintain the programs and activities to which Foster Grandparent volunteers are assigned to be accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency, and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.

22. The Station may request the removal of an RSVP volunteer at any time. An RSVP volunteer may withdraw from service at the Station or from RSVP at any time. The RSVP staff, the Station staff, and volunteers are encouraged to communicate to resolve concerns or conflicts, or take remedial action, including, but not limited to, placement with another station.

23. Will not give out the names of FGP volunteers to other agencies or sources without the volunteer's consent

C. RSVP Dane and the FG Supervisor in conjunction with the Volunteer Station, will:

1. Work together to recognize the Foster Grandparents for their volunteer service.
2. Work together to arrange in-service trainings.
3. Work together to assign up to 5 Foster Grandparents.
4. Provide all reasonable resources and make every effort to ensure the success of the Foster Grandparent Program.

D. This agreement may be amended at any time with mutual consent of both parties. Per the FGP Federal regulations, it must be reviewed and renegotiated at least every three years.

E. Either party may terminated at any time by either party by sending written notice of termination of the MOU to the other party. The MOU will be reviewed at least every three years by the parties.

F. Station must sign the Certification on Non-Profit/Public Status

G. Station must sign the Handicapped Accessibility Self-Evaluation Form.

By signing this MOU, the Volunteer Station Representative certifies that the volunteer station is a public or non-profit private organization, or a proprietary health care agency.

RSVP Dane

By: MA S. Zuck

Title: Executive director

Address: 6501 Watts Road, Suite 250
Madison, WI. 53719

Date: 4/18/22

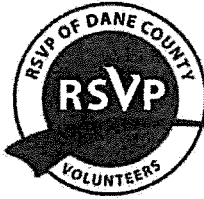
Reach Dane - Head Start

By: Jen Bailey

Title: Executive director

Address: 2096 Red Arrow Trail
Madison, WI 53711

Date: 4/5/22



...where volunteers make a difference

Statement of Assurance of Safety Reach Dane Head Start Sites

As an RSVP partner station, we rely on you to adequately provide for the safety of RSVP volunteers serving at your nonprofit or public organization. Our federal regulations require that we receive a Statement of Assurance of Safety from your agency on an annual basis. The intent is that volunteers are informed of and follow the same safety procedures as your paid employees.

Please respond to this email confirming that appropriate measures are in place to ensure the safety of RSVP volunteers serving at your station. Appropriate measures may include: clearly marked exits, posted fire escape routes, accessible entrances, safety training etc.

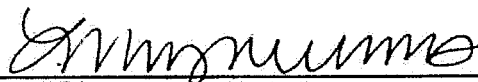
RSVP is relying on you to inform RSVP volunteers of your required COVID-19 policies, procedures and guidelines and updating volunteers of any changes.

Per Agreement, all FGP volunteers at any Reach Dane Head Start site will be fully vaccinated.

For a quick response, you may cut and paste the following statement in your email:

Statement of Assurance of Safety:

The Reach Dane assures that appropriate measures are in place to ensure the safety of RSVP volunteers serving here.

Signed 

Date 4.5.22


If you have any concerns, please contact me.

Thank you!

HANDICAPPED ACCESSIBILITY SELF-EVALUATION

Knowledge of your accessibility assists RSVP in placing volunteers. Problem areas known to RSVP such as stairs, lack of an elevator, parking, door width, etc., will be taken into consideration when volunteers are interviewed and placed. Please check one of the three options regarding the accessibility of your agency.

- Our agency/school/organization, when viewed in its entirety, is fully accessible.
- Our agency/school/organization, when viewed in its entirety, is partially accessible.
Problem areas are _____.
- Our agency/school/organization, when viewed in its entirety, is not accessible.
Problem areas are _____.


Signature of Director/Principal/Coordinator

4.5.22
Date

Reach Dane Head Start
Agency Name

2096 Red Arrow Trail
Address

Madison, WI 53711
State Zip Code

608-275-6740
Phone Fax

***Memo to file: Due to the COVID-19 pandemic, Reach Dane Head Start was not allowing FGP volunteers in the classroom until February 2022. Therefore this MOU is Signed and dated in February 2022**

Memorandum of Understanding

Between the

Lighthouse Christian School

6402 Schroeder Road, Madison, WI 53711

And

RSVP Dane Foster Grandparent and Intergenerational Program

Address: 6501 Watts Rd. Suite 250 Madison, WI 53719

The Volunteer Station: Lighthouse Christian School, Madison WI. Represented by Tia Sierra, Hereafter referred to as "Volunteer Station Representative".
Address 6402 Schroeder Road, Madison, WI 53711

Volunteer Station Representative: Diana Camargo
Telephone: 608-441-9408
E-mail dmcamargo@lcsmadison.net

Period Covered: 9/9/2022 to 9/9/2025 (School year)

A. RSVP- Dane Foster Grandparent Program under the oversight of the Corporation for National and Community Service (CNCS), a Federal Government agency, and the RSVP Foster Grandparent Advisory Council will:

1. Foster Grandparent Program Supervisor, Diana Jost, will serve as a liaison with the Volunteer Station: Richard Russell, Foster Grandparent Coordinator as another liaison.
2. Recruit, interview, select, and enroll volunteers in the program. The volunteers will meet the criteria of the Foster Grandparent Program (FGP) Federal Regulations for enrollment in the program.
3. Provide the volunteer station (Lighthouse Christian School) an orientation about RSVP of Dane Counties Foster Grandparent Program.
- 4.. Conduct and document a criminal history check for all Foster Grandparents (FGs) in accordance with the requirements established for a National Service Criminal History Check by the Corporation for National and Community Service.
5. Refer FGP volunteers to Lighthouse Christian School. Permit and encourage Lighthouse Christian School to screen volunteers pursuant to their established policies and procedures.
6. Furnish Excess Accident and Liability insurance for FGs through RSVP of Dane County during their approved assignment.

7. Under federal program requirements, will provide 40 hours of orientation to new FGs and provide eight monthly in-services (3 hours each) as continuing education for FG volunteers. Total of 24 hours of in-service a year.
8. Instruct FGP Volunteers on the proper usage of time sheets, reimbursement, Guidelines and FGP policies and procedures.
9. Provide orientation to Volunteer Station staff prior to placement of FGP volunteers.
10. be responsible for the management and fiscal control of the program.
11. Reimburse FGP Volunteers for transportation costs between their home and Prairie Elementary in accordance with FGP Policies and availability of funds.
12. Initiate publicity regarding the Foster Grandparent Program
13. Staff a Foster Grandparent Advisory Council. Along with the Advisory Council, arrange for appeals, procedures to address problems arising between the volunteer, the station and the FGP volunteer.
14. Arrange four annual Recognition programs to include all active FGP volunteers.
15. Provide RSVP/FGP name badge for each volunteer
16. Periodically monitor volunteer activities at the Station to assess and/or discuss needs of volunteers and the Station.
17. Coordinate with other volunteer and aging programs in the area to foster effective communication and avoid duplication.

B. The Volunteer Station will:

1. Designate the following staff member to serve as liaison with the RSVP Dane Foster Grandparent Program and to monitor the Foster Grandparents at this station:
NAME: Diana Camargo
TITLE: Special Needs Coordinator
TELEPHONE: 608-441-9408
2. Individual teachers will assign children with a condition or a circumstance which limits academic, social or economic development or has a special need to a Foster Grandparent.

3. A. Each Foster Grandparent needs to have a written Assignment Plan. It will identify the children to be served and the role and activities of the FG, the expected outcomes for each child, and it addresses the period of time each child should receive such services. This Assignment Plan will be signed by the teacher and the volunteer. It will be used to review the impact of the FG assignment on the child's development and/or education goals. Volunteer station staff, FGP Coordinator and or Supervisor, and volunteer will review the FGP volunteer will review the Assignment Plan and impact of the assignment at the end of the school year.
 - B. At the end of the school year, the teacher will complete an annual Volunteer Performance Evaluation provided by the FGP Coordinator.
 - C. Lighthouse Christian School is requested to complete a short year-end Survey documenting the impacts of services provided by FGP volunteers provided by the FGP Coordinator.
4. Assure adequate health and safety provisions for the protection of FGs. With inclement weather and medical conditions, parking in close proximity to building entrance is important. Annually sign the Statement of Assurance of Safety. Investigate incidents, accidents and injuries involving FGs and notify the Foster Grandparent Program Supervisor on a timely basis. In case of accident or injury, the site will notify RSVP promptly and prepare such reports as requested by RSVP regarding accidents involving RSVP volunteers.
5. Provide site specific orientation and training to the volunteers. Furnish volunteers with materials required for assignment, including ID, uniform if applicable.
6. Designate space for use by FGs in their activities with their assigned children.
7. Submit required completed paperwork to the Foster Grandparent Program Supervisor on a timely basis, i.e., individual Assignment Plans prior to assignment, and post assignment and FG Performance Evaluations.
8. The teacher will sign FG timesheets to verify FG hours served and being reported to FGP Supervisor.
9. Transportation provisions are not feasible.
10. Participate in the recognition of Foster Grandparents on an annual basis if feasible.

11. Ensure that Foster Grandparents serve in a volunteer capacity. The Station will not request, assign, or permit FGP volunteers to engage in any assignment that would displace employed workers, impair existing contracts for services or serve in the following prohibited volunteer activities:
 - Political Activities including Electoral Activities, Voter Registration or Transportation to the polls, and efforts to influence legislation;
 - Labor or anti-labor activity;
 - Religious/Sectarian Activities including providing religious instruction, giving worship services or engaging in proselytization.
12. Will not request or receive any compensation from RSVP volunteers or from the beneficiaries of services provided by RSVP volunteers. RSVP volunteers will not receive a fee for service from beneficiaries.(students, school)
13. Exclude Foster Grandparents as supervising adults when calculating state-mandated adult-to-child ratios.
14. Supervise Foster Grandparents at all times while they are performing as volunteers and not leave the Foster Grandparent alone to supervise a group of children.
15. Ensure that any screening processes required of other volunteers at the station are required for the Foster Grandparent volunteers.
16. Provide confidentiality training for all Foster Grandparents in accordance with station policies and procedures.
17. Specify, either by written information or verbally, the FGP volunteers are participants at Prairie Elementary programming in publicity featuring such volunteers. Display FGP materials where it may be viewed by the public.
19. Whenever possible, will recognize the contributions made by FGP volunteers in newsletters, news releases, and other public relations efforts. Copies of printed publicity, such as newsletter or newspaper articles should be forwarded to RSVP.
20. Periodically review each child's continuing need for a Foster Grandparent and recommend phase-out or reassignment of the assigned Foster Grandparent, as necessary.
21. Will comply with federal, state, and local laws/ordinances prohibiting discrimination and will not discriminate against FGP volunteers or in the operation of RSVP on the basis of race, color, national origin, including individuals with limited English proficiency, gender, age, religion, sexual

orientation, disability, if the participant is a qualified individual with a disability, gender identity or expression, political affiliation, marital or parental status, or military service

Maintain the programs and activities to which Foster Grandparent volunteers are assigned to be accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency, and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.

22. The Station may request the removal of an RSVP volunteer at any time. An RSVP volunteer may withdraw from service at the Station or from RSVP at any time. The RSVP staff, the Station staff, and volunteers are encouraged to communicate to resolve concerns or conflicts, or take remedial action, including, but not limited to, placement with another station.

23. Will not give out the names of FGP volunteers to other agencies or sources without the volunteer's consent

C. RSVP Dane and the FG Supervisor in conjunction with the Volunteer Station, will:

1. Work together to recognize the Foster Grandparents for their volunteer service.
2. Work together to arrange and deliver monthly in-service trainings.
3. Work together to assign up to 10 Foster Grandparents to serve up to 30 students. Each Foster Grandparent volunteer must work a minimum of 5 hours, a maximum of 40 hours per week.
4. Provide all reasonable resources and make every effort to ensure the success of the Foster Grandparent Program.

D. This agreement may be amended at any time with mutual consent of both parties. Per the FGP Federal regulations, it must be reviewed and renegotiated at least every three years.

E. Either party may be terminated at any time by either party by sending written notice of termination of the MOU to the other party. The MOU will be reviewed at least every three years by the parties.

F. Station must sign the Certification on Non-Profit/Public Status

G. Station must sign the Handicapped Accessibility Self-Evaluation Form.

In signing, I certify that this agency is currently recognized as a:

(Please check one)

- Public Agency or Organization
- Private Non-Profit Organization
- Proprietary Health Care Facility
-

Please provide your EIN: 39-1603836

By signing this MOU, the Station, through its authorized representative, self-certifies that it meets the requirements necessary to be an RSVP Station. This MOU may be terminated at any time by either party by sending written notice of termination of the MOU to the other party. This MOU shall be reviewed at least every three years by the Parties.

RSVP Dane

By: 

Title: Executive director

Address: 6501 Watts Road, Suite 250
Madison, WI 53719

Date: 4/18/22

Lighthouse Christian School

By: 

Title: Special Needs Coordinator
Address: 6402 Schroeder Road, Madison
WI 53711

Date: 04/07/2022

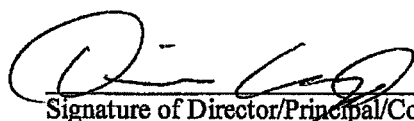
HANDICAPPED ACCESSIBILITY SELF-EVALUATION

Knowledge of your accessibility assists RSVP in placing volunteers. Problem areas known to RSVP such as stairs, lack of an elevator, parking, door width, etc., will be taken into consideration when volunteers are interviewed and placed. Please check one of the three options regarding the accessibility of your agency.

Our agency/school/organization, when viewed in its entirety, is fully accessible.

Our agency/school/organization, when viewed in its entirety, is partially accessible.
Problem areas are doors are not automatic for accessibility

Our agency/school/organization, when viewed in its entirety, is not accessible.
Problem areas are _____



Signature of Director/Principal/Coordinator

04/07/2022
Date

Lighthouse Christian School
Agency Name

6402 Schroeder Rd
Address

WI
State

53711
Zip Code

608-441-9408
Phone

—
Fax



...where volunteers make a difference

Statement of Assurance of Safety

As an RSVP partner station, we rely on you to adequately provide for the safety of RSVP volunteers serving at your nonprofit or public organization. Our federal regulations require that we receive a Statement of Assurance of Safety from your agency on an annual basis. The intent is that volunteers are informed of and follow the same safety procedures as your paid employees.

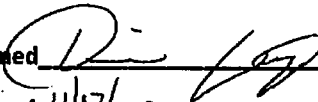
Please respond to this email confirming that appropriate measures are in place to ensure the safety of RSVP volunteers serving at your station. Appropriate measures may include: clearly marked exits, posted fire escape routes, accessible entrances, safety training etc.

RSVP is relying on you to inform RSVP volunteers of your required COVID-19 policies, procedures and guidelines and updating volunteers of any changes.

For a quick response, you may cut and paste the following statement in your email:

Statement of Assurance of Safety:

The Lighthouse Christian School assures that appropriate measures are in place to ensure the safety of RSVP volunteers serving here.

Signed 
Date 04/07/2022

If you have any concerns, please contact me.

Thank you!

Memorandum of Understanding
Between the
Waunakee Prairie Elementary School
700 North Madison St, Waunakee, WI 53597
And
RSVP Dane Foster Grandparent Program
Address: 6501 Watts Rd. Suite 250 Madison, WI 53719

The Volunteer Station: Prairie Elementary Represented by: Dean Kaminski
Hereafter referred to as "Volunteer Station Representative".
Address::700 North Madison St, Waunakee WI

Volunteer Station Representative: Principal Dean Kaminski
Telephone: 608 849-2200
Fax: 608 849 2255
E-mail deankaminski@waunakee.k12.wi.us

Period Covered: ~~9/2/2022 to 9/2/2025 (School year)~~

A. RSVP- Dane Foster Grandparent Program under the oversight of the Corporation for National and Community Service (CNCS), a Federal Government agency, and the RSVP Foster Grandparent Advisory Council will:

1. Foster Grandparent Program Supervisor, Diana Jost, will serve as a liaison with the Volunteer Station: Richard Russell, Foster Grandparent Coordinator as another liaison.
2. Recruit, interview, select, and enroll volunteers in the program. The volunteers will meet the criteria of the Foster Grandparent Program (FGP) Federal Regulations for enrollment in the program.
3. Provide the volunteer station (Prairie Elementary staff) an orientation about RSVP of Dane Counties Foster Grandparent Program.
- 4.. Conduct and document a criminal history check for all Foster Grandparents (FGs) in accordance with the requirements established for a National Service Criminal History Check by the Corporation for National and Community Service.
5. Refer FGP volunteers to Prairie Elementary. Permit and encourage Prairie Elementary to screen volunteers pursuant to their established policies and procedures.

6. Furnish Excess Accident and Liability insurance for FGs through RSVP of Dane County during their approved assignment.
7. Under federal program requirements, will provide 40 hours of orientation to new FGs and provide eight monthly in-services (3 hours each) as continuing education for FG volunteers. Total of 24 hours of in-service a year.
8. Instruct FGP Volunteers on the proper usage of time sheets, reimbursement, Guidelines and FGP policies and procedures.
9. Provide orientation to Volunteer Station staff prior to placement of FGP volunteers.
10. Be responsible for the management and fiscal control of the program.
11. Reimburse FGP Volunteers for transportation costs between their home and Prairie Elementary in accordance with FGP Policies and availability of funds.
12. Initiate publicity regarding the Foster Grandparent Program
13. Staff a Foster Grandparent Advisory Council. Along with the Advisory Council, arrange for appeals, procedures to address problems arising between the volunteer, the station and the FGP volunteer.
14. Arrange four annual Recognition programs to include all active FGP volunteers.
15. Provide RSVP/FGP name badge for each volunteer
16. Periodically monitor volunteer activities at the Station to assess and/or discuss needs of volunteers and the Station.
17. Coordinate with other volunteer and aging programs in the area to foster effective communication and avoid duplication.

B. The Volunteer Station will:

1. Designate the following staff member to serve as liaison with the RSVP Dane Foster Grandparent Program and to monitor the Foster Grandparents at this station:

NAME: Dean Kaminski

TITLE: Principal

TELEPHONE: 608.849.2200

2. Individual teachers will assign children with a condition or a circumstance which limits academic, social or economic development or has a special need to a Foster Grandparent.
3. A. Each Foster Grandparent needs to have a written Assignment Plan. It will identify the children to be served and the role and activities of the FG, the expected outcomes for each child, and it addresses the period of time each child should receive such services. This Assignment Plan will be signed by the teacher and the volunteer. It will be used to review the impact of the FG assignment on the child's development and/or education goals. Volunteer station staff, FGP Coordinator and or Supervisor, and volunteer will review the FGP volunteer will review the Assignment Plan and impact of the assignment at the end of the school year.

B. At the end of the school year, the teacher will complete an annual Volunteer Performance Evaluation provided by the FGP Coordinator.

C. Prairie Elementary is requested to complete a short year-end Survey documenting the impacts of services provided by FGP volunteers provided by the FGP Coordinator.
4. Assure adequate health and safety provisions for the protection of FGs. With inclement weather and medical conditions, parking in close proximity to building entrance is important. Annually sign the Statement of Assurance of Safety. Investigate incidents, accidents and injuries involving FGs and notify the Foster Grandparent Program Supervisor on a timely basis. In case of accident or injury, the site will notify RSVP promptly and prepare such reports as requested by RSVP regarding accidents involving RSVP volunteers.
5. Provide site specific orientation and training to the volunteers. Furnish volunteers with materials required for assignment, including ID, uniform if applicable.
6. Designate space for use by FGs in their activities with their assigned children.
7. Submit required completed paperwork to the Foster Grandparent Program Supervisor on a timely basis, i.e., individual Assignment Plans prior to assignment, and post assignment and FG Performance Evaluations.
8. The teacher will sign FG timesheets to verify FG hours served and being reported to FGP Supervisor.
9. Transportation provisions are not feasible.

10. Participate in the recognition of Foster Grandparents on an annual basis if feasible.
11. Ensure that Foster Grandparents serve in a volunteer capacity. The Station will not request, assign, or permit FGP volunteers to engage in any assignment that would displace employed workers, impair existing contracts for services or serve in the following prohibited volunteer activities:
 - Political Activities including Electoral Activities, Voter Registration or Transportation to the polls, and efforts to influence legislation;
 - Labor or anti-labor activity;
 - Religious/Sectarian Activities including providing religious instruction, giving worship services or engaging in proselytization.
12. Will not request or receive any compensation from RSVP volunteers or from the beneficiaries of services provided by RSVP volunteers. RSVP volunteers will not receive a fee for service from beneficiaries.(students, school)
13. Exclude Foster Grandparents as supervising adults when calculating state-mandated adult-to-child ratios.
14. Supervise Foster Grandparents at all times while they are performing as volunteers and not leave the Foster Grandparent alone to supervise a group of children.
15. Ensure that any screening processes required of other volunteers at the station are required for the Foster Grandparent volunteers.
16. Provide confidentiality training for all Foster Grandparents in accordance with station policies and procedures.
17. Specify, either by written information or verbally, the FGP volunteers are participants at Prairie Elementary programming in publicity featuring such volunteers. Display FGP materials where it may be viewed by the public.
19. Whenever possible, will recognize the contributions made by FGP volunteers in newsletters, news releases, and other public relations efforts. Copies of printed publicity, such as newsletter or newspaper articles should be forwarded to RSVP.
20. Periodically review each child's continuing need for a Foster Grandparent and recommend phase-out or reassignment of the assigned Foster Grandparent, as necessary.

21. Will comply with federal, state, and local laws/ordinances prohibiting discrimination and will not discriminate against FGP volunteers or in the operation of RSVP on the basis of race, color, national origin, including individuals with limited English proficiency, gender, age, religion, sexual orientation, disability, if the participant is a qualified individual with a disability, gender identity or expression, political affiliation, marital or parental status, or military service

Maintain the programs and activities to which Foster Grandparent volunteers are assigned to be accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency, and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.

22. The Station may request the removal of an RSVP volunteer at any time. An RSVP volunteer may withdraw from service at the Station or from RSVP at any time. The RSVP staff, the Station staff, and volunteers are encouraged to communicate to resolve concerns or conflicts, or take remedial action, including, but not limited to, placement with another station.

23. Will not give out the names of FGP volunteers to other agencies or sources without the volunteer's consent

C. RSVP Dane and the FG Supervisor in conjunction with the Volunteer Station, will:

1. Work together to recognize the Foster Grandparents for their volunteer service.
2. Work together to arrange and deliver monthly in-service trainings.
3. Work together to assign up to 10 Foster Grandparents to serve up to 30 students. Each Foster Grandparent volunteer must work a minimum of 5 hours, a maximum of 40 hours per week.
4. Provide all reasonable resources and make every effort to ensure the success of the Foster Grandparent Program.

D. This agreement may be amended at any time with mutual consent of both parties. Per the FGP Federal regulations, it must be reviewed and renegotiated at least every three years.

E. Either party may be terminated at any time by either party by sending written notice of termination of the MOU to the other party. The MOU will be reviewed at least every three years by the parties.

F. Station must sign the Certification on Non-Profit/Public Status

G. Station must sign the Handicapped Accessibility Self-Evaluation Form.

Certification of Non-Profit/Public Status

In signing, I certify that this agency is currently recognized as a:

(Please check one)

Public Agency or Organization

Private Non-Profit Organization

Proprietary Health Care Facility

Please provide your EIN: 39-1048915

By signing this MOU, the Station, through its authorized representative, self-certifies that it meets the requirements necessary to be an RSVP Station. This MOU may be terminated at any time by either party by sending written notice of termination of the MOU to the other party. This MOU shall be reviewed at least every three years by the Parties.

RSVP Dane

By: 

Title: Executive director

Address: 6501 Watts Road, Suite 250
Madison, WI.53719

Date: 4/18/22

Prairie Elementary School

By: 

Title: Principal

Address: 700 North Madison St
Waunakee, WI 53597

Date: 4/6/22

HANDICAPPED ACCESSIBILITY SELF-EVALUATION

Knowledge of your accessibility assists RSVP in placing volunteers. Problem areas known to RSVP such as stairs, lack of an elevator, parking, door width, etc., will be taken into consideration when volunteers are interviewed and placed. Please check one of the three options regarding the accessibility of your agency.

- Our agency/school/organization, when viewed in its entirety, is fully accessible.
- Our agency/school/organization, when viewed in its entirety, is partially accessible.
Problem areas are _____.
- Our agency/school/organization, when viewed in its entirety, is not accessible.
Problem areas are _____.

Dean Kaminski
Signature of Director/Principal/Coordinator

4/6/22
Date

Prairie Elementary
Agency Name

700 N. Madison St - Waukegan
Address

Wisconsin 53597
State Zip Code

608-849-2200 _____
Phone Fax



...where volunteers make a difference

Statement of Assurance of Safety

As an RSVP partner station, we rely on you to adequately provide for the safety of RSVP volunteers serving at your nonprofit or public organization. Our federal regulations require that we receive a Statement of Assurance of Safety from your agency on an annual basis. The intent is that volunteers are informed of and follow the same safety procedures as your paid employees.

Please respond to this email confirming that appropriate measures are in place to ensure the safety of RSVP volunteers serving at your station. Appropriate measures may include: clearly marked exits, posted fire escape routes, accessible entrances, safety training etc.

RSVP is relying on you to inform RSVP volunteers of your required COVID-19 policies, procedures and guidelines and updating volunteers of any changes.

For a quick response, you may cut and paste the following statement in your email:

Statement of Assurance of Safety:

The _____ assures that appropriate measures are in place to ensure the safety of RSVP volunteers serving here.

Signed Dean K...

Date 4/6/22

If you have any concerns, please contact me.

Thank you!

MEMORANDUM OF UNDERSTANDING (MOU)

Between RSVP of Dane Co, Inc. and Deerfield Elementary School 340 W Quarry St, Deerfield WI 53531

This Memorandum of Understanding sets forth the basic policies of the Dane County RSVP (RSVP). It is hoped that this Memorandum will facilitate the cooperation between RSVP and a volunteer station that requests volunteers. (A volunteer station is any non-profit or public agency, organization, school, or department that requests volunteers and signs this Memorandum of Understanding).

RSVP of Dane County responsibilities:

1. Interview and refer RSVP volunteers to the volunteer station based on current requests for volunteers. The volunteer station will have the opportunity for an interview before the final placement occurs.
2. Must approve all volunteer assignments in advance. If the volunteer station makes direct contact with the RSVP volunteer instead of going through an RSVP staff person, the RSVP office must be notified. If there is no notification, the volunteer will not be covered by insurance or be eligible for reimbursement of expenses. Volunteers must be advised of the non-RSVP-approved status by the volunteer station.
3. Will provide consultation on orientation, training, and supervision when requested.
4. Will conduct background checks on all volunteers as required by the volunteer station.
5. May recall an RSVP volunteer at any time. In addition, an RSVP volunteer may resign from service at a volunteer station or from RSVP at any time.
6. Will provide excess accident and liability insurance to cover RSVP volunteers during their approved volunteer assignments. RSVP volunteers not officially enrolled in RSVP, or who are working on assignments not approved by RSVP staff, will not be covered by insurance. Insurance provided by RSVP does not duplicate expenses covered by Medicare or other valid and collectable insurance coverage. RSVP will supply information to the volunteer station on RSVP Accident insurance upon request.
7. Will make an effort to recruit volunteers in one or more of the following ways: advertise requests in the RSVP newsletter; advertise in neighborhood and community newsletters and/or church bulletins; speak to groups of older adults throughout the county; and as staff time and resources allow, make personal calls or use direct mail or emails to volunteers who might be interested in the assignment. In most cases, RSVP cannot be the sole source of volunteers, and cannot

promise to find volunteers. Most volunteers do not walk into the office. It is necessary for the RSVP staff to go into the community and find the volunteers. The success in filling requests is determined by the potential volunteer's interest in the assignment, the availability of transportation, and the availability of staff time for recruiting.

8. Will notify the volunteer station regarding any oral or written complaints concerning volunteer station programs, volunteers, or staff.

Volunteer Station responsibilities:

1. Will provide RSVP with a job description for each planned volunteer assignment. RSVP should be notified if approved job descriptions change.
2. Will contact referred volunteers promptly and report the status of the placement. Information on volunteers serving, changing assignments, or leaving the volunteer station should be reported to RSVP as they occur.
3. Will assist RSVP for orientation, training, and on-going supervision of volunteers.
4. Will forward the monthly RSVP volunteer hours via electronic mail, fax or postal mail to the RSVP office by the 5th of the month or other date as negotiated. Submitted hours must be signed by the volunteer coordinator and returned by the 5th of the month. It is the expectation that the site will be keeping a record of volunteer hours. Accurate record keeping is extremely important to ensure insurance coverage of volunteers and for reports to funding sources. Will provide updates on RSVP volunteer accomplishments, data, testimonials, and examples of how RSVP volunteers meet important community needs as well as of the impact on your agency and clients.
5. Will notify RSVP immediately regarding oral or written complaints concerning RSVP programs, volunteers or staff. RSVP will need to be part of the complaint process of the volunteer station. The volunteer station may request the termination of an RSVP volunteer. Discussion of an impending termination should occur among RSVP staff, staff at the volunteer

station, and the RSVP volunteer to resolve conflict, and/or take remedial action.

6. Will provide for the safety of RSVP volunteers assigned to your sites. In case of an accident, the site will notify RSVP promptly and prepare such reports as requested by RSVP regarding accidents involving RSVP volunteers.

7. Will not request, assign, or permit RSVP volunteers to engage in any assignment that would displace workers or serve in the following prohibited volunteer activities.

- Electoral Activities, Voter Registration or Transportation to the polls, and efforts to influence legislation;
- Labor or anti-labor activity;
- Providing religious instruction, giving worship services or engaging in proselytization.

8. Will comply with federal, state, and local laws/ordinances prohibiting discrimination.

9. Will not give out names of RSVP volunteers to other agencies or sources without the volunteer's consent.

10. Will recognize the contributions made by RSVP volunteers whenever possible in newsletters, news releases, and other public relations efforts. Copies of printed publicity, such as newsletter or newspaper articles should be forwarded to RSVP.

11. Will provide on-going recognition of RSVP volunteers.

12. Will agree to update the Memorandum of Understanding every three years as requested by RSVP. If applicable, agree to update the Letter of Agreement for In-home Assignments as requested.

13. Will negotiate in-kind support and/or cost-sharing with RSVP to support RSVP volunteers, (meals, insurance, transportation, recognition and/or other project costs). New projects involving mass recruitment of volunteers and additional program expenses requires cost sharing to be negotiated between RSVP staff and the requesting agency.

14. Will make reasonable accommodations in order to make volunteering at your agency accessible. Knowledge of your accessibility assists RSVP in volunteer referrals.

15. Will not request or receive any compensation from RSVP volunteers or from the beneficiaries of services provided by RSVP volunteers.

Certification of Non-Profit/Public Status

In signing, I certify that this agency is currently recognized as a:

(Please check One)

Public Agency or Organization

Private Non-Profit Organization

Proprietary Health Care Facility

Melinda Kameath 10-25-21

Signature of Director/Administrator

Ms. Z... 1/13/2022

Signature of RSVP Executive Director

melinda kameath
Volunteer Coordinator Name

Principal Deezuld Ebn
Agency Name

300 W. Quam St
Address

Dezfeld WI 53531
State

HANDICAPPED ACCESSIBILITY SELF-EVALUATION

Knowledge of your accessibility assists RSVP in placing volunteers. Problem areas known to RSVP such as stairs, lack of an elevator, parking, door width, etc., will be taken into consideration when volunteers are interviewed and placed. Please check one of the three options regarding the accessibility of your agency.

- Our agency/school/organization, when viewed in its entirety, is fully accessible.
- Our agency/school/organization, when viewed in its entirety, is partially accessible.
Problem areas are _____.
- Our agency/school/organization, when viewed in its entirety, is not accessible.
Problem areas are _____.

Melinda Kamrath

Signature of Director/Principal/Coordinator

10-25-21

Date

Deerfield Elm School

Agency Name

300 W. Quarry St

Address

WI 53531

State

Zip Code

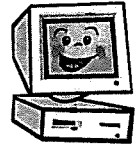
Phone

Fax

Verbal / phone
Due to COVID-
Dghost
10-25-21



Computer Buddies Partnership Agreement



Computer Buddies is a partnership between Deerfield Elementary in the Deerfield School District and RSVP of Dane County. In cooperation, each partner has responsibilities relating to the program.

RSVP

Recruit volunteers

Contact new volunteers and provide them required volunteer application and disclosure

Follow up with new volunteers on application status, runs background checks City, County National and gets their approval for participation

Communicate with Deerfield Elementary when volunteers are cleared to begin program

Orient and train new volunteers, teachers, and students to the program

Assists social gatherings with seniors and students

Attend program-sponsored social events with Computer Buddies

Evaluate program and survey volunteers annually

Deerfield Elementary School District

Obtain parental consent and photo permission for students

Work with RSVP match student to senior volunteer

Assist with orientation and training of students

Establish regular area for students to use computers

Establish a regularly scheduled day of the week that students will send out e-mails to seniors

Contact RSVP with changing information on students or schedule

Coordinates end of the school year gathering with seniors and students (if applicable)

Reviews all outgoing and incoming blog messages

End of Year Gathering

1. Where will social events (if any) be held? DES cafeteria
2. Any other items for agreement -Program will begin fall of 2021 for the 2021-2022 school year.

Agreement Signatures

Diana Jost
RSVP of Dane County

10-25-21
Date

Melinda Kamrath 10-25-21
Elementary Date

Any Questions/concerns please contact Diana Jost, Assistant Director, RSVP of Dane County.
Djost@rsvpdane.org (608) 441-1393, or (608) 225-4121

MEMORANDUM OF UNDERSTANDING (MOU)

between RSVP of Dane Co, Inc. and

Goshorn Community Center

This Memorandum of Understanding sets forth the basic policies of the Dane County RSVP (RSVP). It is hoped that this Memorandum will facilitate the cooperation between RSVP and a volunteer station that requests volunteers. (A volunteer station is any non-profit or public agency, organization, proprietary health care facility, school, or department that requests volunteers and signs this Memorandum of Understanding).

RSVP of Dane County responsibilities:

1. Recruit, enroll, interview and refer RSVP volunteers to the volunteer station based on current requests for volunteers. Instruct RSVP volunteers in proper use of volunteer timesheets, RSVP procedures, etc.
2. Review acceptability of volunteer assignments. If the volunteer station makes direct contact with the RSVP volunteer instead of going through an RSVP staff person, the RSVP office must be notified. If there is no notification, the volunteer will not be covered by insurance or be eligible for reimbursement of expenses. Volunteers must be advised of the non-RSVP-approved status by the volunteer station.
3. Provide Volunteer Station staff with an orientation about RSVP as well as consultation on volunteer orientation, training, and supervision when requested.
4. Will provide excess accident and liability insurance to cover RSVP volunteers during their approved volunteer assignments. RSVP volunteers not officially enrolled in RSVP, or who are working on assignments not approved by RSVP staff, will not be covered by insurance. Insurance provided by RSVP does not duplicate expenses covered by Medicare or other valid and collectable insurance coverage. RSVP will supply information to the volunteer station on RSVP Accident insurance upon request.
5. Will make an effort to recruit volunteers in one or more of the following ways: advertise requests in the RSVP newsletter; advertise in neighborhood and community newsletters and/or church bulletins; speak to groups of older adults throughout the county; and as staff time and resources allow, make personal calls or use direct mail or emails to volunteers who might be interested in the assignment. In most cases, RSVP cannot be the sole source of volunteers, and cannot promise to find volunteers. Most volunteers do not walk into the office. It is necessary for the RSVP staff to go to the community and find the volunteers. The success of filling requests is determined by the potential volunteer's interest in the assignment, the availability of transportation, and the availability of staff time for recruiting.
6. Will notify the volunteer station regarding any oral or

written complaints concerning volunteer station programs, volunteers, or staff.

Volunteer Station responsibilities:

1. Will provide RSVP with a volunteer assignment description for each planned volunteer assignment.
2. Will interview and screen RSVP volunteers and make the final decision on the placement of RSVP volunteers. Will contact referred volunteers promptly and report the status of the placement to RSVP. Information on volunteers serving, changing volunteer assignments, or leaving the volunteer station should be reported to RSVP as they occur.
3. Will perform, if required by Volunteer Station for a particular assignment, background or other screenings.
4. Will be responsible for orientation, in-service instruction and/or special training, and on-going supervision of volunteers. Will furnish volunteers with materials required for assignments. These materials may include station uniform and photo I.D.
5. Will forward the monthly RSVP volunteer hours via electronic mail, fax or postal mail to the RSVP office by the 5th of the month or other date as negotiated. In some situations, volunteers may report their hours directly to RSVP. Accurate record keeping is extremely important to ensure insurance coverage of volunteers, and inclusion in RSVP volunteer appreciation events. Will provide updates if possible on RSVP volunteer accomplishments, data, testimonials, and examples of how RSVP volunteers meet important community needs as well as of the impact on your agency and clients for RSVP reporting purposes.
6. The Station may request the removal of an RSVP volunteer at any time. An RSVP volunteer may withdraw from service at the Station or from RSVP at any time. The RSVP staff, the Station staff, and volunteers are encouraged to communicate to resolve concerns or conflicts, or take remedial action, including, but not limited to, placement with another station.
7. Will provide for the safety of RSVP volunteers assigned to your sites. Submit an annual assurance upon



...where volunteers make a difference

Statement of Assurance of Safety

As an RSVP partner station, we rely on you to adequately provide for the safety of RSVP volunteers serving at your nonprofit or public organization. Our federal regulations require that we receive a Statement of Assurance of Safety from your agency on an annual basis. The intent is that volunteers are informed of and follow the same safety procedures as your paid employees.

Please respond to this email confirming that appropriate measures are in place to ensure the safety of RSVP volunteers serving at your station. Appropriate measures may include: clearly marked exits, posted fire escape routes, accessible entrances, safety training etc.

RSVP is relying on you to inform RSVP volunteers of your required COVID-19 policies, procedures and guidelines and updating volunteers of any changes.

For a quick response, you may cut and paste the following statement in your email:

Statement of Assurance of Safety:

Irwin A & Robert D Goodman Community Center, Inc assures that appropriate
(Name of Agency)

measures are in place to ensure the safety of RSVP volunteers serving here.

By Dewayne Powell, Senior Director of Business Services 4/7/2023
(Your name and title) (Date)

If you have any concerns, please contact me.

Thank you!



...where volunteers make a difference

Dear Volunteer Coordinator,

As an RSVP partner station, we rely on you to adequately provide for the safety of RSVP volunteers serving at your nonprofit or public organization. Our federal regulations require that we receive a Statement of Assurance of Safety from your agency on an annual basis. The intent is that volunteers are informed of and follow the same safety procedures as your paid employees.

Please respond to this email confirming that appropriate measures are in place to ensure the safety of RSVP volunteers serving at your station. Appropriate measures may include: clearly marked exits, posted fire escape routes, accessible entrances, safety training etc.

For a quick response, you may cut and paste the following statement in your email:

Statement of Assurance of Safety:

The Goodman Community Center assures that appropriate measures are in place
(Name of Agency)

to ensure the safety of RSVP volunteers serving here.

By Susan Ramspacher Volunteer Manager Date 6/24/21
(Your name and title)
Susan Ramspacher

If you have any concerns, please contact me.
Thank you!

Jan Karst
RSVP Community Connections Coordinator
608-441-7891
Jkarst@rsvpdane.org

RSVP of Dane County
6501 Watts Road, Suite 250 Madison, WI 53719
(608) 238-7787 (608) 238-7931 FAX
info@rsvpdane.org www.rsvpdane.org



AGREEMENT WITH RECIPIENT AGENCIES



Between **RSVP of Dane County**
8501 Watts Rd. Suite 250 Madison, WI 53719
(608) 238-7787 FAX: (608) 238-7931 Email: info@rsvpdane.org

And: *(please print)*

Agency Name: 5 Door Recovery

Director/Administrator Name: Mary Haberman

Street Address: 810 W Olin Ave City Madison WI Zip 53715

Phone: (608) 927-9172 Fax: (608) 630-9078 Email mhaberman@5doorrecovery.org

This Agreement sets forth the basic policies of RSVP regarding Recipient Agencies. A Recipient Agency is an organization or school that receives items made by RSVP groups and/or individuals.

REQUESTS. Requests for items will be given to RSVP staff. RSVP staff will coordinate the efforts of RSVP group(s) to complete such requests. RSVP staff reserves the right to decline requests that are deemed inappropriate.

DONATIONS. Agencies who request items not generally made by RSVP groups or who request expensive items are required to donate the raw materials to RSVP or to the group assigned to the project. Recipient Agencies are encouraged to donate materials to RSVP for all projects.

SALES. Items received by recipient agencies/individuals may not be sold or used for profit, such as raffle prizes.

INSURANCE COVERAGE. RSVP will provide excess accident and liability insurance to cover RSVP volunteers while engaged in making items or working for an agency and while traveling to and from this assignment. Volunteers not officially enrolled in RSVP or who are working on assignments not approved by RSVP staff will not be covered by our insurance.

RELIGIOUS AND POLITICAL ACTIVITIES. RSVP does not request, assign or permit RSVP volunteers to engage in religious, sectarian or political activity or instruction as part of their RSVP assignment. The above also applies to items or services provided by groups.

PROHIBITION OF DISCRIMINATION. Will comply with federal, state, and local laws/ordinances prohibiting discrimination.

PUBLICITY & RECOGNITION. The contributions of RSVP volunteers and support of the RSVP staff to the agency should be made known through information such as newsletters, news releases or in other public relations efforts.

THANK-YOU NOTES. The recipient agency agrees to send thank-you notes to the RSVP group(s) and/or individuals who made the items. Thank-you notes will be sent each time the agency receives items.

TRANSPORTATION OF ITEMS. The recipient agency agrees to pick up items from the RSVP office or another designated place.

Mary Haberman Mary Haberman 9/22/2021
Agency Director/Administrator Date
(signature and print)

[Signature]
RSVP Executive Director
(signature)

1/30/2021
Date

[Signature]
RSVP Program Coordinator
(signature)

9/27/2021
Date



2023 Group Projects & Homeworkers - Recipient Agency Partnerships

1. 5 Door Recovery
2. ACCESS Community Health Centers
3. Agrace Hospice
4. Allied Drive Pantry
5. Atwood Pantry
6. Babies & Beyond
7. Bayview Foundation
8. Brookdale Madison West
9. Catalyst for Change
10. Catholic Charities Adult Day Center
11. Colonial Club Sun Prairie
12. DeForest Area Community & Senior Ctr
13. East Madison Community Center
14. Edgewood College
15. Good Shepherd Lutheran Church
16. Heartland - Promedica Hospice
17. Jewish Social Services
18. Lakeview Food Pantry
19. Madison International Partners
20. Madison Reading Project
21. Madison Street Medicine
22. March of Dimes
23. Meriter Hospital Elder Life Program
24. Middleton Outreach Ministry (MOM)
25. Middleton Village Nursing & Rehab
26. Mt. Zion Baptist Ministry Outreach
27. Nazareth Health and Rehabilitation
28. Neighborhood House Community Center
29. Open Doors for Refugees
30. Preschool of the Arts Sunshine Room
31. REACH DANE
32. Restoring Hope Transplant House
33. Ronald McDonald House Charities
34. RSVP Programs
35. Sleep in Heavenly Peace
36. St Mary's Care Center/Madison South Rotary
37. St. James Church - Lutheran World Relief
38. Stoughton Area Senior Center
39. The Communication Tree
40. Thoreau Elementary School
41. UPH Meriter Hospital Spiritual Care Department
42. UPH Meriter NICU
43. UPH Meriter Spiritual Care Department
44. UPHMeriter HELP Program
45. UPHMeriter Hospital NICU
46. UW Health Geriatric Clinic East
47. UW Health Neuro ICU
48. UW Health Rehabilitation Hospital
49. UW Neuro Clinic
50. UW Odyssey Project
51. Verona Public Library
52. Verona Senior Center
53. Waunakee Neighborhood Connection
54. WilliamSMiddleton Memorial Veterans Hosp