

## 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
- Boys and Girls Club of Washington County: Quarterly leadership team: 4-6 meetings per year, 1.5 hours each meeting; planning and facilitating afterschool/summer programs; Planning and facilitating monthly Teen Family nights; planning and coordinating Career Mentor Training; time spent recruiting mentors. Other than the Mentor Coordinator, all time contributed by BGC employees is considered local match.
- Personnel contribution

BGC staff currently working to support comprehensive program components; BGC will employ the Mentor Coordinator with 100% of his/her time dedicated to the Career Mentor Comprehensive program

- Monetary contribution

Supplies, etc. as needed

- Shared responsibilities

Shared responsibility for leadership team objectives and sustainability planning; Mentor recruitment; Marketing and communicating comprehensive program components to seventh grade families; Evaluation data collection

- Additional roles and responsibilities

Employing the Mentor Coordinator; Planning and scheduling Afterschool/summer programs and Monthly Teen Family nights

### 2. School district partner:

- Time contribution
- Personnel contribution
- Monetary contribution
- Shared responsibilities
- Additional roles and responsibilities

### 3. Business partner:

- Time contribution
- Personnel contribution
- Monetary contribution
- Shared responsibilities
- Additional roles and responsibilities

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

Washington County Family and Children First Agency

- Time contribution  
Leadership team: 4-6 meetings, 1.5 hours each meeting; Strengthening Families program 3 facilitators X 2 (7 weeks, 3 hrs. each class) sessions; 4 facilitators per one booster session; 1 part-time SFP coordinator; 2 child care providers (per class) X 2 (7 week) sessions plus 1 booster session (15 sessions total). All time contributed by FCFC employees is considered local match
- Personnel contribution

One employee to participate in leadership team; 4 Strengthening Families facilitators, and 2 child care providers

- Monetary contribution

Supplies needed for Leadership team meetings that occur in the FCFC facility

- Shared responsibilities

Shared responsibility for leadership team objectives and sustainability planning; Evaluation data collection

- Additional roles and responsibilities

Coordination of family programming