

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
Representative on Monthly Advisory Board

- Personnel contribution

Mentors and Volunteers for Daily Activities

- Monetary contribution

None but use of space, utilities, internet access which is a savings for TOPS

- Shared responsibilities

Accountability with goals and objectives and success indicators

- Additional roles and responsibilities

Marketing to church and community; promoting TOPS Advantage Mentoring along with other church events . Assisting with sustainability efforts

2. School district partner:

- Time contribution
Representative on Monthly Advisory Board

- Personnel contribution

Mentors, Volunteers and Program Activity Coordinators

- Monetary contribution

None but use of space, utilities, internet access, gymnasium which is a savings for TOPS

- Shared responsibilities

Providing accurate student information, promoting program, highlighting as a best practice program
Within District

- Additional roles and responsibilities

Participate in student achievements and success, providing additional academic support

Assisting with Sustainability efforts

3. Business partner:

- Time contribution
Representative on Monthly Advisory Board and Sustainability Committee

- Personnel contribution

Volunteers at Business Connection Events, student events, speakers at Parent trainings

- Monetary contribution

Products at costs or substantial discount

- Shared responsibilities

Assisting with Sustainability Efforts, providing information on career and college options

- Additional roles and responsibilities

A vocal supporter and advocate of the TOPS Advantage Mentoring Program in the community

4. Community nonprofit (if applicable):

- Time contribution

Grants Management, Marketing,

- Personnel contribution

Program Director, Activities Coordinator and Administrative Assistant

- Monetary contribution

- Shared responsibilities

Ongoing communication with primary partners, ensuring goals and objectives of program are being addressed, promoting the program within the community and continuously sharing the mission and vision of the TOPS Advantage Mentoring Program

- Additional roles and responsibilities

Assisting with Sustainability efforts

1) High Ground Ministries will provide Mentors and access to trainers and volunteers for special events and field trips. 2) Fostoria City Schools Collaborative will provide access to Students, mentors, and access to BCI and FBI checks for Mentors and other volunteers. 3) Connexions will provide awards and incentives for mentees and parents, volunteer s, monetary support, and great support in our sustainability efforts. 4) TOPS will provide grant management and support. And assist with sustainability.