



2019 VIP Partner Site Application

Since 2009, the CalSERVES Volunteer Infrastructure Project (VIP) has partnered with nonprofits and educational organizations to build volunteer programs that move service missions forward. If selected, your organization could join the ranks of over 400 service agencies that have seen the benefits of AmeriCorps VIP service and have built sustainable volunteer programs.

Should VIP receive AmeriCorps funding for 2019-20, CalSERVES and regional supervising organizations will recruit full-time AmeriCorps members to build volunteer capacity in local agencies that serve high-need children and families.

The program is administered statewide by CalSERVES, a project of the Napa County Office of Education. The program has an approximate start date of September 2019 and will recruit partner sites to participate for one program year (through July 2020). Participating organizations will have the opportunity to enroll an AmeriCorps member (AmeriCorps VIP Fellow) who will commit to a service term of 1700 hours over 9 to 11 months, as agreed upon by the regional supervising organization and the partner site. AmeriCorps members receive in return a modest living stipend, educational scholarship, and invaluable service experience.

The VIP partner site application process determines an agency's fit with the program's mission and eligibility to host an AmeriCorps member. Agencies are selected for participation at the discretion of CalSERVES VIP staff. Awarded agencies will have the opportunity to host one AmeriCorps VIP Fellow.

To apply to host an AmeriCorps VIP Fellow:

1. **Review the program information on pages 2-6.** Program information must be reviewed by both the applicant and the proposed AmeriCorps member supervisor.
2. **Complete the checklist and sign page 6.**
3. **Complete the application on pages 7-12.**
4. **Complete the Volunteer Capacity Assessment.**
5. **Have the proposed AmeriCorps member supervisor complete the proposed supervisor agreement.**
6. **Once complete, submit all documents from the checklist on page 6 via email to your supervising organization representative.**

Volunteer Infrastructure Project Information

Please read the following information carefully for important information on program outcomes/goals, requirements, and partner site responsibilities.

Interested partner agencies can choose from 2 program options to best meet the agency's needs. The following list is an overview of these options; see the program brochure for detailed information. **Partner sites must pick one of the following options.**

- **VIP: for nonprofits and government agencies**
AmeriCorps members at VIP Startup sites work to grow the established agency's volunteer program based on the agency's needs and priorities as defined by the Volunteer Capacity Assessment.
- **VIP K-12: for K-12 schools, school districts, continuation high schools, and adult schools**
Incorporating efficient volunteer systems into a school's framework and culture is a unique challenge addressed by VIP K-12. VIP Fellows at VIP K-12 partner sites are connected with additional resources to build volunteer programs throughout the school environment, to include classroom volunteers, special presenters, parent involvement, and more. VIP K-12 also offers access to the CalSERVES CalPREP college readiness mentoring curriculum, a free resource for volunteer mentors and schools.

Volunteer Infrastructure Goals:

1. **Build the agency's volunteer capacity** by:
Providing capacity building services in the areas of volunteer recruitment and management, enabling partners to increase volunteer capacity (as measured by the program's Volunteer Capacity Assessment).
2. **Recruit and retain agency volunteers** by generating an average of 120 volunteers per Partner Site (80 one-time & 40 ongoing). Partner Sites will set their own volunteer recruitment goal to meet agency needs. The *minimum suggested* goal for each Partner Site is:
 - a. 20 new ongoing volunteers (serving at least 20 hours each) for every partner site, with a special focus on skilled "skills-based volunteers."
 - b. 30 new one-time volunteers (serving at least 1 hour each) for every partner site, with a special focus on volunteers from business partners.
3. **Increase resources for the agency's volunteer program** by:
 - a. Raising \$2,000 in cash or in-kind donations through the establishment of at least 2 business partnerships for every partner site.
4. **Develop the professional skills of all AmeriCorps members** through:
 - a. Training and real-life work experience, so that they improve overall on performance evaluations by at least 20%.

Partner Site Eligibility:

Eligible AmeriCorps VIP partner sites meet the following minimum requirements:

- Eligible partner sites must be a nonprofit (501(c)3) or educational organization (eg, a school).
- Partner sites must provide opportunities for AmeriCorps members to perform service that promotes the growth and support of a volunteer program that utilizes “skills-based volunteers”, (SBV) allowing the organization to better meet the needs of their clients.
- Partner sites must not use members to displace any paid employee providing similar services, or to displace any current volunteers providing similar services.
- Members cannot be offered any additional salaries or wages by the partner site.
- Partner sites must certify that they are a Drug-Free workplace and must be in compliance with the requirements of federal grant recipients under Section 5153 through 5158 of the Anti-Drug Abuse Act of 1988.
- Services offered by partner sites must be offered without regards to a client’s age, religion, disability, political affiliation, veteran status, gender, sexual orientation, gender identity, race, ethnicity, or national origin.

Partner Site Responsibilities:

Selected partner sites enjoy all benefits of program participation and the service of a dedicated AmeriCorps member. Partner site responsibilities outlined below are required and ensure program success.

- **Program mission alignment:** The express purpose of the VIP program is to support the partner site in building an effective volunteer program within agencies that improve the lives of the community’s children and families.
- The agency must:
 - Collaborate with Supervising Organization on recruitment efforts, timely candidate interviews and placement of a member to your agency.
 - Take active steps in building volunteer capacity; the AmeriCorps member will not be able to successfully integrate and build the volunteer program without executive support within the agency and participation by agency staff.
 - Show willingness to make the cultural changes that are necessary in developing an effective volunteer program, including adding volunteer supervision responsibilities to organization staff where appropriate, developing new policies and programs around volunteers, and more. See the program’s Volunteer Capacity Assessment for a breakdown of the process involved in creating a fully-developed volunteer program.
 - Educate staff and community members as appropriate about the AmeriCorps member’s role and responsibilities in the program, and facilitate connections where appropriate (e.g., introducing the AmeriCorps member to agency staff and current volunteers).
 - The AmeriCorps member’s activities must always align with program goals and parameters. Additionally, partner sites must assign projects to keep members within the hour percentage requirements (45% of hours should be spent on volunteer development and capacity building, 35% on volunteer recruitment, 10% on business partnership and fundraising capacity building, and 10% on training and member development).

- **Cash match payment:** AmeriCorps programs are a partnership between Federal funding sources and local agencies like yours. The AmeriCorps grant award will cover many of the program costs, and the partner site will share the remaining portion of costs. Partner sites must provide cash payment of \$ _____ to support the AmeriCorps member's stipend, health benefits, training and coaching. The match is billed in _____ installments on the following date(s): _____.
- **AmeriCorps member support:** AmeriCorps members are passionate and dedicated U.S. citizens who want to make a difference. Most AmeriCorps members have previous leadership and service experience, but will spend their year "learning the ropes" of volunteer management. Many have not previously worked in the nonprofit field. These individuals perform best with mentorship from the partner site. Member support responsibilities include:
 - Partner sites must provide members with an orientation and any organization-specific training they will need to carry out their assigned tasks. In addition to training the member, partner sites need to orient organization staff about AmeriCorps and the roles and responsibilities of the member(s) assigned to the organization.
 - Partner sites must designate a full-time, on-site, experienced staff person to supervise the member's day-to-day performance, complete three performance evaluations of the member, and approve the member's monthly timesheets. The supervisor must pass a DOJ/FBI background check, required for all supervisors of AmeriCorps members.
 - Members must be allowed to attend all scheduled AmeriCorps VIP-sponsored events, trainings and service projects (typically scheduled during business hours).
 - Partner sites must provide the member with any resources and tools needed to perform effectively, including adequate workspace and full-time access to a computer and phone.
 - Partner sites must provide members with appropriate leadership opportunities that enhance their professional development; including encouraging the member to participate on organization committees, working groups or boards.
 - In the event of a member performance issue (e.g. failure to report to site, tardiness, unprofessional behavior, etc.), partner sites are responsible for notifying the supervising organization within 48 hours of the occurrence.
 - Regular (at least weekly) supervision meetings should be conducted with the AmeriCorps member at the partner site with their assigned supervisor.
 - Projects assigned to members must offer at least 40 hours of service per week for a period of roughly 11 months (additional hours per week will be required for members with shorter service contracts). Project assignments must align with the VIP AmeriCorps Member Workplan and be properly supervised. Working from home is not allowed.
- **Impact tracking:** The AmeriCorps VIP program receives public funds, and we strive to demonstrate transparency and accountability in all we do to honor the public tax funds that support our work. Partner sites provide CalSERVES with important, on-the-ground reporting on program impacts, including the following:
 - Partner sites are responsible for maintaining volunteer tracking data, including sign-in and sign-out records, to document all volunteers recruited, managed, or trained by the AmeriCorps member (volunteers recorded on the member's monthly reports). This volunteer data must be kept for 7 years. To comply with Corporation for National and Community Service reporting standards, your agency's volunteer records must include at a minimum (for the volunteers that the AmeriCorps member will report):
 - Volunteer names;
 - Relevant demographic information (including location of residence);
 - Method of recruitment;
 - Participation in orientation and/or training activities;
 - Planned or actual role(s), assignment(s), or activities;

- Start and end dates of service
- Each volunteer's dates of service; and
- How many hours each volunteer served on each day of service.
- Allow limited access to volunteer data to the AmeriCorps member, Supervising Organization, and CalSERVES/NCOE Community Programs. AmeriCorps members will need access to the number of volunteers they've recruited and the hours those volunteers have served for their CalSERVES monthly report. Supervising Organizations will need access to spot-check volunteer records for compliance with CNCS standards. Only in the case of a program audit by CNCS or another federal agency, NCOE Community Programs staff may require copies of volunteer records.
- Partner sites must participate in AmeriCorps VIP surveys, assessments and progress reports when needed.
- Partner sites ensure that regular reports are completed and turned in on time according to deadlines distributed early in the program year. These reports include:
 - Three evaluations per member (baseline, mid-year, and final).
 - Three volunteer capacity assessments (baseline, mid-year, and final).
 - Volunteer reports completed monthly by members and approved by supervisors, which must include new volunteers broken out by category (on-going or one-time); volunteer hours for on-going and one-time volunteers; the types of service provided (health, education, or human services); and a narrative report on the agency's experience for that reporting period.
 - Additional reporting may be required.
- Agencies that do not meet reporting deadlines may face consequences including a) the temporary removal of the AmeriCorps member(s) from the service site until reporting requirements are met, or b) program ineligibility in subsequent program years.
- Partner sites must provide appropriate backup materials for all reports as required (e.g., volunteer logs to back up reported number of volunteer hours served).

CalSERVES and Supervising Organization Responsibilities

CalSERVES holds the statewide grant to administer AmeriCorps VIP. CalSERVES partners with community hubs around California, called supervising organizations, that run the AmeriCorps program in their community under close partnership with CalSERVES. CalSERVES and the supervising organization are responsible for making sure the program runs as aligned with the VIP grant award and the AmeriCorps Rules, Regulations, and Provisions.

- The supervising organization will recruit, screen (including FBI, State, and National Sex Offender background checks), enroll, assign, and orient AmeriCorps members to serve an average of 40 hours per week developing volunteer infrastructure at their assigned partner site. Partner sites participate in some aspects of the recruitment, screening, and placement process (contact the supervising organization for more information).
- The supervising organization will ensure all appropriate documents are received and filed in accordance with the AmeriCorps Member File Checklist, and will ensure eligibility for each member to serve in AmeriCorps.
- Member payment, hour tracking, and education award distribution will be carried out by the supervising organization and CalSERVES.
- The supervising organization and CalSERVES will be responsible for developing a training manual and program for the members that includes partner site information, volunteer development basics, recruitment, retention, strategies for support based on characteristics of the volunteer population, and basic training on setting up an effective volunteer program. Additionally, opportunities for reflection will be provided to members to encourage personal growth and

continuous improvement.

- Ongoing support for members will be provided by the supervising organization through on-site visits, telephone, email, and/or web-based training and technical assistance.
- The supervising organization will provide assistance as needed in the successful completion of all required reports.
- The supervising organization is responsible for reviewing and verifying accuracy of data submitted by partner sites. This information is provided to the statewide project administrator, Napa County Office of Education, CalSERVES.

Application Process and Checklist

- The criteria used in partner site selection includes:
 - Site meets the target requirements outlined in the above description.
 - The population served by the partner site matches the target groups of the program: high-need youth and families.
 - There is management in place to effectively supervise an AmeriCorps member.
 - The information provided on the application and volunteer capacity assessment indicates a need for increased volunteer capacity to meet community needs.
 - Other information gathered by supervising organization or CalSERVES staff during an interview and/or site visit with the contact person of your organization.

All agencies that wish to apply to host a VIP Fellow must submit a complete application via email to the supervising organization representative. All documents should be in PDF format. A ‘complete’ application includes all of the following documents:

Application Checklist	
✓	Application Items
	1. This application checklist with required fields completed below
	2. AmeriCorps VIP Partner Site application (on the pages that follow)
	3. Current Volunteer Capacity Assessment
	4. AmeriCorps Supervisory Information Sheet

IMPORTANT: COMPLETE THIS BOX	
<p><i>I have reviewed and understand the AmeriCorps VIP partner site application instructions above. I certify that our agency meets the program’s eligibility requirements and will make all efforts to uphold partner site responsibilities if selected.</i></p>	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of authorized applicant	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of the proposed AmeriCorps member supervisor	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date

Application begins on the following page

Volunteer Infrastructure Partner Site Application

SECTION 1: AGENCY INFORMATION

Applicant/Contact Name: _____

Agency Name: _____

Agency Type: dropdown menu: 501(c)3, gov't agency, school, school district, college

Physical Address (where AmeriCorps member would serve):

Street: _____

City: _____ State: _____ Zip: _____

Email: _____ @ _____

Phone: (_____) _____ - _____

Website: _____

Organization Mission:

Please describe the primary population that your organization serves.

Please describe your organization's programs that serve low-income children, youth and families. Include the services each program provides to the community and how increased volunteer support for those programs would yield positive results.

How many staff does your organization employ? Please list numbers for all PTE, FTE, and voluntary staff members.

FTE: _____ PTE: _____ Voluntary: _____

Does your organization have a volunteer coordinator? Yes ____ No ____

If yes, please provide his or her contact information and the hours per week he or she dedicates to volunteer management.

Name: _____

Email: _____ @ _____

Phone: (_____) _____ - _____

Volunteer Management Hours Per Week _____

If no, who within your organization has primary responsibility for volunteer recruitment, training, and management? Please provide the names, titles, and average hours per week spent on volunteer management for all staff and volunteers who fulfill this role.

Name: _____ Title: _____ Hours: _____

Name: _____ Title: _____ Hours: _____

Name: _____ Title: _____ Hours: _____

SECTION 2: VOLUNTEER PROGRAM INFORMATION

Which VIP Program Option is your agency applying to host?

Please describe the strengths and weaknesses of your current volunteer program.

What challenges does the agency face in incorporating volunteers? (eg, funding challenges, lack of systems or processes, low staff buy-in, etc)

The focus of the Volunteer Infrastructure Project is to build volunteer capacity for partner sites. This involves creating roles for and recruiting both one-time and long-term volunteers, including skills-based volunteers (SBV).

1. **Does your organization currently utilize any SBV?**
2. **Could your organization benefit from the use of SBV?**
3. **Does your organization currently utilize one-time volunteers?**
4. **Could your organization benefit from the use of one-time volunteers?**
5. **List potential projects for volunteers at your organization, including roles for one-time, long-term, and skills-based volunteers:**

One of the VIP's goals is to recruit an average of 80 one-time and 40 long-term volunteers for each partner site. Your agency's volunteer recruitment goals may be different based on your program capacity and the community's needs.

Please create realistic volunteer recruitment goals for your agency in the upcoming year of AmeriCorps service. *Keep in mind that the minimum suggested goal of 50 volunteers per AmeriCorps member.*

Our agency's target volunteer recruitment numbers for:

One-time volunteers (serving 1-19 hours each):

Long-term volunteers (serving 20 or more hours each):

SECTION 3: VIP PROGRAM COMMITMENT

The Volunteer Infrastructure Project is seeking partner sites that will commit to participate in the program for 1 program year (approximately 11 months, from September 2019 – July 2020). Partners agree to support the development of volunteer infrastructure and the work of the AmeriCorps member during this time.

Is the applying organization able to host (an) AmeriCorps member(s) from approximately September 2019 to July 2020?

Please provide a brief explanation of the ways in which the program fits into your organization's larger goals in the next year and beyond.

Has the agency previously hosted an AmeriCorps member?* Yes___ No___

***If yes**, were any previous AmeriCorps members a part of the VIP program?

Yes___ No___

***If yes**, for how many years? _____

What did the AmeriCorps member accomplish?

If you are applying for a VIP Fellow and have ever hosted a VIP Fellow in the past, please describe below why you need additional support, and what you anticipate the member will be able to accomplish.

Does the agency plan to host AmeriCorps members from any other program (such as VISTA) while hosting a VIP Fellow?*

***If yes**,

- Enter the other program's name:
- *Include an electronic copy of the program description(s) and position description(s) of all other AmeriCorps members serving the agency when submitting this application.*

The Volunteer Infrastructure Project requires reporting, financial, and other commitments to meet our program goals and the needs of our funder.

Is your organization committed to making the structural and cultural changes needed to develop a sustainable volunteer program? (For information on specific indicators contributing to this change, see the Volunteer Capacity Assessment.)

Is your organization able to complete and submit the Volunteer Capacity Assessment 3 times per year?

Who in your organization will complete the Volunteer Capacity Assessment?

Name: _____ Title: _____

Is the organization able to track individual volunteers and hours served?

Is the organization able to track donations?

Is the organization able to ensure that donations brought in by the VIP Fellow are used expressly to support the volunteer program, and will not be used for other purposes (including general fund support)?

Is the organization able to provide the required cash match to support the AmeriCorps member (refer to page 4 of this document)?

Is the organization able to provide the AmeriCorps members with a full-time workspace, including a phone and computer with internet access?

Is there any **information not included above** that you'd like to be considered by CalSERVES staff with your application?