

## Roles and Responsibilities Worksheet (Required)

Describe how each applicant partner plans to contribute to the overall program plan including, but not limited to, time contribution, personnel contribution, monetary contribution, shared responsibilities, use of facilities, etc.

### 1. Faith-based organization:

- Time contribution

Christ Emmanuel Christian Fellowship will recruit volunteers to be mentors and guest speakers. They will attend partner meetings, review data, and support the implementation of the program. In addition they will support the parental/family engagement activities with guest speakers and activities.

- Personnel contribution

The Church Volunteer Education Coordinator will serve as the primary contact for the church. They will assist in recruiting volunteers, seeking additional resources, and contributing to the parental/family engagement activities. Church volunteers will be instrumental in serving as chaperones mentors, and volunteers for activities and on field trips.

- Monetary contribution

The Church will provide in-kind contributions of facility space and people resources for the support of the program. Facilities and equipment will be made available for such things as training, family engagement activities, culminating activities, and other gatherings as desired.

- Shared responsibilities

The Church and Union Savings Bank will collaborate to support the launch and on-going implementation of the mentor program by assisting in recruiting volunteer mentors. In addition they Church, the partner schools and community partner agree to collaborate to support the implementation of the program.

- Additional roles and responsibilities

We will provide data as it pertains to the required program evaluation. Should the Community Connectors grant be received, we will sign a formal Memorandum of Understanding with the district and complete any additional partnership forms.

### 2. School district partner:

- Time contribution

Program activities will take place at the partner school throughout the academic year

- Personnel contribution

The school principals and resource coordinator will serve as the primary on-site contact. Teachers and staff will participate, as needed, to help with the identification of students and/or help resolve academic needs as they arise

- Monetary contribution

In-kind contributions of facility space will be provided by the partner school. Any additional in-kind contributions require approval of the partner school and district

- Shared responsibilities

The district and partner school commit to supporting the implementation of the mentor program and its desired goals for the school's students

- Additional roles and responsibilities

The partner school agrees to support implementation of the program by helping identify students for participation, sharing program information with students and families, providing facility space to house the program as needed, help with academic and/or behavioral needs as they arise, and provide data as it pertains to the required program evaluation. Should the partner receive a Community Connectors grant, the partner will sign a formal Memorandum of Understanding with the district.

### 3. Business partner:

- Time contribution

Participants from Union Savings Bank will serve as mentors and guest speakers. As well as provide opportunities for job-shadowing activities.

- Personnel contribution

Lem Davis, Vice President of ..... At Union Savings Bank will serve as the primary contact for bank. In addition he will support the recruitment of volunteer mentors.

- Monetary contribution

The Bank will provide Capital investment for the support of the life of the program. Additionally in-kind contributions of facility space and people resources will be provided.

- Shared responsibilities

Union Savings Bank will collaborate to support the launch and on-going implementation of the mentor program by assisting in recruiting volunteer mentors. In addition Union Savings Bank, the partner schools, faith-based, and community partner agree to collaborate to support the implementation of the program.

- Additional roles and responsibilities

Additional responsibilities will include providing data as it pertains to the required program evaluation. Should the Community Connectors grant be received, we will sign a formal Memorandum of Understanding with the district and complete any additional partnership forms.

### 4. Community nonprofit (if applicable):

Activities Beyond the Classroom (ABC)

- Time contribution

- ABC Foundation will provide support for the launch and on-going support of the implementation of the program. 10% of the program director will be applied to the support of the grant.

- Personnel contribution

10% of the program director will be applied to the support of the grant.

- Monetary contribution

ABC will commit to the fundraising necessary for the duration of the grant.

- Shared responsibilities

ABC will identify, recruit, train, manage, and retain necessary personnel. Additionally ABC will collaborate with partners to manage, monitor and evaluate the program.

- Additional roles and responsibilities

ABC will provide all back office, accounting and fiduciary responsibilities for the grant.