

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

Gilman United Methodist Church: Leadership team: 4-6 meetings per year, 1.5 hours each meeting; time spent recruiting members to become trained Career Mentors; All time contributed by Gilman United Methodist members is considered local match unless they are strictly volunteering their own time.

- Personnel contribution

One member to participate in the leadership team; Church members announce Career Mentor training opportunities to congregation and encourage Career Mentor participation.

- Monetary contribution

None

- Shared responsibilities

Mentor Recruitment; Shared responsibility for leadership team objectives and sustainability planning

- Additional roles and responsibilities

None

2. School district partner:

- Time contribution

Marietta City Schools: Personnel at Marietta Middle School directly involved with the Career Mentor Comprehensive program are to participate in a minimum of 4 planning meetings (1 hour each) to ensure successful implementation.

- Personnel contribution

District administrator to be assigned as Program Director for 50% of contracted time in year 1, 30% in years 2 and 3; Seventh grade teachers, middle school guidance counselor, and middle school principals cooperation and participation with program components, and assistance with data collection

- Monetary contribution

Supplies, copying etc. as needed

- Shared responsibilities

Mentor recruitment; Marketing and communicating comprehensive program components to seventh grade families; Evaluation data collection

- Additional roles and responsibilities

Program Management and implementation

3. Business partner:

- Time contribution

Peoples Bank: Quarterly leadership team: 4-6 meetings, 1.5 hours each meeting; time spent recruiting members to become trained Career Mentors. All time contributed by Peoples Bank employees is considered local match.

- Personnel contribution

One employee to participate in the leadership team; Leadership team participant to announce Career Mentor training opportunities to business employees

- Monetary contribution

None

- Shared responsibilities

Mentor Recruitment; Shared responsibility for leadership team objectives and sustainability planning

- Additional roles and responsibilities

None

4. Community nonprofit (if applicable):

Marietta Community Foundation

- Time contribution

Quarterly leadership team: 4-6 meetings, 1.5 hours each meeting; Philanthropy program development (10 hours); Philanthropy program implementation (2 hrs./month during school months); Fiscal reporting: 2 hrs/month. All time contributed by MCF employees is considered local match.

- Personnel contribution

MCF employs two people, the President and one support person, so both employees will contribute to the monthly reports required for fiscal responsibility; the president will build the Philanthropy program.

- Monetary contribution

The Building Bridges to Careers agency fund utilized for donations resides at the Marietta Community Foundation and will support program implementation

- Shared responsibilities

Shared responsibility for leadership team objectives and sustainability planning

- Additional roles and responsibilities

Fiscal agent