

## 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

Bethel A.M.E. Church, 2021 Cleveland Avenue, Columbus, Ohio 43211

58 In-kind Volunteer hours consisting of 1.5 Hours per week during the 36 week School Year and 4 hours for Special Events

- Personnel contribution

Mentoring for Report Card Reviews, Tutoring Assistance, Support for School Sports and Special Events, Emergency Closet Volunteerism and Program Evaluation and Review.

- Monetary contribution

Event Support, In-Kind Volunteer time and clothing donations for students.

- Shared responsibilities
- Promoting and publicizing the Clothes Closet in the Community. Communicating with students to be made aware of available resources in order not to be sent home from school due to lack of proper attire, Report Card Review and in class tutoring.
- Additional roles and responsibilities

Advisors and Community Support of annual special programs: 2015 Job Fair, 2016 Etiquette Forum, 2017 Professional to Student STEM Conference.

### 2. School district partner:

- Time contribution

Linden McKinley STEM Academy, 1320 Duxberry Avenue, Columbus, Ohio, 43211: Administration, Counselors and Teachers.

216 staff hours consisting of 2 hours each day three times a week to mentor with students in the clothing closet.

- Personnel contribution

216 Staff hours provided by a combination of School Counselors, Teachers and, City Year AmeriCorps members.

- Monetary contribution

LMSA contributes the space for Clothing Closet, Cleaning and Facility Maintenance, Utilities for the Space, and Security.

- Shared responsibilities

Promoting and publicizing the Clothes Closet in the Community. Communicating with students to be made aware of available resources in order not to be sent home from school due to lack of proper attire, the cleanliness of the closet, properly fitting and the distribution of clothing to students. Providing a positive experience and a welcoming space for students to feel comfortable to discuss and resolve their immediate clothing issues. Administering, Compiling, and Evaluation of Survey Materials

- Additional roles and responsibilities

Advisors and Community Support of annual special programs: 2015 Job Fair, 2016 Etiquette Forum, 2017 Professional to Student STEM Conference.

### 3. Business partner:

- Time contribution

Liberty Tax Service, 1406 Cleveland Avenue, Columbus, Ohio 43211.

40 hours consisting of 1 hour per week and participation of 4 hours at special events.

- Personnel contribution

Provide a Project Advisor on an as needed basis.

- Monetary contribution

Sponsorship of Event Support, clothing donations for students.

- Shared responsibilities

Promoting and publicizing the Clothes Closet in the Community.

- Additional roles and responsibilities

Business to Business Advisor for Fostering In The Community, Mentor of Clothes Closet Volunteers and Staff. Business Networking Opportunities to engage additional community businesses for project support. Support of annual special programs: 2015 Job Fair, 2016 Etiquette Forum, 2017 Professional to Student STEM Conference.

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

Fostering In The Community - Project Lead  
1402 Cleveland Ave, Columbus, Ohio 43211

- Time contribution

676 (13 Hours per week onsite mentoring at the Clothing Closet during school year , summer months planning, weekly documentation, administering, compiling, and evaluation of survey materials, purchasing uniforms, receiving donations and sorting clothing and daily maintenance by Staff.)

8 hours of training for Staff.

80 Hours for annual special event by Staff.

40 hours orientation and training for Staff and Volunteers by Project Lead.

78 hours (for 4 hours per month of promoting awareness of Clothing Closet and special events including 2.5 Hours per month for community meetings by Project Lead)

24 hours (2 hours per month for Monthly Agency Meeting by Project Lead)

16 hours (for Annual Set up and Cleaning of cleaning Clothes Closet by Project Lead.)

- Personnel contribution

3 staff members

- Monetary contribution

\$5000.00 per year for Closet Funding, In-kind Volunteer Time

- Shared responsibilities

Documentation of the distribution of clothing and students served. Administering, Compiling, and Evaluation of Survey Materials

- Additional roles and responsibilities

Provide special events set up and take downs. Provide annual clean up and set-up, training of Closet Staff and volunteers, reporting outcomes, restocking of closet, reporting an advising of issues or challenges. Promoting and publicizing the Clothes Closet in the Community. Communicating with students to be made aware of available resources in order not to be sent home from school due to lack of proper attire, the cleanliness of the closet, properly fitting and the distribution of clothing to students. Providing a positive experience and a welcoming space for students to feel comfortable to discuss and resolve their immediate clothing issues. annual special programs: 2015 Job Fair, 2016 Etiquette Forum, 2017 Professional to Student STEM Conference.