

## 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  
The City of Zion Church will contribute approximately 40 staff hours per year to this project.

- Personnel contribution

Pastor Elgin D. Orton will serve as the City of Zion Church representative on Big Brothers Big Sisters' Community Connectors leadership team.

- Monetary contribution

n/a

- Shared responsibilities

The City of Zion Church will provide intellectual support for this project, particularly in regards to the parent workshops and outreach to families in the program.

- Additional roles and responsibilities

### 2. School district partner:

- Time contribution

Joyce Hackett currently serves as our liaison for Project Mentor, and Ms. Hackett will serve as the Columbus City Schools representative on Big Brothers Big Sisters' Community Connectors leadership team.

- Personnel contribution

See above.

- Monetary contribution

n/a

- Shared responsibilities

From the inception of Project Mentor, Big Brothers Big Sisters and Columbus City Schools have worked closely together to ensure the success of this program. The Community Connectors grant would help continue and deepen this collaboration. At each individual school where the Big Brothers Big Sisters mentoring program is offered, CCS teachers, counselors and school administrators would provide assistance in identifying and recruiting children for the program; distributing and collecting referral forms, applications and permission slips for student participation; providing space for mentoring activities; verifying student attendance; providing ongoing consultation regarding student needs; providing assistance in obtaining information to evaluate the program; serving as a liaison between

students, program coordinators and mentors; helping match the students to mentors; and participating in program orientation.

- Additional roles and responsibilities

Through a Community Connectors grant, Big Brothers Big Sisters is proposing that, at the six schools listed in our application, our program coordinators would meet with participating students in small group sessions, in addition to the weekly meetings between the students and their mentors. In this way, the program coordinators can provide more direct support to students to help them build hope and succeed at school and in life. CCS administrators would assist us in facilitating these weekly meetings.

### 3. Business partner:

- Time contribution

Highlights for Children will contribute approximately 208 staff hours per year to this project.

McGraw-Hill Education will contribute approximately 48 staff hours and 225 volunteer hours per year to this project. Ten volunteers from McGraw-Hill will provide one-to-one mentoring to ten Columbus City Schools' students. Mentors and students will meet together for forty-five minutes per week during the school, for a total of 22.5 hours of mentoring per student per year.

- Personnel contribution

Highlights for Children: Marytherese Croarkin will serve as the Highlights for Children representative on Big Brothers Big Sisters' Community Connectors leadership team. Various staff with expertise in content, pedagogy and education will devote 10 hours/month of their time to this project.

McGraw-Hill: Rick Lenkey will serve as the McGraw-Hill Education representative on Big Brothers Big Sisters' Community Connectors leadership team. Various staff with expertise in content, pedagogy and education will devote four hours/month of their time to this project.

- Monetary contribution

n/a

- Shared responsibilities

Highlights for Children, Inc. and McGraw-Hill Education will provide materials and intellectual support to assist Big Brothers Big Sisters in designing and implementing activities for mentors and mentees to do together that are fun and rewarding, help mentors and mentees build their relationships, assist mentees in their academic development, and align with the core principles of Community Connectors.

- Additional roles and responsibilities

Employees from Highlights for Children currently serve as volunteer mentors in Project Mentor. Employees from McGraw-Hill Education will serve as volunteer mentors in Project Mentor beginning in 2015-16.

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

Big Brothers Big Sisters of Central Ohio, Inc:

- Time contribution  
See below.
- Personnel contribution  
Big Brothers Big Sisters will provide 4.51 FTE of staff time annually to this project during the three-year grant period. The staff positions involved and their roles in the project are listed in the budget narrative.
- Monetary contribution  
Big Brothers Big Sisters of Central Ohio will raise \$279,256.60 in matching funds to support the Ohio Department of Education's contribution to this project over the three-year grant period.
- Shared responsibilities  
Big Brothers Big Sisters of Central Ohio will be responsible for:
  1. Enrolling, processing and reviewing all volunteer and youth through applications, interviews, references and background checks. All case management and enrollment services will follow the Big Brothers Big Sisters Standards of Practice for One-to-One Service.
  2. Facilitate support meetings.
  3. Match mentors and students.
  3. Provide ongoing professional support to mentors and students, including weekly supervision of middle school mentoring sessions.
  4. Manage attendance rosters and report problems to Columbus City Schools (CCS) school liaisons.
  5. Assess program success by meeting with CCS school liaisons, collecting evaluation surveys from mentors and students, and reporting to partners on program outcomes.
  6. Serve as contact for school personnel, mentors and students.
  7. Coordinate mentor orientation.
  8. Coordinate child training. Training will outline the program's purpose and requirements for participation.
  9. Provide school with referral forms, applications and permission slips.
  10. Provide volunteer partners with volunteer application packets.
  11. Communicate with all partners regarding participants, evaluation and other program items.
- Additional roles and responsibilities