

FRYSC CORPS

SPONSORED BY KENTUCKY AMERICORPS AND THE DIVISION OF FRYSC

Site Application 2015-2016

Deadline: May 1, 2015

Thank you for your interest in becoming a FRYSCCORPS site! The following application provides information about the program's goals, benefits to members, and the expectations for the host site. Currently, positions are available to Family Resource and Youth Service Centers (FRYSC) in Eastern and Central Kentucky regions 4 through 10.

Description

FRYSCCORPS works with the state's Division of Family Resource and Youth Services Centers. The Corporation for National Community Service funds FRYSCCORPS through a competitive federal grant that provides a living allowance, health benefits and training for 35 individuals. These individuals become reading tutors at host FRYSCs throughout districts in targeted Kentucky counties.

FRYSCCORPS members are AmeriCorps members who commit to a year of service with an opportunity to serve two years. They serve under the supervision of FRYSC coordinators in cooperation with principals and teachers to provide individual and small group reading tutoring. These students are identified as at risk for academic failure due to poor reading mechanics. Members are trained to use a variety of reading instruction tools. Members should also support the current reading curriculum within host schools to give struggling students the tools necessary to achieve success while in school and beyond. *The specific academic goal of the FRYSC Corps grant is to help those students who need extra support in sound awareness, phonics, sight words, fluency, and comprehension.*

FRYSC Corps members support literacy with reading buddy mentoring programs in your school. If your school does not have a reading buddy program, the FRYSC Corps member will have the tools and training to start one. If your school has a program, the member should help the current program leaders to increase the number of students participating.

FRYSCCORPS members are in a unique position to contribute service to Family Resource and Youth Service Center core components because they are physically located in centers and work directly, one-on-one with students to improve reading skills as the grant requires. Direct service hours must include serving students and families in your school community to support the goal of removing barriers to learning.

Furthermore, members must recruit and train at least 12 volunteers to meet academic and basic needs in your community is also part of the mission. The member should share actively the positive experience of community service and encourage others to give time and skills to your school and neighborhoods.

FRYSC CORPS Mission Statement

FRYSC CORPS is an AmeriCorps project, with members committed to serving the children of Kentucky in partnership with caring families, supportive schools and resource centers, active communities and dedicated volunteers, providing literacy-rich opportunities to assist K-12 students in improving their reading skills, benefiting their entire lives.

AmeriCorps Member Benefits

Each AmeriCorps/FRYSCCORPS member completes 1,700 hours of service between September 1, 2015 and August 31, 2016. In exchange for service, full-time members receive:

- A total **living allowance** of app. \$522 twice each month (taxable income) up to \$12,530 maximum;
- **Health insurance**;

- **Child care re-imbursement**, if eligible;
- **Student loan forbearance** for qualified loans;
- A \$5,730 **educational award** that may be used to pay for college or to re-pay qualified student loans upon satisfactory completion of service; and
- Training in reading tutoring methods and resources.

Member Requirements

Applicants must be at least 18 years of age, a high school graduate or equivalent, provide a driver's license or state issued identification, have US citizenship, and successfully complete state and federal background checks.

FRYSC Expectations

The FRYSC Coordinator, advisory council, and/or school personnel, etc. recruit and interview applicants for the AmeriCorps position. FRYSCORPS staff also interviews the candidate and conducts an orientation explaining AmeriCorps and FRYSCCORPS requirements. In addition, FRYSCCORPS staff performs a background check and *reserves the right to refuse a placement for applicants.*

The FRYSC & school must:

- Submit **\$5,875** cash match to secure an AmeriCorps member's placement. Funding may come from sources outside the FRYSC. Use of federal funds must be declared.
- Ensure the Coordinator participates in an orientation provided by FRYSCCORPS staff.
- Ensure that the coordinator acts as a site supervisor for the FRYSC CORPS member. Site Supervisors are responsible for ensuring the goals outlined in an accepted application are met and that the FRYSCCORPS member meets the site's professional expectations in regard to reporting for service, professional conduct, etc.
- Allow the AmeriCorps member to attend meetings as required by the FRYSC CORPS, including; a multi-day orientation, monthly teleconference meetings provided by FRYSCCORPS staff, and 3 to 6 additional face to face trainings.
- Make certain that the AmeriCorps member participates in at least three national service initiatives such as Make A Difference Day, MLK Day of Service, and AmeriCorps Week.
- Provide supervisor's reports, evaluations of member service and reading scores for served students.

Host sites are monitored for commitment to the AmeriCorps mission of "Getting Things Done." Sites must comply with program requirements and clearly demonstrate the capacity to manage an AmeriCorps member and support their specific mission. As this is a complex commitment of time, finances, supervision, and training, FRYSCCORPS sites must be dedicated to the mission. Careful selection of a service member is critical because the tutoring position requires a strong degree of self-initiative for successful completion.

It is against the law for organizations that receive federal financial assistance to discriminate on the basis of race, color, national origin, disability, sex, age, political affiliation, or, in most cases, religion.

To apply for a FRYSCCORPS member(s) for your FRYSC, please complete the following application and email to:

Heather.Musinski@ky.gov

Signature page should be scanned, faxed or mailed to:

FRYSCCORPS
Attn: Heather Musinski
275 E. Main St., 3C-G
Frankfort, KY 40621
502-564-6108 (fax)

If you have questions about the application process or AmeriCorps, please contact Heather Musinski.

FRYSC CORPS 2015-2016 Site Application

Deadline: May 1, 2015

This is an Adobe Acrobat form.

Answer each section thoroughly. Please get signatures before submitting application.

I. Basic Information about your FRYSC

1. FRYSC Site Name: _____
2. FRYSC Mailing Address: _____
 City: _____ Zip: _____
3. FRYSC Street Address (if different): _____
 City: _____ Zip: _____
4. FRYSC phone: _____ Fax: _____
 Primary FRYSC email: _____
5. School Name and District: _____
6. FRYSC Coordinator: _____
7. Principal: _____
8. Superintendent: _____
9. Will the FRYSC coordinator listed above act as the site supervisor for this position? ☐ Yes ☐ No
 Name of intended site supervisor: _____ Position: _____
10. If not the same as above, please supply the information for the intended host site.
 FRYSC Name: _____
 FRYSC Coordinator: _____
 FRYSC Address: _____
 FRYSC Phone: _____ Fax: _____
 FRYSC email: _____
11. School Classification (Mark all that apply): ☐ Distinguished ☐ Proficient ☐ Needs improvement
☐ Progressing
12. School Improvement Designation (Mark all that apply): ☐ School of Distinction ☐ High Performing
☐ School of Innovation ☐ High Progress ☐ Progressing ☐ Priority ☐ Focus
13. School Intervention: ☐ Title I ☐ 21st CCLC ☐ ELL/ESL ☐ School Improvement Grant (SIG)
☐ Other: _____
14. Check below to indicate your ability to meet the following match requirements:
 - A. Facilities: ☐ work space ☐ computer/internet access
☐ phone ☐ fax ☐ office & tutoring supplies
 - B. Cash Match: \$5,875 (per full-time member) \$2,937 (per half time member)

Important: If any part of the cash match will be paid by **federal funds** provide the 1. agency name, 2. CFDA number ("n/a" if a contract) 3. the amount of those funds used for cash match. (Your principal or district accountant should be able to provide those numbers)

If local or state government funds, please describe:

Other, please describe:

- C. Please describe any additional resources you will provide to an AmeriCorps member (training, teaching materials, etc.)

II. Your AmeriCorps Request

1. How many full-time (1,700 hours) or half-time (900 hours) FRYSC CORPS members do you request?
(FRYSC Corps slots are limited, and your full request may not be possible to fulfill)

Full-time: _____ # Half-time: _____

2. Have you hosted an AmeriCorps member before? ☐ Yes ☐ No
Name of AmeriCorps program (ex. ECU Corps or Build Corps) _____
3. Will AmeriCorps members be able to identify themselves as "AmeriCorps" at your site by wearing AmeriCorps shirts, lapel pins or buttons? Will you allow an AmeriCorps sign to be posted in your center or school? ☐ Yes ☐ No
4. Can AmeriCorps mention your FRYSC in publicity about the FRYSCCORPS? Will it be possible to do a news story on the service of an AmeriCorps at your site? For example, can a reporter come to the site to conduct an interview the AmeriCorps member and parents? ☐ Yes ☐ No
5. **AmeriCorps members are not school employees and may not replace existing employees or volunteers. This AmeriCorps member will not replace existing positions at our school.** ☐ Yes ☐ No

III. Site Proposal

1. The literacy goal of the FRYSC Corps grant is to help students who are struggling to read at grade level with support with sound awareness, phonics, sight words, fluency, and comprehension to be proficient readers.
- **Tutors at elementary schools have a target of 15-30 students.**
 - **Middle and high school tutors have a target of 7-10 students.**
 - **Students must receive at least 25 hours of LITERACY tutoring during the member's service.**

Please describe the literacy challenges within your school. How will a FRYSC Corps member help address those needs? How many students will be served?

2. Which reading curriculum does your school currently use? How will your FRYSC Corps member be trained to use the materials effectively?

3. FRYSCORPS members receive training in best practices for reading tutoring. It is expected the host school will prepare the member by providing training for the school reading curriculum. To improve communication and the outcomes for tutored students this tutor must take part in instructional meetings regarding assigned students.
 - **Tutors trained in reading tutoring best practices.**
 - **School provides training for school based curriculum.**
 - **Tutor must take part in instructional team meetings for assigned students.**

Please tell us about the staff and resources available to the AmeriCorps member. How will your school fit this tutor into existing instructional planning for students? What reading support materials are available for the tutor? Will the member work with small groups or one-on-one with students? Is appropriate tutoring space available?

4. To increase the literacy support provided by FRYSC Corps members, they will be trained to launch or support a reading buddy program. They will pair at least 5 younger students (K-3) with older students (grades 4-12). Older students who act as mentors will have a brief training about being a mentor. Mentoring pairs should meet at least 10 times during the school year. If your school has an existing reading buddy program, the FRYSC Corps member should help increase the number of students mentored.
 - **Tutors trained to start or support reading buddy programs at service site.**

Please tell us how a reading buddy program would fit into your school's current literacy plans. If your school currently has a reading buddy program how would a FRYSC Corps member help with the program?

5. FRYSC Corps members must help increase your center's ability to meet your FRYSC's action components.
 - **Members should plan or support: family literacy events, families in training, healthy living programs, employment counseling, training and placement, or job development.**
 - **Members can help with preschool or after-school-care, referrals to health and social services and substance abuse education.**

Please describe the challenges you hope to address with the help of a FRYSC Corps member.

How will a FRYSC Corps member make a positive difference in your current programming? What service activities will the FRYSCORPS member(s) perform to meet this goal? Describe specific member activities during the service year that address the literacy and basic needs challenges.

6. FRYSCORPS members and site supervisors must attend at least one local school leadership, government or civic meeting such as school board, local Kiwanis or Rotary meetings to share their service experience. This communication creates a framework for community support for the project over time.
 - **The site supervisor's role at this meeting is to explain the difference FRYSCORPS service is making.**
 - **The member's role is to speak about AmeriCorps and the value of community service.**

What groups do you intend to share this experience with during the member(s) service year?

7. One of the keys to program sustainability is to connect people from your community with volunteer opportunities with your school or center and help them decide to volunteer again.
 - **The member must recruit OR manage at least 12 volunteers to support your FRYSC or AmeriCorps projects and events.**

How will your site help your FRYSCORPS member achieve their volunteer recruitment and management goal?

8. Thoughtful selection of an applicant is essential to effectively accomplish the goals you have described for the FRYSC Corps member. **Please list and describe at least five skills, experiences and/or characteristics you think a FRYSC Corps member should have to make a difference at your school and FRYSC.** Explain why each of these five areas is important.

IV. Training and Required Service Events

1. Site supervisors **must participate** in a program orientation prior to recruiting a FRYSCORPS member. Orientation covers AmeriCorps and FRYSCORPS goals, policies and procedures.

We understand that the FRYSCORPS site supervisor must participate in a program orientation.

☐ Yes ☐ No

2. FRYSCORPS members **must attend** an orientation provided by FRYSCORPS in September 2015. The three-day training provides orientation for AmeriCorps service, event planning, service learning, and goal setting as well as tutor training for the year of service. Expenses for mileage, lodging, and food for the meeting are covered by FRYSCORPS.

We understand our FRYSCORPS member attends a three-day training to be provided by FRYSCORPS.

☐ Yes ☐ No

3. Members **must attend** the Kentucky AmeriCorps Celebration of Service. Travel and lodging costs will be covered by the FRYSC Corps.

We understand our FRYSC Corps member must attend the Celebration of Service.

☐ Yes ☐ No

4. Members **must attend** Victory Over Violence. Conference fee, mileage, lodging and most meals **paid by FRYSCORPS**.

We understand our FRYSCORPS member(s) attends Victory Over Violence.

☐ Yes ☐ No

5. Members **must participate** in FRYSC Corps meetings. Meetings are typically held monthly and may be face-to-face or teleconferences. These regular meetings help members support one another and solve service issues as they occur. These meetings also allow FRYSCORPS staff to provide additional technical assistance. Mileage is covered by FRYSCORPS.

We understand our FRYSCORPS member(s) must participate in FRYSCORPS meetings.

☐ Yes ☐ No

6. *If attendance at any of these required training events or participation in service goals or activities presents a problem for the supervisor, school or potential FRYSC Corps member, please explain in detail.*

V. Supervision

1. The FRYSC Coordinator is the site supervisor for the FRYSC CORPS member. Please describe how you will support the FRYSC CORPS member(s) during their service? For example, how would you discourage member drop-out or resolve conflicts between staff that occur on the job? How will you establish professional protocol for your office with your FRYSC CORPS member(s)?

2. How will you involve your FRYSC CORPS member(s) in planning their service assignment and supporting your center?

VI. Reporting

1. **Weekly Timesheets** - Site supervisors are required to verify the hours reported by your FRYSC CORPS member(s) and authorize time reports on our on-line system.

We understand the site supervisor must verify and approve member(s) timesheets.

☐ Yes ☐ No

2. **Planning/Reporting Time** – A prepared tutor is most likely to be effective in the work they do with students. FRYSC Corps members are also required to keep notes about their assigned students and report about their progress with the students. FRYSC Corps members should be given 45 - 60 minutes of uninterrupted planning time each day. This time should be reflected in their service schedule.

We understand our AmeriCorps member must be allowed to have 45-60 minutes of planning time during their day.

☐ Yes ☐ No

3. **Progress Reports** - The site supervisor is responsible for completing an on-line site supervisor report each month.

We understand the site supervisor responsible for submitting a progress report.

☐ Yes ☐ No

4. **Evaluations** - Site supervisors are responsible for completing an on-line evaluation of their FRYSC Corps member each spring.

We understand the site supervisor is responsible for evaluating our AmeriCorps member(s) and sharing that evaluation with FRYSC CORPS staff.

☐ Yes ☐ No

5. **Student Reading Scores** - FRYSC CORPS requires Fall, Winter & Spring MAP Reading scores (or our school's alternate assessment) are reported for each student receiving services from tutors. *Students are assigned an ID number that will ensure confidentiality.*

We agree that our school will provide MAP (or school's alternate assessment) for each student the FRYSC Corps tutors works with.

☐ Yes ☐ No

VII. Signatures

I acknowledge by signature that I have read, understand, and agree to the terms of this application.
The information provided in this application is true to the best of my knowledge.

Signature (FRYSC Coordinator)	Title	Date
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Print name

Signature (Principal)	Title	Date
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Print name

Signature (Superintendent)	Title	Date
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Print name