

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction															
Modified Standard Form 424 (Rev.02/07 to confirm to the Corporation's eGrants System)																	
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):		3. DATE RECEIVED BY STATE: 08-DEC-10	STATE APPLICATION IDENTIFIER:														
2b. APPLICATION ID: 11AC123218		4. DATE RECEIVED BY FEDERAL AGENCY:	FEDERAL IDENTIFIER: 09ACHOK0010002														
5. APPLICATION INFORMATION																	
LEGAL NAME: Oklahoma Conference of the United Methodist Church DUNS NUMBER: 077333656		NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Lindsey Bryan TELEPHONE NUMBER: (405) 530-2008 FAX NUMBER: INTERNET E-MAIL ADDRESS: lbryan@okumc.org															
ADDRESS (give street address, city, state, zip code and county): 1501 N.W. 24th Street Oklahoma City OK 73106 - 3635 County: Oklahoma																	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 730617470		7. TYPE OF APPLICANT: 7a. Non-Profit 7b. Faith-based organization Volunteer Management Organization															
8. TYPE OF APPLICATION (Check appropriate box). <input type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input checked="" type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="text"/> <input type="text"/> A. AUGMENTATION B. BUDGET REVISION C. NO COST EXTENSION D. OTHER (specify below):		9. NAME OF FEDERAL AGENCY: Corporation for National and Community Service															
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:94.006 10b. TITLE: AmeriCorps State		11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Project Transformation															
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): Oklahoma City, Tulsa, Bartlesville, and Muskogee, Oklahoma		11.b. CNCS PROGRAM INITIATIVE (IF ANY):															
13. PROPOSED PROJECT: START DATE: 08/01/11 END DATE: 07/31/12		14. CONGRESSIONAL DISTRICT OF: a.Applicant <input type="text" value="OK 005"/> b.Program <input type="text" value="OK 005"/>															
15. ESTIMATED FUNDING: Year #: <input type="text" value="2"/>		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? <input type="checkbox"/> YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: <input checked="" type="checkbox"/> NO. PROGRAM IS NOT COVERED BY E.O. 12372															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">a. FEDERAL</td> <td style="text-align: right;">\$ 138,584.00</td> </tr> <tr> <td>b. APPLICANT</td> <td style="text-align: right;">\$ 150,965.00</td> </tr> <tr> <td>c. STATE</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>d. LOCAL</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>e. OTHER</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>f. PROGRAM INCOME</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td>g. TOTAL</td> <td style="text-align: right;">\$ 289,549.00</td> </tr> </table>		a. FEDERAL	\$ 138,584.00	b. APPLICANT	\$ 150,965.00	c. STATE	\$ 0.00	d. LOCAL	\$ 0.00	e. OTHER	\$ 0.00	f. PROGRAM INCOME	\$ 0.00	g. TOTAL	\$ 289,549.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
a. FEDERAL	\$ 138,584.00																
b. APPLICANT	\$ 150,965.00																
c. STATE	\$ 0.00																
d. LOCAL	\$ 0.00																
e. OTHER	\$ 0.00																
f. PROGRAM INCOME	\$ 0.00																
g. TOTAL	\$ 289,549.00																
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.																	
a. TYPED NAME OF AUTHORIZED REPRESENTATIVE: Brian Bakeman		b. TITLE: Treasurer	c. TELEPHONE NUMBER: (402) 530-2057														
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:			e. DATE SIGNED: 05/02/11														

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Executive Summary

Project Transformation (PT) is a children's literacy-based summer day camp that believes in transforming lives and revitalizing economically distressed communities by providing educational opportunities, fostering positive leadership and engaging individuals in effective social outreach. PT is designed to have a measurable impact on the children's reading levels, nutrition, cultural awareness and the quality of their summer activities.

Rationale and Approach

According to the National Assessment of Educational Progress, 55% of the 639,391 students enrolled in the Oklahoma Public School System qualify for the Free or Reduced Price Lunch Program. Of the children who qualify for the program, only 21% are reading at- or above a proficient reading level, suggesting a correlation between living in a low-income environment and having lower-than-average reading skills. Additionally, 88% percent of poor readers in the first grade have the probability of being poor readers in the fourth grade. Of the poor readers who are not helped before age nine, 75% will continue having difficulties through high school, and 10-15% will drop out of school. Project Transformation has chosen to respond to this need by being one of the few programs in Oklahoma whose purpose is to serve the literacy needs of elementary children. Through PT, children from low-income families read with an adult mentor for thirty minutes each day for eight weeks during the summer. This element of positive one-on-one interaction, accompanied by daily activities in computers, arts and crafts, and recreation, fosters a healthy and nurturing environment for at-risk elementary children in Oklahoma.

In 2010, PT will have nine host sites located in transitional, urban United Methodist Churches. Host sites are chosen from: 1) the demographics in relation to elementary schools with high percentages of children eligible for Free/Reduce Priced Lunch Program, and 2) the church's desire to reach out to the social needs of the surrounding neighborhood. PT, in collaboration with the principals and teachers

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from the neighborhood elementary schools, recruit children who are eligible for F/RPSL and need additional reading enrichment. PT does not restrict the camper application process to only children eligible for F/RPSL, but does take preference to them. Additionally, many of the children who are served by PT come from single-parent homes, foster families, homes where one or both parents are incarcerated, or homes where they are being raised by an extended family member.

PT strives to serve the needs of Oklahoma's educationally underserved children by providing a summer day camp for five dollars per child for the entire eight weeks. The camp runs from 9:00 am-3:00 pm, Monday through Thursday, June through July. In the morning campers are served breakfast, which is followed by Harambee (ha-rahm-bay). Harambee, a Swahili word for gathering time, consists of a daily lesson in character development, group games, and cultural songs. After Harambee, the children proceed through 30-minute rotational activities consisting of: One-on-One Reading: Each child reads aloud for 30 minutes with an adult mentor; Computers: Computer and typing skills are taught through typing exercises and games. Two to three days a week math, science, and geography are implemented into this time; Arts and Crafts: Children are encouraged to explore their imaginations through art projects; Recreation: Games are played that promote teamwork, good sportsmanship, and physical health. At noon the children are served a healthy lunch. Afternoons are reserved for enrichment activities, which are designed to expose the children to an assortment of activities that may not be offered in their schools. Each child is served a light snack following the afternoon activity, and then picked up by a parent or guardian.

PT is requesting 55 minimum time members to serve 300 hours over nine weeks of service (one week of training and eight weeks of camp). Corps teams of six to seven members serve at each site. Each member coordinates and leads a rotation (computers, arts and crafts, recreation, afternoon activities) based on their talents and skills. The members are provided with a detailed camp curriculum, which they are asked to utilize each day in their specific program rotations. Each member corps meets weekly to plan

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the following week's activities and create individual lesson plans based on the curriculum's weekly themes. In addition to the rotation leaders, one member from each site serves as a team coordinator. The team coordinator organizes volunteers, facilitates weekly team meetings, and ensures continuous inner-corps communication at the site. Another member from each site serves as the reading coordinator. The reading coordinator position is integral to the success of the reading program and is responsible for leading and monitoring their site's reading rotation. Due to the heightened level of organization and leadership required of the team and reading coordinators, the individual members who serve in these roles receive additional training prior to the general member training orientation. The team coordinator is trained in volunteer coordination and in daily site procedures. The reading coordinator is trained in assessing camper reading levels, utilizing the camper reading logs and database, and preparing reading volunteers for the daily reading rotations.

The member roles differ from the volunteers', whose main responsibility is to provide two-hours of reading mentorship with campers each day. The member roles also differ from that of the site supervisors', who provide site leadership and management, as well as AmeriCorps member supervision.

PT ensures compliance with the rules on prohibited service activities by covering the information with the staff and site supervisors during pre-camp training sessions, and with members during pre-service training. The prohibited service activities are also listed in each member's contract. PT clearly understands that members may not accumulate service or training hours while they are engaged in the prohibited activities listed in the AmeriCorps guidelines. PT ensures that members comply with these guidelines, especially the regulation concerning members engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, or engaging in any form of religious proselytization.

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Outputs and Outcomes:

Serving the literacy needs of Oklahoma's educationally underserved children:

Output: 55 AmeriCorps members and hundreds of volunteers provide a literacy-based summer program for children in 1st-6th grade. By providing structured activities during the summer, PT offers a safe place for children to spend their days from 9am-3pm.

Intermediate Outcome: Children respond to dedicated and caring volunteers of all ages who are willing to invest time, attention, and energy in their lives. Each child receives 30 minutes of one-on-one reading time with an adult every day for eight weeks.

End Outcome: PT's goal is that 60% of the children who attend camp on a regular basis (80% attendance) will improve their reading level by working with adult reading mentors.

Tracking Systems: What started as a three-color level program created by Project Transformation-Texas has evolved in Oklahoma to a more efficient seven-color level program. On the first day of camp, campers are placed on a reading level using a word-recognition test. Once placed on a color level, the reading coordinator (an AmeriCorps member) at each site monitors every camper for struggles and/or improvements. If the preliminary level is too difficult, they are re-assessed and placed on a lower level. If the level is too easy, the camper is moved to the next color level. Each camper is monitored on a daily basis by their reading volunteer and, at the end of each week, the reading coordinator uses the camper's reading folder and reading database to evaluate the camper's progress. If a camper has been reading well on a color level for approximately three weeks, the reading coordinator may choose to move them up to the next color level of books or keep them at their current level for further evaluation. Camper reading logs and databases are evaluated throughout the summer and at the end of the program to determine individual camper reading improvement. It is important to note that the seven-color level reading program that is used by Project Transformation-Oklahoma has been developed with the help of staff, volunteers, reading specialists, and elementary school teachers.

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Preparing young people for a lifetime of service:

Output: PT endeavors to provide a positive summer service experience for its 55 college-age AmeriCorps members. In doing so, program staff assists the AmeriCorps members in learning how to use their passions and gifts to better serve their communities. In addition to their eight weeks of service, PT AmeriCorps members participate in weekly service projects with local non-profits on Friday mornings. The purpose of Friday Enrichment Activities is to introduce the AmeriCorps members to a variety of community needs and to the organizations that have been established to serve those needs.

Intermediate Outcome: PT's goal is that at least 75% of the AmeriCorps members will feel confident in their personal abilities to serve others as a result of their term of service with PT.

End Outcome: Program staff members encourage the AmeriCorps members to take their service experiences with them when they return to their communities and schools in the fall and coordinate service projects. PT's goal is that at least 75% of the members will want to be involved in service to low-income communities in the future.

Engaging community members in effective social outreach:

Output: Each summer 55 AmeriCorps members train volunteers to serve as site volunteers and reading mentors during the eight weeks of camp.

Intermediate Outcome: PT volunteers read with campers, sort books, lead afternoon enrichment activities, and fulfill numerous other outreach needs. The dedicated volunteers also support the program by holding book and supply drives, sorting and labeling books for the reading program, and assisting the program staff in preparing the annual fall newsletter.

End Outcome: PT's goal is that at least 90% of program volunteers will favorably evaluate their volunteer experience and want to return the following summer.

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In addition to the three aforementioned performance measures, PT will participate in the National Performance Measure Pilot by focusing on the Opportunity Priority for AmeriCorps members, National Measures 14 and 17.

Self-Assessment and Improvement:

In addition to the camper reading folders and reading databases used to evaluate the reading program, PT has developed tools to implement throughout the summer program to ensure overall program effectiveness and improvement. These tools include: post-training, mid-term, and final program evaluations by the AmeriCorps members; mid-term and final evaluations of members by site supervisors; overall program evaluations by site supervisors; reading program evaluations by reading volunteers; and mid-term program evaluations by camper parents/guardians. All evaluation tools are compiled and reviewed by program staff at the end of each summer program to assess any necessary program changes and improvements for the following year.

Community Involvement:

Urban United Methodist Churches learn to reconnect with their neighborhood's families by serving as a PT site. The church congregations work directly with the elementary schools to recruit the children who qualify for the F/RPLP and who need additional reading assistance. When site churches apply for site status, they are required to research their local community and its social needs. They must include statistics in their application that will demonstrate the need for PT in their neighborhood. PT staff conducts pre-selection site tours to further assess the church's ability to serve the social needs of the neighborhood, as well as the level of volunteer support each site expects from their congregation. These steps encourage the site church to develop a greater understanding of the local community and its ability to support a PT program. The site application process also assists program staff by ensuring that all

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sites are located within a need-targeted area and capable of meeting the community's needs.

Since its inception in 2002, PT has been greatly supported by United Methodist churches that provide reading volunteers, site supplies and financial contributions. After eight years of programming, PT continues to engage 50+ churches while recruiting additional support churches from the community surrounding each program site church. Partner churches are recruited through staff speaking engagements, United Methodist workshops, and letter campaigns.

Other community partners provide in-kind services and donations, as well as financial assistance. PT is greatly supported by the Oklahoma City Metropolitan Library System and its summer reading program.

The library staff works diligently with PT staff and AmeriCorps members every summer to enroll each camper in the summer reading program, sign campers up for library cards, and celebrate the campers' reading achievements with an end-of-summer library party. The Bartlesville Public Library sends staff representatives and guest speakers to PT's Oak Park site once a week during the summer program to present afternoon activities for the campers. The OK Mozart Festival is hosted in Bartlesville and usually occurs during the second week of PT day camp. Campers at the Bartlesville PT sites receive invitations from the OK Mozart planning committee to participate in some of the activities and watch special musical performances during the festival. Community volunteers in Tulsa donate their time to visit each of the Tulsa sites once a week and lead science projects and yoga classes with the campers.

These are just a few of the examples of community support PT receives from its community partners each summer. Other partners include: Oklahoma City University, Oklahoma Wesleyan University, University of Tulsa, Citizen CPR, Criminal Justice and Mercy Ministries, The George Kaiser Family Foundation, The Oklahoma United Methodist Foundation, the Regional Food Bank of Oklahoma, Sonic Drive-In Corporation, and the Tulsa Public Schools Child Nutrition Program. These community partners are essential to PT's success; therefore, PT plans to strengthen these relationships through continuous communication and visible community recognition at its end of summer program Celebration Dinner and in its annual fall newsletter. To remain informed of community needs and to

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create new partnerships, program staff members participate in various community initiatives, such as the Tulsa Area Community Schools Initiative, Child Abuse Prevention task force, and the Oklahoma City Metro Literacy Coalition.

Relationship with NCS programs:

Project Transformation--Oklahoma is based on the successful program model developed by Project Transformation--Texas, also an AmeriCorps program. PT--Texas serves as the model for all other PT programs and provides guidance for duplication in other states. All PT programs meet once a year for strategic planning and concept-sharing.

The Program Director for the Oklahoma AmeriCorps program Communities in Schools has led an in-depth, six hour workshop at PT AmeriCorps member training for the past four summers. The workshop focuses on citizenship training and team-building exercises, and is meant to encourage the members' development as community-minded citizens.

PT AmeriCorps members in Oklahoma City collaborate with AmeriCorps members serving the Community Youth Outreach program at Quayle United Methodist. CYO AmeriCorps members are part of the AmeriCorps program OK Serves. The PT Program Director also assists with the OK Serves AmeriCorps member training.

Potential for Replication:

Because PT--Oklahoma limits its programming to urban areas, program staff is currently drafting a model for rural churches to use in developing tutoring programs similar to the PT summer program. The rural sites would not function under the PT name or utilize PT AmeriCorps members; instead, they would depend on volunteers from the local community to lead and facilitate the program. The model will emphasize the community-driven approach that PT utilizes in establishing need and site location, recruiting campers, and collaborating with school personnel to fully support under-served children.

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Organizational Capability

Oklahoma PT was modified from the Texas PT program, which has been in existence since 1997. PT was launched in Oklahoma City in 2002 with 12 hired college interns serving 60 children at two sites. After becoming an AmeriCorps grantee in 2004, PT expanded to include sites in Tulsa. PT's summer program has continued to grow and strengthen each year. In 2008, PT expanded once again to include the community of Bartlesville, OK. In 2010, PT anticipates eight program sites with an estimated camper enrollment of 550 children.

PT is a 501 (c)(3) non-profit organization under the umbrella of the Oklahoma Conference of the United Methodist Church. The program, therefore, is granted all powers and duties, and assumes all rights, powers, privileges, and immunities under the Conference. PT falls under the Annual Conference Council as a member of the Mission and Service Team. The Oklahoma Annual Conference Treasurer is the account holder and manages all funds incoming and outgoing. PT is accountable to its respective Board, which has extensive policies and procedures concerning program and fiscal accountability. PT submits all fiscal activities to the Treasurer. These reports are submitted and held in record at the Conference headquarters in Oklahoma City. The Oklahoma Annual Conference Treasurer's office is responsible for the fiscal duties of PT. The responsibilities of the Conference Treasurers office are: a. Evaluating fiscal procedures, policies and budgets; b. Providing documentation of the audit performed by the Committee on Finance and Administration as a part of the Oklahoma Annual Conference; and c. Making recommendations to the Board on fiscal and budget matters. PT, in conjunction with the Oklahoma Conference of the United Methodist Church, has been successful in managing the AmeriCorps grant since 2004. The financial, programmatic, reporting and policy requirements that PT has created because of AmeriCorps have greatly strengthened the program.

In January of 2007, PT moved into a new office at the Oklahoma Annual Conference Headquarters. The program staff had previously occupied a very small office in the basement of First United Methodist Church of Oklahoma City. Before moving to the Ministry Center, program staff had shared one internet

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cable, one printer, and used a calling card to make long-distance phone calls. In order to make deposits or discuss financial transactions, the Director drove to the Conference Center once or twice a week. The program staff now occupies an office that is double the size of their previous space, and is within short walking distance of the Conference Treasurer, Personnel services, and Computer Services.

In 2010, PT will have eight host sites located in United Methodist Churches in Oklahoma City, Tulsa, and Bartlesville. Churches apply to PT to be a host site. Each host site adopts the same program design; however, the participants at each church are involved in the leadership and operation of the program. Host sites are chosen based on the following: 1. The demographics in relation to elementary schools with high percentages of children eligible for F/RPSL; 2. The church's desire to connect with the surrounding community. The congregation should be interested in addressing the needs of their neighborhood and welcoming the families into their church. The congregation is expected to become involved by volunteering to read with and provide lunch for the children. In addition, the members of the site church should engage with the parents and families of the children who attend PT through a variety of events; 3. The church's ability to support the AmeriCorps members as they lead the program; 4. The church's ability to pay additional utility and maintenance costs throughout the summer; 5. The church's willingness to participate in training sessions to prepare them for the summer; 6. The church's ability to add PT as an additional insured under the comprehensive general liability policy; 7. The church's adoption of the Conference Safe Sanctuary Policy for working with youth and children under the age of eighteen. After the host sites are chosen, the site supervisors meet monthly, January-May, for training and programmatic development. The Associate Director monitors the site compliance with the programmatic requirements. The Executive Director monitors the site compliance with the fiscal requirements. Each site must provide proof of adequate financial support (minimum of \$3,000) for utilities, maintenance, supplies, and additional costs incurred throughout the summer.

During the eight weeks of camp, site visits occur on a daily basis ensuring a daily staff presence at each site. These visits are made by the Executive Director, Associate Director, Tulsa Program Coordinator,

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and each of the House Supervisors. This requirement is for two reasons: 1) the daily presence of the staff provides support and encouragement to the AmeriCorps members and sites, and 2) this creates an opportunity for oversight to ensure each site is in compliance with PT's mission and AmeriCorps policies. Each staff member tracks their site visits via a detailed site visit log.

The management and procedures of PT business is vested in the Board of Directors. Board members are selected as prescribed in the organizational By-Laws. The Board of Directors contains an Executive Committee, Nominating Committee, Fiscal and Audit Committee and Personnel Committee to oversee all operation. PT is under the supervision of the Executive Director. The Executive Director is responsible for developing and maintaining the mission and goals of PT. The position requires long range planning as well as short term decision making and promotion of the mission. The Executive Director maintains a balance between developing additional funds, complying with AmeriCorps standards, and communicating PT's mission and goals to AmeriCorps members, site churches, partner churches, Oklahoma Annual Conference, and the community. The Executive Director is responsible for the program's budget and all fiscal activities in conjunction with the Conference Treasurer. The Associate Director is responsible for developing and coordinating relationships and partnerships among local churches, community businesses and organizations, and university organizations. The Associate Director is primarily responsible for site management, recruiting and supervising AmeriCorps members, developing and leading member training, and recruiting and training volunteers. The Tulsa Program Coordinator assists the Associate Director in recruiting and supervising the members, developing and leading member training, and recruiting and training volunteers. Each of the staff positions requires a Bachelors Degree, experience in community service and exceptional interpersonal skills. Extensive training in AmeriCorps requirements and program goals and procedures are given to each new staff member.

PT conducts ongoing internal assessments of its staffing, Board of Directors and structure. The staff members assess each other by meeting once a week for communication, planning and progress updates.

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The Executive Director is in weekly contact with the Chair of the Board for updates and any necessary advice. The Executive Director is evaluated by a team from the Conference's Annual Conference Council each fall. The Board of Directors consists of 25 state-wide community leaders. They meet quarterly, which creates time for assessment of the staff and program on a regular basis. The Board is informed on previous tasks, future proceedings, and fiscal situations and decisions. The Board also assesses itself by reviewing the By-Laws annually ensuring their compliance as well as making any necessary changes. Each Board member may serve two 2-year terms. These terms of service ensure a balance of stability and rotation in leadership.

The staff assesses the program through parent, volunteer, site supervisor, and AmeriCorps member evaluations. The staff takes each evaluation seriously creating new techniques to improve weaknesses. The staff also attends trainings held by the Oklahoma Community Service Commission and CNCS for additional education and grant requirement updates.

PT recently received a donation of 70 gently-used computers from OG&E. The computers will be divided and distributed to the 2010 program sites for use in the campers' computer rotation. The PT office computers receive continuous technical oversight and maintenance through the Conference's Computer Services Department.

PT recruits the majority of the volunteers through United Methodist Church congregations, local community organizations, and corporate community service teams. This type of recruitment attracts volunteers of all ages. The ages range from teen to retiree. Young, active youth volunteer by leading the campers in games and recreation. The older volunteers prepare meals, read with the children and often times chaperone field trips. These volunteers come from all socio-economic backgrounds, creating a diverse group of individuals.

PT's staff members are highly involved in community events and organizations. The staff members have supported and volunteered for organizations such as the Oklahoma City Arts Festival, CASA, the Child Abuse Prevention Task Force, and Leadership Oklahoma City's Youth Leadership Exchange. The

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Executive Director serves on the planning committee for the Latino Community Development Agency's annual community Christmas party. The event offers poverty-stricken families in South Oklahoma City a meal and Christmas gifts for their children.

As PT enters its sixth year of receiving CNCS funds, the program surpasses the required amount of match funds (34%) by matching forty-six percent. This percentage is matched with funds provided through foundations grants, corporate sponsorships, individual donors, partner churches, and in-kind donations.

PT has received grants from foundations such as: The George Kaiser Family Foundation, the Kerr Foundation, the Wegener Foundation, and the Sid and Jane Willis Foundation. Over the course of the past three years, PT has significantly developed its corporate sponsor financial base. Corporate donors include: Sonic Drive-In Corporation, Panera Bread, Barnes and Noble Booksellers, and Lexisnexis.

PT continues to struggle with receiving cash donations consistently throughout the year. Because PT operates as a summer program, many individuals tend to donate during the summer months when they are actively involved. Program staff has responded to this by creating a year-round fundraising plan. In addition to the annual fundraising campaign, PT also conducts an end-of-year giving campaign and solicits contributions through the program's fall newsletter.

In 2002, PT was funded by four local churches and several individuals. With the growth of the program has come expanded and diversified financial support. In 2008, PT had 17 Partner churches that provided financial contributions ranging from \$250-\$7,898. In 2009, PT received support from 19 Partner churches, ranging in gifts from \$500 - \$7,000. PT also receives financial support from various United Methodist grants such as the Mission and Service Team and the Petree Fund.

Finally, the program receives tremendous in-kind support, totaling more than \$55,000 in 2009. This support includes, but is not limited to: camper meals provided by the Tulsa Public Schools Child Nutrition Program; AmeriCorps member lunches and dinner provided by volunteers; AmeriCorps member CPR training provided by Citizen CPR and local fire departments; AmeriCorps members'

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summer housing discounts from Oklahoma City University and Oklahoma Wesleyan University. In 2010, PT will be receiving an additional in-kind donation of \$10-13,000 through a significant summer housing discount from the University of Tulsa. Other sources of in-kind donations include book donations, art supplies, and sporting goods. Many organizations visit the sites or provide tours and activities for the campers at a reduced entrance fee or at no cost. These include: Oklahoma City and Tulsa Fire and Police Departments, Oklahoma City and Tulsa Zoos, Oklahoma Aquarium, Oklahoma City Thunder Rolling Book Bus, the Science Museum of Oklahoma, the Oklahoma History Center, and community swimming pools.

Cost Effectiveness and Budget Adequacy

PT's cost per MSY is \$11,906.

Given the collaborative nature of the organization, PT will continue to capitalize on its broad support base by soliciting funds from faith-based organizations, private and corporate grants, and individuals. PT will: 1) solicit past donors through various approaches and seek to broaden its individual donor base; 2) ask supporting faith-based organizations to increase their support; 3.) encourage additional organizations to become partnering agencies; 4.) renew requests for support from previously generous local and national granting institutions, corporations, and foundations; 5.) cultivate new relationships with foundations with special interest in literacy and child welfare.

As mentioned previously, PT is entering its sixth year of receiving CNCS funds and surpasses the required match amount of 34%. The three primary sources of funding are partner organizations, local corporations and foundations, and individuals. In 2009, approximately 30% of the match that PT provided came from individuals and local churches, 27% came from foundations and grants (not including AmeriCorps), 8% came from corporations, and 34% came as in-kind services and donations. As the program grows, reaches more communities, and involves more volunteers, the individual and corporation donor base is expected to continue increasing proportionately.

PT's budget is adequately designed to support all necessary activities. In 2009, PT's staff and Fiscal

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Audit Committee reviewed all annual financial activities. In light of the current economic climate, the committee realistically budgeted around sound and necessary activities, taking into consideration possible decreases in individual donating.

PT's staff consists of two full-time employees, one part-time employee, and three summer-only employees. The staff operates in a donated office space and is financially managed under the Oklahoma Conference at no cost. The majority of the budget supports program costs such as room and board for the members, member support costs, and programmatic supplies.

Evaluation Summary or Plan

Evaluation sent to Corporation via email.

Amendment Justification

N/A

Clarification Summary

2010-2011

Section A. Personnel Expenses: Justify the necessity of two year-round staff members at 85% usage for a nine-week program. See clarification items.

Section H. Evaluation: Explain costs associated with internal evaluation. Are costs for staff or for a consultant. Evaluation of the PT program is completed by PT staff. PT does not pay staff members or outside consultants to evaluate the PT's summer literacy program. The original cost that was placed under the evaluation section of the budget was specifically for the cost of supplies to perform the evaluation. The cost has now been moved to the supplies section of the budget.

Section I. Other Costs: Include costs for criminal history checks for all grant-funded staff. Please explain room and board costs if this is provided free to members perhaps consider reducing the member living allowance.

Criminal History Checks for all grant funded staff have been performed and paid by the United Methodist Conference Office. All members will have a criminal history check completed before they

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begin working with the summer program.

Our members receive one of the lowest living allowances provided by a program. PT provides free housing on college campuses to promote a team atmosphere and keep the members connected. Many of our members are from other cities and different states around the nation, not only would finding lodging for 9 weeks prove to be very difficult, it would be nearly impossible. PT works to establish an esprit de corps and the low cost of living allows the members to use their living allowance for other expenses they might incur during the summer. PT employs one House Supervisor per city who lives with the members. Their ultimate job is to provide the members with support and to have open communication within the group setting.

Programmatic Clarification Items:

Please provide additional clarification regarding the members' role in volunteer generation.

Members work with PT for nine weeks out of the summer; this amount of time does not allow members the opportunity to recruit volunteers. The volunteers are recruited from the partner churches and site churches before the start of the summer program. The volunteers are recruited from the community, site coordinator meetings, steering committee meetings and through mission opportunities within each of their churches. Members manage the volunteers during the summer giving the members experience working with many different age groups.

Explain, as opposed to the program's, plan or systems for continuous self-improvement.

The Partner Churches that work with PT are part of the United Methodist Conference and not a part of the PT program. The partner churches continue to recruit volunteers, hold mission opportunities and supply drives for PT. The partner churches spread the word about PT through their churches and this allows PT to have new volunteers each year. PT relies on these churches to help make the program run smoothly by bringing in volunteers that are willing to help read one-on-one with the children for 30 minutes each day.

Provide an explanation of how the target community is involved in planning an implementation.

Narratives

The partner churches provide a vital role in planning and implementing our program. Before the summer begins, PT staff holds eight site coordinator meetings and six steering committee meetings to recruit and organize volunteers in the areas that they will be serving during the upcoming summer. The invitation for these meetings extends to all of those that want to participate with our summer program regardless of age, gender, socioeconomic status, or ethnicity. During these meetings, sign-up sheets allow each of these individuals to designate how they would like to participate with PT. Partner churches and volunteers commit to contributing financially, reading with the children for one to two weeks during the summer, chaperoning field trips, donating or driving buses, donating program supplies or books and providing volunteers to share their talent or their career with the children in an afternoon activities. The coordination effort of the partner churches and volunteers allows PT to find the necessary sources to complete the summer program.

Provide more detail on financial management, including how fiscal operations will be monitored and managed to ensure compliance.

The Executive Director is responsible for the program's budget and all fiscal activities in conjunction with the Conference Treasurer. PT submits all fiscal activities to the Treasurer. These reports are submitted and held in record at the Conference headquarters in Oklahoma City. The Conference Treasurer evaluates fiscal procedures, policies and budgets; provides documentation of the audit performed by the Committee on Finance and Administration as a part of the Oklahoma Annual Conference; and makes recommendations to the Board on fiscal and budget matters. PT has successfully managed the grant since 2004 and will continue to be monitored by the Conference Treasure to ensure that PT complies with standards.

Other Financial Issues

Meals- Meals for the members are not included in the budget. Only meals for campers through the Food Bank of Oklahoma and by the Tulsa Public Schools are included within the budget. The Partner Churches provide free meals for our members along with many other resources that are too numerous to

Narratives

count and we do not include these totals in our match percentage.

Housing - Our members receive one of the lowest living allowances provided by a program. PT is also the only Oklahoma program that provides free housing on college campuses to promote a team atmosphere and keep the members connected. Our members are selected from all over the United States and finding housing for 9 weeks for our members would not only be difficult, but nearly impossible.

Below you will find the breakdown of housing per city and the amount per member for nine weeks.

Oklahoma City University-Housing estimated number of 23 Members \$15/per person/per night use of facilities, less a 75% discount 25 Interns x \$15 x 61 days = \$22,875 with 75% discount = \$5,718.75

TOTAL

University of Tulsa- Estimated at 18 Members Twin Bed Rooms - 10 Interns x 60 nights x \$18.30/night = \$10,980.00 Single Room - 9 x 60 Nights x \$23.30/night = \$12,582.00 with 50% Discount =

\$11,781.00 TOTAL

Oklahoma Wesleyan University - Estimated at 14 Members \$10/per person/per night, less 50% discount \$10/night x 15 people x 61 days = \$9,150 with 50% matching discount = \$4,575.00 TOTAL

\$5,718.75 (OKC) + \$11,781.00 (TU) + \$4,575.00 (OWU) = \$22,074.75

Per member cost for housing = \$401.36

Salary - Staff Responsibilities

PT Staff works year round to prepare for the nine week summer program. Below you will find staff duties divided by month. A complete list of job duties for staff has been included at the end.

December

Beginning in December, PT Staff works with potential site churches to apply to the program. PT sites are required to re-apply for site status each winter. PT Staff ensures through meetings with the potential site coordinator and church that the site will have the resources to support the summer literacy program. PT evaluates each application with the PT Board of Directors and determines which sites have the highest potential camper enrollment and the greatest amount of volunteers support. This process allows PT staff

Narratives

to ensure that only sites that can effectively serve a large amount of children will be selected. Reporting, financial management.

January

PT Sites have been selected by January. PT Staff begins coordinating site coordinator meetings and steering meetings for the months of January -April. PT Staff prepares camper application, Member applications and House Supervisor Applications. PT Staff begins recruitment at colleges and high schools and continues through May. First site coordinator meetings takes place. Continue preparing curriculum. Reporting, financial management.

February

PT Staff continues recruiting members and House Supervisors. Applications for campers have been passed on to site churches. Second site coordinator meetings take place. First steering committee takes place. Begin coordinating with partner churches to find volunteers to fill each week of summer. Develop marketing tools. PT Staff coordinates speaking engagements with community organizations. Develop curriculum. Reporting, financial management.

March

Prepare binders for site coordinators and staff. Application deadline. Member interviews. Reporting, financial management. Begin hiring members. Send out employment packets. Third site coordinator meetings take place. Board meeting.

April

Continue member interviews. Develop surveys. Reporting, financial management. Prepare training for members. Continue hiring members. Send out employment packets. Fourth and final site coordinator meetings take place. Second steering committee meetings take place.

May

Continue member interviews. Continue hiring members. Send out employment packets. Finalize cities to place members. Receive paperwork, verify all paperwork is received for 55 members. Prepare

Narratives

individual employment folders for members. member training begins. Interview House Supervisors. Reporting, financial management. Board meeting.

June

Member training continues. Commissioning Service for members. Summer program begins. Sites visits. Eight family fun nights will take place in the month of June. Board member site visits. Reporting, financial management. First program surveys are handed out.

July

Summer program continues. Site visits. Reporting, financial management. Eight family fun nights will take place in the month of July. Celebration Service with campers, families, members and staff. members move out of dorms. Program surveys.

August

Continuing processing payments for summer costs. Analyze program stats. Create fall newsletter and annual report on program stats. Process in-kind donations. Reporting, financial management.

September

Begin closing out previous grant. Start new grant. Send out fall newsletter. Reporting, financial management.

October

Send out new/returning site applications to churches. Reserve summer housing for OKC, Tulsa, Bartlesville members. Reserve training facility. Begin working on the curriculum for the next summer program.

November

Coordinate with potential site churches to speak to their churches. Receive new/returning site applications and evaluate. Continue coordinating housing contracts, training contracts. Board meeting preparation.

PT Program Staff Duties:

Narratives

- * Executive Director
 - * Financial Management
 - * Collection/Disbursement
 - * Tracking/Reporting In-Kind
 - * Management of Independent donors
 - * Development and adherence to program budget
 - * Budget reconciliation for conference, and program QuickBooks
 - * Program PR, with news media, community organization, donors, and partner churches
 - * Development of Marketing materials and annual newsletter
 - * Development of surveys and reporting documents
 - * Data Collection and data analysis for volunteers/parents/sites/members
 - * Data analysis for volunteers/parents/sites/members
 - * Reporting for AmeriCorps, partner-community organizations and Board of Directors
 - * Oversight of all Bartlesville Steering Committee Meetings
 - * Oversight of all Bartlesville Programming
 - * Member Oversight, training and service activity planning
 - * Site Coordinator trainings for Tulsa and Bartlesville
 - * Coordination of all Bartlesville community partner supply donations, program volunteers and volunteer hours
 - * Coordination of Volunteer Celebration Dinner
 - * Coordination of Member Commissioning Service
 - * Coordination of Housing Contracts and member meals for Bartlesville and Tulsa
 - * Board meeting preparation and facilitation
- Associate Director:
- * Development of 8 week curriculum (including value lessons) for 5 disciplines

Narratives

- * Development of member service activities and camper afternoon activities for OKC
- * Development of Reading Coordinator, Site Coordinator and Team Coordinator Training materials
- * Development of AmeriCorps and general program training materials
- * Development of Housing Supervisor Training
- * Coordination of OKC Steering Committee Meetings
- * Coordination of Library partnerships for OKC and of partner organization reading volunteers
- * Oversight of databases for site reading log and site volunteer databases
- * Labeling and progression of reading rotation
- * Partner organizations for readers, meals and supply drive donations
- * Creation of camper and member recruitment materials
- * Training for members, reading coordinators and site coordinators * Oversight of all OKC member day-to-day performance
- * Oversight of all member paperwork
- * Enrollment and exiting of OKC Members * Maintaining member files
- * Collection and oversight of all weekly OKC member meetings
- * Coordinate with local school districts promoting the program

Clarify how an AmeriCorps grant will add value and enhance the organization's impact in the community. Given the significant volunteer support described, could these volunteers run the program instead of members?

The members receive extensive training prior to camp on child development, working in low-income communities, and curriculum implementation. This is training that would be impossible to teach new volunteers on a daily or even weekly basis. The volunteers have a 30 minute training session the first time that they arrive to the sites to read one-on-one with the children. The amount of training the volunteers receive is in no way comparable to the extensive training of the members. The volunteers do not volunteer for the entire summer. Most volunteers only spend one day, one week or possibly two

Narratives

weeks during the summer volunteering with PT. During the volunteer's time at the sites, they simply read one-on-one with the children for a few hours and then leave. Volunteers may also offer their time to chaperone a field trip or to help in different rotations such as the computer rotation, arts and crafts or recreation. However, volunteers rarely spend an entire day for eight weeks at their site.

The members are at the camp sites for eight consecutive weeks and they form relationships with the children that are essential to the children's educational and social growth during the summer months. These relationships would not have the same impact if the children had a new rotation leader each day or week. The volunteers for Project Transformation are vital for the success of the program, but do not spend enough time with the children to form the same relationships that the members are able to provide. The volunteers may only interact with only 4 children in their one-on-one reading time with the children in the daily rotations. If a volunteer returns more than once, we encourage the volunteers to read with the same child so that the children are seeing a familiar face. However, this again limits the interaction the volunteers have with all of the children at the site. Stronger relationships may form between a volunteer who reads with the same child for a few days, but the volunteer may not return to the site again.

The volunteers who serve Project Transformation are generally retired community members, stay-at-home moms, youth groups, or working-class individuals who use a personal day from time to time to volunteer at a site. It would be impossible to find enough volunteers who could be on-site all day, every day and keep the reading program as effective as it currently is. The members therefore are responsible for ensuring that the program stays on track from day to day for the entire eight week duration. The volunteers are continuously working on the curriculum, creating new activities and directing these activities at the site. The members lead each activity and the volunteers are only present if extra help is needed.

The members who serve with Project Transformation use their summer experience as a springboard for their future careers, especially in education and social work. Their time with the children, volunteers,

Narratives

and fellow members provides excellent life and career training. The members serving with this program are entering college or attend college or graduate school. Our members are great role models for the children that attend Project Transformation. The children that attend our program come from low-income families, families where a parent is incarcerated or from foster families. Many of these children have never been encouraged to think about attending college, nor do they have role models who consistently emphasize the importance of a college education. The members not only have college experience, but they are able to instill in the children that college is an attainable goal. The members receive more extensive training which allows them to mentor the children in a way that the volunteers, due to their limited involvement, could not effectively duplicate.

2011-2012 CLARIFICATION ITEMS

Clarify how the program will implement a sustainability plan as it appears the members are the main resource to train and manage the volunteers.

Each of the eight Project Transformation sites is paired with eight partner churches during the summer. Each site schedules one of their designated eight partner churches to supply 12-15 volunteers each day for one week. In 2010, more than 1,091 volunteers served over 10,412 hours during their volunteer experience with Project Transformation.

EXAMPLE: Oklahoma City has three Project Transformation site locations. Each site location has a total of eight partner churches for a total of twenty-four partner churches in the Oklahoma City area. The twenty-four partner churches in the Oklahoma City area are designated a specific week they volunteer at their Project Transformation site. During their designated week, the partner church supplies the site with 12-15 volunteers that volunteer for a total of two hours with the children.

The volunteers arrive to the site at 9:30 am on their first day of volunteering and are trained by the reading coordinator (member). Larger churches are able to supply the same 12-15 volunteers each day for the entire week. However, smaller churches may have difficulty finding 12-15 volunteers that can volunteer each day during that week. Many of the volunteers take off work or can only volunteer one or

Narratives

two days with the program. If a partner church provides new volunteers that have not yet received the volunteer training; they will arrive 30 minutes earlier than the volunteers who have previously received the training. Volunteers that have already received the training arrive at the site at 10:00 am when the morning rotations begin.

All eight of the Project Transformation sites follow the same structure.

EXAMPLE: The volunteer structure at our Chapel Hill United Methodist Church site location is as follows:

Week 1(June 6-9, 2011) - Village United Methodist Church will provide 12-15 volunteers for the week and will only volunteer two hours per day. The entire day of camp lasts six hours. Camp begins at 9:00 am and ends at 3:00 pm. Every week the volunteers are from different partner churches and therefore new volunteers are trained each week. The training is held from 9:30 am - 10:00 am and lasts for a period of 30 minutes. After the volunteers have completed the volunteer training the volunteers spend the next two hours with the children. The volunteers spend their time at the site preparing meals or volunteering in one of the four rotations. The four rotations include reading, arts and crafts, computers, and recreation. The rotations areas begin at 10:00 am and end at 12:00 pm. Each rotation area lasts for 30 minutes. Each day after the four rotations are completed the volunteers leave the site.

Week 2 (June 13-16, 2011) - Edmond First United Methodist Church will provide 12-15 volunteers for the week and will only volunteer two hours per day. The entire day of camp lasts six hours. Camp begins at 9:00 am and ends at 3:00 pm. Every week the volunteers are from different partner churches and therefore new volunteers are trained each week. The training is held from 9:30 am -10:00 am and lasts for a period of 30 minutes. After the volunteers have completed the volunteer training the volunteers spend the next two hours with the children. The volunteers spend their time at the site preparing meals or volunteering in one of the four rotations. The four rotations include reading, arts and crafts, computers, and recreation. The rotations areas begin at 10:00 am and end at 12:00 pm. Each rotation area lasts for 30 minutes. Each day after the four rotations are completed the volunteers leave the site.

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Week 3 (June 20-23, 2011) - Church of the Servant will provide 12-15 volunteers for the week and will only volunteer two hours per day. The entire day of camp lasts six hours. Camp begins at 9:00 am and ends at 3:00 pm. Every week the volunteers are from different partner churches and therefore new volunteers are trained each week. The training is held from 9:30 am - 10:00 am and lasts for a period of 30 minutes. After the volunteers have completed the volunteer training the volunteers spend the next two hours with the children. The volunteers spend their time at the site preparing meals or volunteering in one of the four rotations. The four rotations include reading, arts and crafts, computers, and recreation. The rotations areas begin at 10:00 am and end at 12:00 pm. Each rotation area lasts for 30 minutes. Each day after the four rotations are completed the volunteers leave the site.

Week 4 (June 27-30, 2011) - St. Mark's United Methodist Church will provide 12-15 volunteers for the week and will only volunteer two hours per day. The entire day of camp lasts six hours. Camp begins at 9:00 am and ends at 3:00 pm. Every week the volunteers are from different partner churches and therefore new volunteers are trained each week. The training is held from 9:30 am -10:00 am and lasts for a period of 30 minutes. After the volunteers have completed the volunteer training the volunteers spend the next two hours with the children. The volunteers spend their time at the site preparing meals or volunteering in one of the four rotations. The four rotations include reading, arts and crafts, computers, and recreation. The rotations areas begin at 10:00 am and end at 12:00 pm. Each rotation area lasts for 30 minutes. Each day after the four rotations are completed the volunteers leave the site.

Week 5 (June 5-7, 2011) - Chapel Hill United Methodist Church will provide 12-15 volunteers for the week and will only volunteer two hours per day. The entire day of camp lasts six hours. Camp begins at 9:00 am and ends at 3:00 pm. Every week the volunteers are from different partner churches and therefore new volunteers are trained each week. The training is held from 9:30 am -10:00 am and lasts for a period of 30 minutes. After the volunteers have completed the volunteer training the volunteers spend the next two hours with the children. The volunteers spend their time at the site preparing meals or volunteering in one of the four rotations. The four rotations include reading, arts and crafts,

Narratives

computers, and recreation. The rotations areas begin at 10:00 am and end at 12:00 pm. Each rotation area lasts for 30 minutes. Each day after the four rotations are completed the volunteers leave the site.

Week 6 (July 11-14, 2011) -Nichols Hills United Methodist Church will provide 12-15 volunteers for the week and will only volunteer two hours per day. The entire day of camp lasts six hours. Camp begins at 9:00 am and ends at 3:00 pm. Every week the volunteers are from different partner churches and therefore new volunteers are trained each week. The training is held from 9:30 am - 10:00 am and lasts for a period of 30 minutes. After the volunteers have completed the volunteer training the volunteers spend the next two hours with the children. The volunteers spend their time at the site preparing meals or volunteering in one of the four rotations. The four rotations include reading, arts and crafts, computers, and recreation. The rotations areas begin at 10:00 am and end at 12:00 pm. Each rotation area lasts for 30 minutes. Each day after the four rotations are completed the volunteers leave the site.

Week 7 (July 18-21, 2011) - Lakeside United Methodist Church will provide 12-15 volunteers for the week and will only volunteer two hours per day. The entire day of camp lasts six hours. Camp begins at 9:00 am and ends at 3:00 pm. Every week the volunteers are from different partner churches and therefore new volunteers are trained each week. The training is held from 9:30 am - 10:00 am and lasts for a period of 30 minutes. After the volunteers have completed the volunteer training the volunteers spend the next two hours with the children. The volunteers spend their time at the site preparing meals or volunteering in one of the four rotations. The four rotations include reading, arts and crafts, computers, and recreation. The rotations areas begin at 10:00 am and end at 12:00 pm. Each rotation area lasts for 30 minutes. Each day after the four rotations are completed the volunteers leave the site.

Week 8 (July 25-28, 2011) - St. Luke's United Methodist Church will provide 12-15 volunteers for the week and will only volunteer two hours per day. The entire day of camp lasts six hours. Camp begins at 9:00 am and ends at 3:00 pm. Every week the volunteers are from different partner churches and therefore new volunteers are trained each week. The training is held from 9:30 am - 10:00 am and lasts for a period of 30 minutes. After the volunteers have completed the volunteer training the volunteers

Narratives

spend the next two hours with the children. The volunteers spend their time at the site preparing meals or volunteering in one of the four rotations. The four rotations include reading, arts and crafts, computers, and recreation. The rotations areas begin at 10:00 am and end at 12:00 pm. Each rotation area lasts for 30 minutes. Each day after the four rotations are completed the volunteers leave the site. This structure is used at each of our eight site locations. Without members we could only serve one location. The average time that a volunteer serves our program is a total of four days and eight hours during the entire eight week program. The only volunteer that is consistently at the site on a daily basis for eight weeks is the site coordinator and/or pastor. The site coordinator and/or pastor are essentially the head volunteers that are present at the site the entire eight weeks of camp. It is important to note that the site coordinator and/or pastor are not paid staff of Project Transformation. Without members each of the sites would only have the site coordinator and/or pastor that are able to be at the site every day during the eight weeks of camp. Without members Project Transformation would only serve one city in Oklahoma instead of four cities. Project Transformation would only be able to serve 50-60 children instead of 500 children in Oklahoma. If members were not a part of Project Transformation many children would regress in their reading levels during the summer months. The children would then return to school in the August and will fall behind their peers in school. Project Transformation also offers the members the opportunity to prepare for future careers and also provides excellent life and career training. Members would miss the opportunity to work with a diverse group of individuals from all socioeconomic backgrounds and ages. Members are vital for the success of Project Transformation and for our children to work with positive role models.

Confirming program start date of 08/01/2011

Continuation Changes

CONTINUATION CHANGES -- YEAR 2

APPLICANT INFO AND APPLICATION INFO SECTION

Narratives

The Applicant Info and Application Info sections were updated.

RATIONAL AND APPROACH

Update for Project Transformation Sites: In 2011, PT will have eight host sites located in transitional, urban United Methodist Churches. In reassessing the goals of our program, we found that the previous Quayle PM program did not meet program standards as adequately as a new host site would. For this reason, we decided to channel resources and members into starting a new site. PT will also expand to the city of Muskogee during the summer of 2011. This will allow PT to have eight sites in Bartlesville, Muskogee, Oklahoma City and Tulsa. This will be the first expansion to a new city since the program was started in Bartlesville in the summer of 2008. AmeriCorps Members that are placed in Muskogee will take part in the training the week before the program starts with the other AmeriCorps Members. This training will take place at Camp Loughridge in Tulsa. AmeriCorps Members will work in their designated cities with the children at the sites Monday through Thursday. In addition to their training and eight weeks of service, PT AmeriCorps members will participate in weekly service projects with local non-profits on Friday mornings. The purpose of the Friday Enrichment Activities is to introduce the AmeriCorps members to a variety of community needs and to the organizations that have been established to serve those needs.

Update for Outputs and Outcomes: Prior Year's Data in Output: In 2010, PT's retention rate was 100% and no members were terminated. PT enrolled 48 out of the allotted 55 slots. Originally 51 applicants were accepted, but three applicants had to withdraw due to extenuating family and summer school circumstances. PT is working to fill all of its slots in 2011 by increasing its recruitment efforts on college campuses and community organizations. PT will also utilize former members in their recruitment efforts. Prior Year's Data in Intermediate Outcome: Volunteers were trained by the AmeriCorps members to serve as site volunteers and reading mentors during the eight weeks of camp. PT recorded

Narratives

over 959 volunteers participated as site volunteers and reading mentors during the 2010 summer program. Prior Year's Data in End Outcome: 99% of the children who attended regularly improved their reading skills or remained at their age appropriate reading level. Furthermore, 92% of all children enrolled in the program improved their reading skills or remained at their age appropriate level.

Prior Year's Data in Output: PT enrolled 48 out of the allotted 55 slots. The 48 AmeriCorps members participated in weekly service projects with local non-profits on Friday mornings. Service activities included but were not limited to: Boys and Girls Club, Big Brothers Big Sisters, Infant Crisis Center, Family Crisis and Counseling Center, Inc., AGAPE Mission and the Mutual Girls Club. Prior Year's Data in Intermediate Outcome: Surveys were provided to all 48 AmeriCorps members at the end of the eight week program. On the survey, 90% of the AmeriCorps Members expressed that they are confident/very confident that they can use their personal abilities to serve others as a result of their term of service with PT. Prior Year's Data in End Outcome: AmeriCorps members also expressed through the survey that 90% are likely to be involved in their local community in the future and 80% are likely to be involved in low-income communities in the future.

Prior Year's Data in Output: AmeriCorps Members trained and managed at least 959 volunteers to serve as site volunteers and reading volunteers during the eight weeks of camp. The dedicated volunteers read with campers, sorted books, lead afternoon enrichment activities, chaperoned field trips and helped prepare breakfast, lunch and snacks for the campers. Prior Year's Data in End Outcome: PT surveyed the volunteers and 98% stated that they would be interested in volunteering with the program again and 92% of the volunteers rated their experiences as great/excellent.

ORGANIZATIONAL CAPABILITY

No Changes

Narratives

COST EFFECTIVENESS AND BUDGET ADEQUACY

PT's staff now consists of two full-time employees, two part-time employees, and three summer-only employees. PT added the position of Administrative Assistant to help alleviate the strain of the growing program.

Changes to the budget were made in several areas. Personnel Expenses increased due to adding an administrative assistant. The Executive Director, Associate Director and Program Coordinator were given pay raise. Fringe Benefits also increased for the year because of an increased cost in health care, FICA and pension plans. Staff Travel also increased to help with increased travel costs to the new site in Muskogee and to allow staff to be reimbursed for local travel in Oklahoma City to the sites. Staff members were not able to be fully reimbursed for local travel in Oklahoma City because of low staff travel budgets. The supplies budget decreased to help alleviate increases in other areas of the budget. Member Training increased due to a change in location of our AmeriCorps Member training facility. The AmeriCorps Members training will now be located in Tulsa at Camp Loughridge. The changes to the training facility were made to decrease travel for staff and AmeriCorps members. The location offers better facilities for our members and allows PT to utilize our Partner Churches in Tulsa to help supplement costs for meals and supplies during the training week. Other Operation costs also decreased to supplement increased costs in other areas of the budget.

EVALUATION SUMMARY OR PLAN

No Changes

AMENDMENT JUSTIFICATION

No Changes

Narratives

CLARIFICATION SUMMARY

No Changes

Performance Measures

SAA Characteristics

- AmeriCorps Member Population - None Geographic Focus - Rural
 Geographic Focus - Urban Encore Program

Priority Areas

- | | |
|---|---|
| <input type="checkbox"/> Education | <input type="checkbox"/> Healthy Futures |
| <i>Selected for National Measure</i> <input type="checkbox"/> | <i>Selected for National Measure</i> <input type="checkbox"/> |
| <input type="checkbox"/> Environmental Stewardship | <input type="checkbox"/> Veterans and Military Families |
| <i>Selected for National Measure</i> <input type="checkbox"/> | <i>Selected for National Measure</i> <input type="checkbox"/> |
| <input type="checkbox"/> Economic Opportunity | <input checked="" type="checkbox"/> Other |
| <i>Selected for National Measure</i> <input type="checkbox"/> | <i>Selected for National Measure</i> <input type="checkbox"/> |

Grand Total of all MSYs entered for all Priority Areas 0

Service Categories

- | | | |
|------------------------------------|---|---|
| Community-Based Volunteer Programs | Primary <input type="checkbox"/> | Secondary <input checked="" type="checkbox"/> |
| Mentoring | Primary <input checked="" type="checkbox"/> | Secondary <input type="checkbox"/> |

Mentoring: Reading one-on-one

Service Category: Mentoring

Measure Category: Participant Development

Strategy to Achieve Results

Briefly describe how you will achieve this result (Max 4,000 chars.)

55 AmeriCorps members will implement a summer literacy program for children in grades 1st - 6th.

Members will facilitate six hours of enriching activities including 30 minutes of one-on-one reading,

Monday-Thursday, for eight weeks. This will help the children improve their fluency, vocabulary and

text comprehension.

Results

Result: End Outcome

Children who attend camp regularly will sustain or improve their reading skills.

Indicator: increase in academic achievement

Target: At least 60% of the children who attend camp regularly will see improvement in their reading skills or will sustain their current reading level.

Target Value: 60%

Instruments: Reading Logs

PM Statement: At least 60% of the children who attend camp regularly will see improvement in their reading skills or will sustain their current reading level.

Of the 504 children who participated in the 2009 reading program, 462 children regularly attended

Result: End Outcome

Prev. Yrs. Data camp. Of the children who regularly attended camp, 205 sustained their reading level and 198 improved their reading level. Of the 198 campers who improved, 57 improved to their appropriate reading level.

Result: Output

Children will read one-on-one with an adult mentor for thirty minutes, Monday through Thursday, for eight weeks during the summer.

Indicator: increase in academic achievement

Target: At least 500 children will be enrolled in the camps and will read one-on-one with an adult for 30 minutes a day.

Target Value: 500

Instruments: Camper Reading Logs and Attendance Sheets

PM Statement: At least 500 children will read one-on-one with an adult mentor for 30 minutes each day, Monday-Thursday, for eight weeks.

Prev. Yrs. Data

Result: Intermediate Outcome

Children will read one-on-one with an adult improving their fluency, vocabulary and text comprehension.

Indicator: increase in academic achievement

Target: At least 500 children will receive support in reading during the summer.

Target Value: 500

Instruments: Reading Logs

PM Statement: 500 children will read one-on-one receiving support in improving their fluency, vocabulary and text comprehension.

Prev. Yrs. Data

Volunteer Involvement

Service Category: Community-Based Volunteer Programs

Measure Category: Strengthening Communities

Strategy to Achieve Results

Briefly describe how you will achieve this result (Max 4,000 chars.)

55 AmeriCorps members will train and manage community volunteers who will assist in the reading program. These volunteers will read one-on-one with the children as well as volunteer with other program activities.

Results

Result: Output

55 AmeriCorps members will train and manage community volunteers who will assist in the reading program as well as other program activities.

Result: Output

Indicator: participants

Target: The AmeriCorps members will train and manage 1,000 volunteers who will serve at least 12,000 hours.

Target Value: 1000

Instruments: Volunteer Logs

PM Statement: 55 AmeriCorps members will train and manage 1,000 community volunteers who will serve at least 12,000 hours assisting in the program.

Prev. Yrs. Data

Required Documents

Document Name

Status

Evaluation

Not Applicable

Labor Union Concurrence

Not Applicable