

2011-2012



[HOST SITE APPLICATION]

Keystone SMILES AmeriCorps is a nonprofit agency in Western Pennsylvania which coordinates the service of AmeriCorps members through the Corporation for National and Community Service and PennSERVE: The Governor's Office of Citizen Service. Agencies and school wishing to host AmeriCorps members through Keystone SMILES AmeriCorps must submit this application to be considered for participation in each program year.

HOST SITE NAME :			
SITE CONTACT PERSON (1) - responsible for overseeing AmeriCorps members serving in the District or Agency			
Name:		Title:	
Mailing Address:			
Telephone #:		Fax #	
Office Location (Building) :		Email	
ALTERNATE SITE CONTACT PERSON (2) (if applicable)			
Name:		Title:	
Mailing Address:			
Telephone #:		Fax #	
Office Location (Building) :		Email	

Number of AmeriCorps Members Requested			
	Full-Time Minimum 1700 hours	Half-Time Minimum 900 hours	Quarter-Time Minimum 450 hours
<i>Enter the number of positions requested by the term of service needed to meet your objectives.</i>			

Need (s) for Services Requested

Unmet Needs that these
Position (s) will Address:

*Please include District,
County or Agency
statistics to support need.*

Service Provider Requirements

Preferred Qualifications:

*(If more than one type of service
will be provided by members,
please provide qualifications for
each type of service performed)*

Prohibited Activities:

(Initial) ____ A member may not:

- Displace an employee, duplicate a paid staff position, or replace a vacant staff position
- Proselytize
- Be involved in activities of a partisan political nature
- Provide assistance to a business or for-profit agency
- Fundraise as a primary activity
- Be involved in grant-writing or the preparation of grants

(Initial) ____ Host Site matching funds must come from local or state sources. Host sites wishing to use federal dollars for their host site contribution must submit a letter from the federal agency providing the funds documenting this as an allowable expense.

**Volunteers and
Service-Learning:**

*All AmeriCorps members are required to recruit, train and utilize volunteers, in both episodic and ongoing capacities, to assist in their service specific assignments. Additionally, each member will be required to implement at least one service-learning project over the course of his/her term that engages students and / or community members in meeting identified needs.
Each member is expected to engage at least **35** volunteers or service-learning students and generate a minimum of **175** volunteer service hours per member (approximately 5 hours per volunteer).*

(Initial) ____ Please verify that members serving in your district or agency will have the necessary support to complete this requirement.

Training:

(Initial) ____ Please verify that members serving in your district or agency will be released from regular service responsibilities to participate in mandatory Keystone SMILES Training sessions which will include, but are not limited to, CERT Training (16 hours - First Aid, CPR, and Disaster Preparedness), Service-Learning, History of National Service, Program Orientation, and Life After AmeriCorps Exiting Event.

Performance Objectives – *The following are the only CNCS-approved performance measure for Keystone SMILES AmeriCorps members and projects. Host Sites must select performance objectives from this list and ensure Keystone SMILES AmeriCorps members assigned to their projects provide services only in these areas.*

**Keystone SMILES
AmeriCorps Performance
Measure #1:
Academic Support**

Members will provide tutoring to students, primary in grades K-8, who have been identified as by teachers, parents, or school administrators as academically deficient in a target subject area. Services will be provided in one-on-one or small group settings, at least 3 times a week for 20 minutes, in before, during and after school sessions hosted by school districts and community agencies.

80% of students served and evaluated with Teacher Progress Reports will demonstrate an increase of 1 grade level in his/her target subject area over the course of the academic year.

85% of students served and evaluated with Teacher Progress Reports will be promoted to the next grade or graduate by the conclusion of the academic year.

How many members will provide academic support? _____

Approximately how many students will receive academic support? _____
(Each member is expected to serve a minimum of 40 total students.)

Describe the academic support activities the member(s) will provide: *(This text will be used to prepare the Member's Service Description)*

(Initial) _____ Please verify the targeted student outcome of academic support is an increase in functional grade level and promotion / graduation.

(Initial) _____ Please verify members will use Teacher Progress Reports to evaluate changes in functional grade level and promotion/graduation.

<p><input type="checkbox"/> Keystone SMILES AmeriCorps Performance Measure #2: Social/Behavioral Support</p> <p><i>Members will provide social and behavioral enrichment activities such as teambuilding, mentoring, and study skills instruction to 1200 students, primarily from grades 4 through 10, who have been identified by teachers, parents, school administrators, IEPs and / or the juvenile justice system as being in danger of failing, or being suspended, expelled, or adjudicated. Services will be provided 2-5 times a week for at least 30 minutes in before, during and after school sessions hosted by school districts and community agencies.</i></p> <p><i>70% of students served and evaluated will demonstrate an increase in social and behavioral performance of one level in 3 of the 5 identified areas over the course of the program year.</i></p>	<p>How many members will provide social/behavioral support? _____</p> <p>Approximately how many students will receive social/behavioral support? <i>(Each member is expected to serve a minimum of 40 total students.)</i> _____</p> <p>Describe the social/behavioral support activities the member(s) will provide: <i>(This text will be used to prepare the Member's Service Description)</i></p> <p>(Initial) _____ Please verify the targeted student outcome of social/behavioral support is an increase in teamwork/cooperation, listening/communication skills, responsibility, motivation and attitude.</p> <p>(Initial) _____ Please verify members will use Skills Rubrics to evaluate changes in teamwork/cooperation, listening/communication skills, responsibility, motivation and attitude.</p>
<p><input type="checkbox"/> Keystone SMILES AmeriCorps Performance Measure #3: Volunteers and Service-Learning:</p> <p><i>All members are expected to utilize volunteers and engage people in service learning.</i></p> <p><i>However, the vast majority of Keystone SMILES AmeriCorps host sites have academic or social/behavioral support as their primary performance objective.</i></p> <p><i>Sites with service learning and volunteer activities as the <u>primary</u> objective should complete the section at right.</i></p>	<p>Please complete this section only if volunteer recruitment or service learning is the primary activity of one or more members at this host site.</p> <p>How many members will focus primarily on service learning and volunteer recruitment? _____</p> <p>Approximately how many volunteers or service learning students will be recruited/engaged? _____</p> <p>Describe the volunteer recruitment / service learning activities the members will provide: <i>(This text will be used to prepare the Member's Service Description)</i></p>

Host Site Signature: _____ Date: _____