



## Field Team Program Request for Proposal Guidelines

**DEDICATED FIELD TEAM PROPOSALS  
DUE JULY 31, 2009**

**Faxed copies will not be accepted.  
Download this & proposal materials from  
our website.**

**Submit proposals to:  
Suzi Cloutier  
NWSA Lower Columbia Center  
55 SE Main Street \* Portland, OR 97214  
(503) 234-2383 x 103**



[www.nwserviceacademy.org](http://www.nwserviceacademy.org)





# Information about Northwest Service Academy

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## **WHAT IS AMERICORPS?**

AmeriCorps is a National Service movement with its roots in the Peace Corps and the Civilian Conservation Corps (CCC). AmeriCorps connects thousands of Americans of all ages and backgrounds with service opportunities to give back to their community. Nationwide there are over 900 AmeriCorps programs providing part-time and full-time service to communities in the areas of the environment, education, public safety, and other human needs. The AmeriCorps web page ([www.americorps.org](http://www.americorps.org)) has a full listing of programs by state and focus areas.

## **WHAT IS NORTHWEST SERVICE ACADEMY (NWSA)?**

The mission of Northwest Service Academy is to preserve and restore the natural environment and develop community leaders through service and community partnerships.

Each year, NWSA engages more than 200 part- and full-time AmeriCorps members and countless community volunteers in direct on the ground restoration activities and community-based education focused on sound environmental practices. NWSA seeks to develop community leaders by providing opportunities for members and others to participate in meaningful service that is educational and that demonstrates the value of civic engagement.

NWSA partners with community-based organizations, government agencies and schools in communities across Oregon and Washington. NWSA has two centers: the Lower Columbia Center located in Portland, OR and the Mt Adams Center located in Trout Lake, WA.

Northwest Service Academy (NWSA) is partially funded through a grant from the Corporation for National and Community Service. NWSA's funding is also comprised of a combination of state, federal and local grants along with fees collected for the services it provides.

## **WHO ARE NWSA AMERICORPS MEMBERS?**

AmeriCorps members are part- or full-time volunteers who provide up to 11 months of service to communities while developing their own skills and furthering their education. NWSA members come from varying social, cultural and educational backgrounds. Anyone 18 years and up can serve, and many NWSA members have college degrees and experience in environmental, educational or other related fields.

## **HOW DO FIELD TEAMS SERVE?**

Whether sponsoring a team for a day or on a larger, long-term project over the course of a few months or several years, your organization will gain a group of motivated individuals who are dedicated to helping your agency address the goals and needs of your project.

Field teams provide service to schools, community-based organizations and government agencies, and are usually made up of a group of four to ten individuals who serve together for a term of service. Northwest Service Academy team size and project length are determined by the needs of the sponsoring agency. Many NWSA members have environmental degrees or previous environmental field experience.

NWSA field team schedules are usually comprised of four consecutive 10-hour days or five consecutive eight-hour days per week. Project sponsors may request specific work schedules and days for teams, and whenever possible, NWSA will strive to accommodate sponsor requests.

## **WHAT DO AMERICORPS MEMBERS RECEIVE FOR THEIR SERVICE?**

AmeriCorps members receive an education award of up to \$4,725 that can be used to help cover the costs of education or to repay qualified student loans. Members serving 1700 hours also receive a taxable living allowance of approximately \$11,400 and may be eligible for medical insurance, loan forbearance and child care. Beyond these benefits, members have the opportunity to gain skills, take on responsibilities, make contacts and make a difference. NWSA and AmeriCorps encourage the continued professional and personal growth of members by giving them the opportunity to devote up to 20% of their service term to development activities.

# Information About Our Teams

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Team projects primarily focus on watershed restoration, public lands enhancement, environmental education, volunteer mobilization and community strengthening, and encompass a wide range of activities including but not limited to:

- ✘ Restoring watersheds
- ✘ Installing or repairing riparian fencing
- ✘ Assessing project sites
- ✘ Monitoring water quality and plant or wildlife populations
- ✘ Building and maintaining hiking trails
- ✘ Removing non-native plant species
- ✘ Planting and enhancing site vegetation
- ✘ Stabilizing and controlling erosion
- ✘ Presenting and leading school field trips and camps
- ✘ Developing and enhancing school recycling, composting programs and environmental education.
- ✘ Providing logistical and crew leader support with large-scale volunteer projects
- ✘ Improving forest health through community education and fuels reduction efforts

## **COST OF SPONSORING AN NWSA FIELD TEAM**

NWSA receives two-thirds of its funding from an AmeriCorps Grant and raises the remaining third of its funding locally from project sponsors through community support dollars and in-kind contributions. The cash match amount is determined, but not limited to, team size, project location, vehicle needs, and specialized supply requirements.

DESCRIPTION	ESTIMATED TEAM COST
<p><b>Dedicated teams</b> are sponsored by one project partner for their entire term of service. These teams typically range in size from 4-10 members (this includes an NWSA Leader), that focus on large scale projects that take three or more months to complete. Teams serve for 11 months between February and early December.</p> <p><b>NWSA <u>may</u> be able to supply a vehicle at additional cost. Vehicle needs must be written into this proposal. Procurement of a vehicle from NWSA is not guaranteed.</b></p>	<p>\$10,000/1700 hour member and</p> <p>\$10,500/ 1700 hour leader</p>

*Northwest Service Academy (NWSA) is supported by an AmeriCorps grant from the Corporation for National and Community Service (CNCS).*

# Application Information

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## **SPONSOR ELIGIBILITY REQUIREMENTS**

- 501(c)(3) non-profit community-based organizations
- School districts & educational service districts
- Government agencies: city, county, regional, state or federal

## **GENERAL GUIDELINES**

1. Projects must address critical needs within one of the following NWSA objectives:
  - Restore Watersheds
  - Enhance Public Lands
  - Increase Resource Conservation
  - Increase Awareness of Environmental Issues & Concepts
  - Increase Volunteer Involvement in Environmental Issues
  - Increase the Service-Learning Capacity of Schools and Organizations to Address Environmental Issues
2. Proposals must demonstrate that the project(s) will address a significant unmet need or needs, and that the team's service activities will directly benefit the communities served.
3. Teams must be placed in a direct service position for the entire scope of the project. The project may not include administrative duties that support general organizational goals; such as clerical, janitorial responsibilities or data entry. Such duties that support the service goals are allowable.
4. Requests for February-start Dedicated Teams are due July 31, 2009. Short-term, non-dedicated teams can be requested year-round. Requests for non-dedicated teams are filled on a first come, first served basis; their schedules fill up quickly, particularly in the summer months (see short-term field team application for details).
5. Service activities must not duplicate routine functions of or displace paid employees.
6. The impact of service provided must be measurable.
7. The sponsoring organization must have a Drug Free Work Place Policy and a Non-Discrimination Policy.
8. NWSA requires each sponsoring organization to provide \$5,000 of in-kind donations per member. Sponsors are required to keep track of in-kind donations throughout the year, to be reported in total in December. In-kind could include supervisor time, office space, mileage reimbursement, bus passes and other non-monetary support.
9. Applicant must demonstrate the ability to meet project's cash match requirements.
10. The project must not include any of the prohibited activities for AmeriCorps members outlined on page 4.

## PROHIBITED ACTIVITIES

Federal law prohibits AmeriCorps programs and members from engaging in certain activities during service time. Examples of such activities include, but are not limited to, those listed below. Questions regarding permissible activities should be directed to the program staff.

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts or strikes;
3. Assisting, promoting or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation or elected officials;
7. 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 maintaining facilities primarily or inherently devoted to religious instruction or worship or engaging in any form of religious proselytizing;
8. Organizing voter registration drives;
9. Preparing a grant proposal or performing other fundraising functions to help the sponsor achieve NWSA cash match requirements, or to fund general operating expenses;
10. Providing a direct benefit to:
  - A business organized for profit;
  - A labor union;
  - A partisan political organization;
  - A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; or
  - An organization engaged in the religious activities described in paragraph (7) of this section, unless Corporation assistance is not used to support those religious activities;
  - An organization that is providing abortion services and/or referrals.
11. Performing services or duties that have been performed by or were assigned to any:
  - presently employed worker;
  - employee who recently resigned or was discharged;
  - employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
  - employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
  - employee who is on strike or is being locked out;
12. Other activities as the Corporation for National and Community Service may direct in the future, upon notice to NWSA.

## NWSA PROJECT SPONSOR REQUIREMENTS

Sponsoring a Northwest Service Academy field team is a unique opportunity for organizations to build their capacity while providing a meaningful service and development experience for the member(s). The following requirements are designed to maximize the benefits of a project.

### SUPERVISION AND MENTORING

- Be available for questions and clarification throughout the duration of the project. Supervisors should be able to meet with the member(s) for a **minimum of one hour each week** to review activities and set future goals.
- NWSA field teams are comprised of capable and motivated citizens who are interested in learning about community issues and the environment as well as developing their professional and hands-on project skills. Project Sponsors provide a project orientation and overview of the issues that the project addresses. An effective project orientation will: explain the history and need for the project, any plans for maintaining/completing the site after the team has finished, and clearly define the service to be done by the team.
- When possible, assist the team(s) with identifying opportunities to meet professional development goals through the service project.
- Support the member's participation in NWSA and professional development activities off-site.
- If this team will be shared with other partnering organizations, Sponsors must adhere to the following guidelines: The team can be shared with up to two organizations; A field representative from each partnering organization must attend Sponsor Orientation; All partnering organizations must adhere to NWSA rules and regulations; All partnering organizations will be included on NWSA contracts.

### PROJECT SUPPORT

- Provide the team(s) with well-defined projects that have clear goals and outcomes.
- Provide clearly-defined and reasonable project expectations.
- Provide adequate training, office space & equipment, tools and storage for the team(s) to perform service proposed.

### OUTREACH

- Play an active role in conducting outreach to recruit team members.
- As possible, conduct outreach within the sponsoring organization and the community to increase awareness of the service NWSA AmeriCorps members provide the community.
- Support NWSA's policy that members wear AmeriCorps uniforms or identifiers while serving.

### RISK MANAGEMENT

- Establish safety guidelines and rules that ensure the well being of the team(s). When applicable, these include appropriate youth to adult ratios, parental authorization forms and clear emergency procedures or permits.

### REPORTING

- Conduct evaluation meetings with team members twice during the service term using the NWSA forms provided.
- Provide members with the evaluation and tracking tools necessary to complete NWSA Project Completion Reports.
- Compile a report detailing the value of all cash and non-cash (in-kind) contributions supporting the team's project, including salary verification and other related documentation.
- Participate in site visits with NWSA staff.

## **SELECTION PROCESS**

Project Sponsors are selected through a competitive process based on their proposal for a capacity-building placement that meets NWSA objectives and critical community needs. Project proposals that incorporate training and professional development opportunities for teams will be given special consideration.

1. A committee of NWSA staff, AmeriCorps members and/or community members will review and score proposals.
2. Acceptance of proposals may be contingent upon the applicant providing additional information or making revisions.
3. Once selected, project sponsors will be required to attend an orientation session.
4. Dedicated Team Sponsors will work with NWSA to recruit and select AmeriCorps member(s) for their team.
5. After a successful project sponsor-AmeriCorps member match is made, sponsors will be required to sign a contract specifying details of the service placement.
6. All agreements are contingent upon NWSA's continued funding from the Corporation for National and Community Service and upon the successful recruitment and placement of an AmeriCorps member for the project sponsor position(s).

# Position Description Examples

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Use this sample list as a guide for creating a position description that is specific to your organization and project. While we ask you to use these examples as a model, you are not limited to the items provided here.

## EXAMPLES OF POSITION TITLES

### Volunteer Coordination

- Volunteer Coordinator
- Natural Area Volunteer Coordinator
- Community Involvement Coordinator
- Community Stewardship Coordinator
- Environmental Stewardship Coordinator

### Field-based Environmental

- Environmental Project Coordinator
- Restoration Project Coordinator
- Garden Coordinator
- Recycling Coordinator

### School or Community-Based Education

- Waste Reduction Coordinator
- Waste Reduction Educator
- Water Quality Educator
- Watershed Education Coordinator
- After-School Project Coordinator
- Service-Learning Project Coordinator
- Service-Learning Specialist
- Youth Activity Coordinator
- Youth Project Coordinator
- Outreach Coordinator
- Community Outreach Coordinator

## EXAMPLES OF GENERAL RESPONSIBILITIES

### Increase Watershed and Habitat Health

- Collaborate with staff to plan and implement restoration, maintenance and monitoring projects.
- Design and lead hands-on community stewardship projects that increase awareness of local watershed issues.
- Tailor stewardship project activities to meet the needs and schedules of a variety of community groups such as schools, youth programs, neighborhood and corporate groups.
- Conduct outreach to engage community members in restoration project planning and implementation.
- Provide training, technical assistance and support to volunteers interested in leading restoration projects in their communities.
- Compile a resource guide to assist community members in planning projects.

### Increase Resource Conservation

- Collaborate with staff and students to develop a school-wide resource conservation policy and system.
- Encourage school ownership of the project through training, resource development and outreach.
- Design and implement a system for tracking and documenting the impact of resource conservation efforts.
- Provide training, technical assistance and support to organizations and schools interested in increasing resource conservation activities at their sites.
- Conduct outreach activities to engage more individuals and organizations in resource conservation.
- Plan and lead sustainable gardening activities with diverse groups of youth and adults.
- Partner with staff and students to research, design and plant a native plant garden on school grounds.
- Assist teachers to integrate resource conservation/gardening activities with curriculum.
- Solicit donations of project materials and recruit volunteers as necessary.

# Position Description Examples (continued)

## Increase Awareness of Environmental Issues and Concepts

- Plan and lead environmental education activities for K-12 students in both the classroom and the field.
- Plan and lead natural area tours and environmental education workshops for diverse groups of youth and adults.
- Coordinate after-school, weekend and spring break environmental education activities for disadvantaged youth.
- Assist teachers in designing environmental service-learning projects and curriculum.
- Research and design curriculum kits that support state educational standards.

## Mobilize Volunteers of All Ages in Environment and Education Issues

- Develop a system for recruitment, training, coordination and tracking of Boomer volunteers.
- Expand the number and type of volunteer opportunities available at the organization.
- Collaborate with staff to research volunteer needs and develop volunteer position descriptions.
- Coordinate two volunteer recognition events during the year.
- Develop community partnerships that support the service-learning efforts of faculty and students.

## Additional Responsibilities

- Assist with general office duties related to position (mailings, filing, e-mail, phone call reminders).
- Public speaking.
- Physical requirements such as heavy lifting.
- Application of herbicides.

## **EXAMPLES OF REQUIREMENTS**

- Travel and attend meetings in various parts of the region.
- Communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, community volunteers, students and the general public.
- Serve occasional evenings and weekends.
- Strong organizational and interpersonal communication skills.
- Desire to serve with people to promote education, environmental stewardship and an ethic of service.
- A cooperative manner and the ability to serve as part of a team.
- A willingness to ask questions for clarification and job completion.
- A commitment to the goals of (*your organization*).
- An independent, self-motivated, creative and resourceful individual who enjoys serving with diverse groups of people.

## **EXAMPLES OF PREFERRED QUALIFICATIONS**

- Ability to speak Spanish a plus.
- Desire and ability to recruit and manage volunteers.
- Interest or experience in natural resources and/or biology.
- Familiarity with the region and green spaces is helpful but not required.

## **EXAMPLES OF MEMBER BENEFITS**

- Free or reduced course credit.
- Tuition reimbursement.
- Membership to professional organizations or clubs.
- Training stipend available for position related trainings.
- Free housing is provided for this position.
- Low cost housing is provided for this position.
- We can assist the member in finding low cost housing.

# Guidelines for Submissions

## COMPLETED PROPOSAL CHECKLIST

- All proposal questions are completely answered.
- Proposal narrative does not exceed five pages, single-spaced, 12-pt font. This does not include the cover sheet, certifications, position description, or proof of 501(c)(3) status.
- Completed cover sheet, including **signed** certifications and assurances.
- Valid certificate of liability insurance.**
- Proof of eligibility: 501(c)(3) status if applicable to your organization (new sponsors only).
- One original plus two photocopies** of proposal are due to NWSA by **July 31, 2009 at 5:00pm.**
- Email** complete proposal to [James.Moore@esd112.org](mailto:James.Moore@esd112.org) by **July 31, 2009 at 5:00p.m.**

## PROPOSAL TIMELINE

<b>PROPOSALS DUE TO NWSA</b>	July 31, 2009
<b>NOTIFICATION OF STATUS MAILED TO SPONSORS</b>	August 14, 2009
<b>MEMBER RECRUITMENT &amp; SELECTION</b>	Ongoing from September 2009 to January 2010
<b>SPONSOR ORIENTATION (REQUIRED)</b>	January 2010
<b>MEMBERS AT PLACEMENT SITE</b>	February – December 2010

## SUBMIT PROPOSAL TO

<b>Northwest Service Academy</b> <b>Lower Columbia Center</b> <b>55 SE Main St</b> <b>Portland, OR 97214</b>	<b>Suzi Cloutier</b> Field Team Coordinator <a href="mailto:suzi.cloutier@esd112.org">suzi.cloutier@esd112.org</a> (503) 234-2383 x103
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*NWSA is an equal opportunity employer, and does not unlawfully discriminate on the basis of race, creed, gender, gender identification, gender expression, natural origin, color, political affiliation, religion, age, marital status, sexual orientation or the presence of any sensory, mental or physical disability.*

# Other Ways to Partner with NWSA

INDIVIDUAL PLACEMENT PROGRAM	LOWER COLUMBIA CENTER	MT ADAMS CENTER
<p>Individual Placements, or IPs, serve at least 1700 hours during their term. They are placed with schools, community-based organizations or government agencies. Up to 300 hours of an IP member's term can be dedicated to development and training with Northwest Service Academy. As part of their development, IPs meet monthly for support, reflection and training activities.</p> <p>Sponsoring agencies develop the project, assist with recruiting their member(s) and provide daily guidance and supervision. Sponsoring agencies are selected through a competitive process based on their proposal for a capacity-building placement that meets NWSA objectives and critical community needs.</p>	<p>Lara Jones Portland-Vancouver Individual Placement Coordinator (503) 234-2383 x 102 <a href="mailto:lara.jones@esd112.org">lara.jones@esd112.org</a></p> <hr/> <p>Susan Navrotsky Statewide Individual Placement Coordinator (503) 234-2383 x106 <a href="mailto:susan.navrotsky@esd112.org">susan.navrotsky@esd112.org</a></p>	<p>Amanda Lawrence Individual Placement Coordinator (509) 395-3467 <a href="mailto:amanda.lawrence@esd112.org">amanda.lawrence@esd112.org</a></p>

PROFESSIONAL PLACEMENT (P2) PROGRAM	LOWER COLUMBIA CENTER
<p>P2 has been designed to recruit highly qualified men and women to serve on compelling, environmentally focused projects.</p> <p>These 1,700 hour AmeriCorps positions offer participating organizations access to highly valued and specialized skill sets, such as GIS, planning and statistical analysis, grant writing, and other organizational process skills.</p>	<p>Margi Guilfoyle Professional Placement Coordinator (503) 234-2383 x 118 <a href="mailto:Margi@P2Professional.org">Margi@P2Professional.org</a></p>

LINKS PROGRAM	NWSA ADMINISTRATIVE OFFICE
<p>The LINKS Program supports projects 300, 450, 675, 900 and (in some cases) 1700 hours in length, which take place over a few months to a year. Activities can fit within the following focus areas: education, public safety, the environment and other human needs.</p> <p>Think of us as an <b>AmeriCorps starter kit</b> – Need someone to serve with your organization right now or on a project for a period shorter than a year? Lack the funding to support a full-time NWSA member? Contact us!</p>	<p>Erika Johnson LINKS Program Coordinator 2500 NE 65<sup>th</sup> Avenue Vancouver, WA 98661 (360) 750-7500 x114 <a href="mailto:erika.johnson@esd112.org">erika.johnson@esd112.org</a></p>

For more information on AmeriCorps in your area, please visit [www.americorps.org](http://www.americorps.org).