

## **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**

15 mentors for 15 hrs. a week for a total of 480 hours, plus mentor training time for two days =240 hours

- **Personnel contribution**

Pastor will contribute their time to meeting with the Leadership team quarterly to monitor the implementation and operation of the program.

- **Monetary contribution**

- **Shared responsibilities**

Leadership team - Pastor will meet quarterly with Leadership Team to monitor and provide oversight to the program.

- **Additional roles and responsibilities**

Walnut St. United Methodist Church will provide the church conference rooms for mentor trainings, parent training and meetings, and meetings with the Leadership team. Church volunteers will provide lunches provided during the mentor training days.

### **2. School district partner:**

- **Time contribution**

After school program two days a week for two hours for 32 weeks = 128 hours per teacher for a total of \$1,024 hrs. Administrative time will be principals = 64 hours and district administration = 20 hrs., Bus supervisor = 32 hours and Food Service Supervisor = 32 hours.

- **Personnel contribution**

8 after school tutors, one district administrator, 2 principals, 1 bus transportation supervisor, 1 food service supervisor, 2 custodians, and 2 food service worker, 2 bus drivers.

- **Monetary contribution**

Will be purchasing goods and services dedicated to the operation of the grant as outlined in the grant and the budget /budget narrative. Will be paying for the transportation of students to the After School Program. Will be providing the staff and materials for the SHARP program.

- **Shared responsibilities**

Leadership team - District Admin will meet quarterly with Leadership Team to monitor program. The After School Program and Summer Program will be a shared responsibility between Easter Seals and Chillicothe City Schools.

- **Additional roles and responsibilities**

Will be providing classroom space for the After School Program, encouraging staff personnel to become a mentor, marketing the program to students, teachers, and families. Will identify potential students for program participation. The grant outlines the roles and responsibilities for each party but as the grant is implemented additional modifications may occur and the necessary adjustments will be made accordingly.

### 3. Business partner:

- **Time contribution**

15 Mentors for 1 hour a week for 32 weeks = 480 hours, plus mentor training time for 2 days =240 hours

- **Personnel contribution**

15 employees to serve as mentor, Plant supervisor to organize mentors work schedule, and human resource officer to assist with recruiting mentors, organizing release time and attending quarterly leadership team meetings.

- **Monetary contribution**

- **Shared responsibilities**

The grant will be a shared responsibility with Easter Seals Central and Southeast Ohio and other agencies as written in the grant. Additionally, we will participate in the Leadership Team meetings.

- **Additional roles and responsibilities**

Human Resource and Community Outreach Officer will attend quarterly Leadership Team meetings.

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

Easter Seals Central and Southeast Ohio-Lead Agency

- **Time contribution**

As lead agency, we will employ 6 staff to provide the After School and Summer Program to a minimum of 50 children each program cycle. The Director of Programs and CEO will provide oversight assistance to the program. The Director of Finance and the Fiscal team will provide fiduciary responsibility. The senior level staff and fiscal team will be providing 42 hours of time a month. Staff in the Ross County office will also be allowed to volunteer to be a mentor for the program.

- **Personnel contribution**

Identified personnel will be dedicating allocated amounts of time to the grant as an in-kind contribution as outlined in the project narrative and budget/budget narrative. Further staff persons employed at

Easter Seals will be encouraged to become mentors for the program. The CEO will dedicate two hours a week as a mentor.

- Monetary contribution
  
- Shared responsibilities

The grant will be a shared responsibility with Easter Seals Central and Southeast Ohio and other agencies as written in the grant. Additionally, we will participate in the Leadership Team meetings.

- Additional roles and responsibilities

The grant outlines the roles and responsibilities for each party but as the grant is implemented additional modifications may occur and the necessary adjustments will be made accordingly.

See second page for additional Faith-Based/Non-Profit Organization