

## 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: Chapel on the Lake

- **Time contribution**  
5 hours a week/260 hours a year of Ray's time: attending monthly Leadership Team meetings, activities to link congregation members to the program and mentoring activities. Additional time contribution is anticipated from Chapel on the Lake as a result of Ray's recruitment efforts to encourage members to mentor and support the program training and resource needs.
- **Personnel contribution**  
Ray will represent Chapel on the Lake as part of the Leadership Team and a liaison between the program and the congregation to encourage mentor activities and support mentor program needs as they arise. Additional Chapel on the Lake congregation members will be recruited to contribute the character-building orientation session and supportive trainings.
- **Monetary contribution**  
Chapel on the Lake will support the program's outreach, evaluation, and onboarding process by offering copy services and supplies (toner, paper) for the program.
- **Shared responsibilities**  
Chapel on the Lake takes shared responsibility for the Ottawa County Mentoring program with a commitment to ensure the program success, recruit mentors from within the congregation and respond to program needs as they arise.
- **Additional roles and responsibilities**

## 2. School district partner: Genoa Area Schools, Danbury, Port Clinton, Benton Carroll Salem, Woodmore.

- Time contribution
  - Member of the leadership.
  - Working with staff to inform them of the program
  - Promoting the program throughout the community
  - Attendance of school personnel at functions
- Personnel contribution
  - Building administrators
  - Guidance Counselors
  - Teaching Staff
  - Office/staff/secretaries
- Monetary contribution
  - In-kind as follows:
    - \*personnel time
    - \*administrative
    - \*facility use
    - \*custodial
    - \*printing and copying costs
- Shared responsibilities
  - Collaboration with program manager
  - Promoting the program
  - Working with families and mentees
  - Providing space and resources as needed
  - Seeking future funding to sustain the program
- Additional roles and responsibilities
  - To work with the Project Manager and Coordinators
  - Ensure the impact, success and future of the Mentorship Project

### 3. Business partner: Ottawa County Improvement Corporation / Business Advisory Council

- Time contribution  
5 hours a week/260 hours a year of Gaye's time: attending monthly Leadership Team meetings, activities to link the business community to the program and mentoring activities. Additional time contribution is anticipated from business community as a result of Gaye's recruitment efforts to encourage business volunteer policies and support the program training and resource needs.
- Personnel contribution  
Gaye will promote the program and solicit additional business partners to help sustain the program
- Monetary contribution  
\$500 grant
- Shared responsibilities

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

United Way in Ottawa County, United Way of Greater Toledo

- Time contribution  
780 hours staff time, 50 hours volunteer time in program review by community solutions team volunteers
- Personnel contribution  
Area Director, Administrative Assistant/Project Coordinator, Resource Development Officer, Marketing and Finance Departments.
- Monetary contribution  
\$21,500 and committed to funding this program in succeeding years as it grows and resources are available.
- Shared responsibilities  
United Way is a funder with program oversight, a partner in outreach and promotion and monitor and evaluator.
- Additional roles and responsibilities  
Member of the Leadership Team and voice in the community of this needed program.

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

##### Court Appointed Special Advocates (CASA)

- Time contribution  
More than 7800 hours a year: Administration (10hours\* 52 weeks = 520 hours), 5 PT Coordinators (20hours\*5 Coordinators\*52 weeks= 5,200 )and 1FT Program Manager (40hours\*52weeks= 2089)
- Personnel contribution  
Administration to manage oversight, fiscal responsibility and coordination of the steering committee.  
1FT Program Manager: will oversee the PT District Coordinators, manage the budget, and work closely with the Leadership Team to ensure operational excellence.  
5PT Program Coordinators: will support efforts at PCC, PCS, Genoa, Danbury, and Woodmore districts. The District Coordinators duties include training mentors, data entry, planning events, filing, recruiting, interviewing, community liaison, create student/mentor matches, and possibly implementing small group sessions (i.e. study tables/small interest groups).
- Monetary contribution  
A \$45,000 grant has been allocated to support this work with additional grant funding anticipated in the future.
- Shared responsibilities  
Promoting the program  
Working with families and mentees  
Providing space and resources as needed  
Seeking future funding to sustain the program  
Additional roles and responsibilities  
Member of the Leadership Team and voice in the community of this needed program.