

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: The University Church

- Time contribution
Program Director is full time and will spend 50% of her time with the Lead Program. Her responsibilities will include training staff and mentors, facilitating collaboration with partner organizations, and further developing best practices.
Program Coordinator will be full time and spend 100% of their time recruiting mentees, providing support for mentors, and developing program strategies.
Administrative Assistant is full time and will spend 10% of their time providing clerical support for the Lead Program.
- Personnel contribution
Program Director, Program Coordinator, Administrative Assistant, Master's of Social Work Interns
- Monetary contribution
Use of office space, kitchen, phone, internet, and office materials (e.g. printing services) at The University Church. Insurance and partial maintenance costs for the church-owned bus. The University Church will utilize monetary contributions received from in-kind donations, private donors, and funding received from partnership with Toledo Public School District to support the financial needs of the Lead Program.
- Shared responsibilities
Fundraising, fiscal planning and management, recruitment of staff members, interns, and volunteers.
- Additional roles and responsibilities
The University Church and its outreach staff will collect program data and hire an outside evaluator to monitor outcomes.

2. School district partner: Reynolds Elementary School (Toledo Public Schools)

- Time contribution
Principal Juliane Gault will contribute approximately 10% of her time to advising the Lead Program's staff
- Personnel contribution
Ms. Gault's involvement and the building maintenance staff's labor for pre- and post-program clean-up.
- Monetary contribution
Building space, phone, access to office materials (e.g. printing services).

- Shared responsibilities
Monitoring the progress and well-being of all students involved in the Lead Program.
- Additional roles and responsibilities
Faculty and staff at Reynolds Elementary School will provide referrals for students who could most benefit from participating in the Lead Program. Teachers will engage in on-going direct contact with mentors and program staff to help determine the amount and type of academic support each mentee needs.

3. Business partner: Connolley, Jackson & Collier LLP

- Time contribution
Steve Collier, a partner of Connolley, Jackson & Collier (hereon abbreviated to CJC) will continue his current relationship with The University Church and Reynolds Elementary School. Steve will contribute his time to the partnership between The University Church and Reynolds Elementary School.
- Personnel contribution
Steve Collier will participate in the partnership between The University Church and Reynolds Elementary School as a volunteer, team leader, and reliable community resource.
- Monetary contribution
CJC will provide no monetary contributions. CJC will provide in-kind contributions. The in-kind contributions will be in the form of volunteer hours. Employees receive their normal compensation while volunteering.
- Shared responsibilities
CJC will work with the Lead Program staff and mentors to develop activities that allow mentees to learn strong professional and transferable skills.
- Additional roles and responsibilities
CJC will assist The University Church in further networking among the community to gain and share new resources.

4. Community nonprofit (if applicable): RFS Charitable Foundation (TACKLE)

- Time contribution
Mental health therapist and case manager (each working full time) will contribute 20% of their time towards program support.
- Personnel contribution
Mental health therapist and case manager
- Monetary contribution
RFS Charitable Foundation will cover salaries for a mental health therapist and a case manager, along with those individuals' supervision, fringe benefits, professional development, and travel expenses.
- Shared responsibilities
RFS Charitable Foundation's staff will support mentee participation in the program by

encouraging students' enrollment in the Lead Program, assisting those students in obtaining all documentation necessary for enrollment, and minimize barriers (e.g. transportation, family support). These staff members will also assist comprehensive mental health training for mentors, after-school mentoring, and facilitating enrichment programs.

- Additional roles and responsibilities
N/A