



# 21<sup>ST</sup> CCLC

<b>NAME OF LEA OR ORGANIZATION</b>	<b>BOYS &amp; GIRLS CLUB OF ADAMS COUNTY-DECATUR</b>
<b>ADDRESS</b>	<b>410 WINCHESTER ST, DECATUR, IN 46733</b>
<b>COUNTY</b>	<b>ADAMS</b>
<b>NAME OF CONTACT PERSON</b>	<b>ANDREA HOUGH</b>
<b>TITLE</b>	<b>UNIT DIRECTOR</b>
<b>PHONE NUMBER</b>	<b>260-724-9128</b>
<b>EMAIL</b>	<b>AHOUGH@BGCAC.ORG</b>
<b>NAME OF SUPERINTENDENT OR EXECUTIVE DIRECTOR</b>	<b>HEATH MOSER</b>
<b>EMAIL ADDRESS OF SUPERINTENDENT OR EXECUTIVE DIRECTOR</b>	<b>HMOSE@BGCAC.ORG</b>

<b>NAME OF SCHOOL TO BE SERVED (INCLUDE SCHOOL CORPORATION NUMBER)</b>	<b>FREE AND REDUCED LUNCH RATE</b>	<b>SCHOOL GRADE OR RATING</b>	<b>NUMBER OF YOUTH TO BE SERVED</b>	<b>GRADE LEVEL TO BE SERVED</b>
<i>MAINSTREET ELEMENTARY SCHOOL (SCHOOL CORP #0000)</i>	78%	C	80	K-5 <sup>TH</sup>
<b>BELLMONT ELEMENTARY SCHOOL (SCHOOL CORP #0037)</b>	58%	C	65	K-5 <sup>TH</sup>
<b>BELLMONT MIDDLE SCHOOL (SCHOOL CORP #0033)</b>	56%	B	15	6 <sup>TH</sup> -8 <sup>TH</sup>



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NAME OF SITE	STREET ADDRESS	CITY/COUNTY
<b>DECATUR SITE</b>	<b>410 WINCHESTER ST</b>	<b>DECATUR/ADAMS</b>



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<p><b><u>TOTAL GRADE LEVEL(S) TO BE SERVED</u></b></p>	<p>9</p>
<p><b><u>PRIORITY AREA</u></b>          (STEM OR STEAM, LITERACY, COLLEGE &amp; CAREER READINESS, OR SOCIAL EMOTIONAL LEARNING)  <b>* APPLICANTS SHOULD PICK <u>ONE</u> PRIORITY AREA</b></p>	<p><b>LITERACY</b></p>
<p><b><u>OPERATING HOURS</u></b>          (AFTER-SCHOOL, BEFORE-SCHOOL, SUMMER, AND/OR INTERSESSION)  <b>* APPLICANTS SHOULD LIST <u>ALL</u> APPLICABLE OPERATING HOURS</b></p>	<p><b>AFTER SCHOOL: 2:30P-6:30P MONDAY-FRIDAY</b>   <b>SUMMER: 5:30A-5:00P MONDAY-FRIDAY</b></p>
<p><b><u>PROGRAM INCOME</u></b>          DOES YOUR PROGRAM PLAN TO GENERATE PROGRAM INCOME? Y/N  <b>* FOR MORE INFO, SEE PAGE 22 OF RFP</b></p>	<p>N</p>



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## ASSURANCES (2.5 POINTS)

The Indiana Department of Education requires that the following assurances remain in effect for the duration of the subgrant. The Indiana Department of Education will require assurances with subsequent amendments to this application if required by changes in federal or state law. The applicant assures that:

- It has the necessary legal authority to apply for and receive the proposed subgrant;
- The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this proposal for and on behalf of the said applicant, and otherwise to act as the authorized representative of the applicant in regard to this application;
- The activities/services for which the assistance is sought under this subgrant will be administered by or under the supervision and control of the applicant;
- The subgrant program will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the IDOE;
- The subgrant program will take place in a safe and easily accessible facility;
- The subgrant program will be carried out as proposed in the application;
- The subgrant program was developed and will be carried out in collaboration with schools the youth attend;
- The subgrant program will utilize an evidence based curriculum that includes professional development;
- The subgrant program will align out-of-school time efforts within school priorities including Indiana Academic Standards;
- The subgrant program will primarily target youth who attend schools who received a D or F school rating for state accountability or Does Not Meet or Approaches Expectations for federal accountability; or youth who attend schools with a 40% or higher Free and Reduced Lunch rate;



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- The funds under the subgrant program will be used to increase the level of State, local and other non-federal funds that would, in the absence of Federal funds, be made available for authorized programs and activities;
- The required information and reports will be submitted timely as requested by the Indiana Department of Education;
- The subgrant program will comply with [U.S. Education Department General Administrative Regulations \(EDGAR\) and Uniform Grants Guidance](#)
- The subgrant program agrees to keep records and provide information to the IDOE as may be required for fiscal audit and program evaluation for a minimum of seven (7) years from the date of the last activity;
- The subgrant program agrees to complete the Indiana Quality Program Self-Assessment (IN- QPSA) annually and use the program action plan to guide program improvement and strengthening;
- The subgrant program will ensure that each staff member participating in this grant knows how to access student data including grade and/or state assessment data;
- The community was given notice of the applicant's intent to submit; and
- After the submission, the applicant will provide for public availability and review of the application and any waiver request;
- The applicant certifies by submitting this application that neither it nor its principals nor any of its subcontractors are presently suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal agency or by any department, agency or political subdivision of the State of Indiana. Verification is made via sam.gov. The term principal for purposes of this application means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the applicant;
- The applicant certifies that it has verified the state and federal suspension and debarment status for all subcontractors receiving funds under the fund associated with this application and shall be solely responsible for any recoupment, penalties or costs that might arise from use of a suspended or debarred subcontractor. The applicant shall immediately notify the State if any subcontractor becomes debarred or suspended, and shall, at the State's request, take all steps required by the State to



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- terminate its contractual relationship with the subcontractor for work to be performed and supported by funding from the application;
- o The LEA certifies that it is in compliance with Title IX, section 8524, and that it has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in elementary and secondary public schools as set forth in the [USDOE Guidance and Constitutionally Protected Prayer in Public Elementary and Secondary Schools](#), dated February 7, 2003.
- o The subgrant program certifies that if it has expended \$750,000 or more in federal funds in the preceding year, it will receive a single audit or program specific audit (2 CFR 200.501)
- o All partners will review and comply with the above assurances.

Boys & Girls Club of Adams County  
 Applicant Name (LEA or Organization)

Heath Moser  
 Authorized Signature

7/22/2020  
 Date

## MEMORANDUM OF UNDERSTANDING

This agreement is between North Adams Schools and the Boys & Girls Club of Adams County for implementing a 21<sup>st</sup> Century Community Learning Center for students from the following NA schools beginning January 1, 2021: Belmont High School, Belmont Middle School, and Belmont Elementary School.

North Adams agrees to provide the Boys & Girls Club of Adams County with:

- Provide school bus transportation for youth from every listed school to the Decatur B&G Club location each day after school.
- Accommodate the 21<sup>st</sup> CCLC Director by providing and communicating up-to-date information, grades & progress reports for 21<sup>st</sup> CCLC participants, and obtain and monitor: assignments, iLearn, iRead, & NWEA scores, attendance rates & behavioral reports within 30 days of the end of each semester by Title 1 Director and/or guidance Counselors (with the Club obtaining a parent authorized signature to share information)
- Meet with 21<sup>st</sup> CCLC staff regularly, at least once a semester, to ensure participating youth are on-course to pass on time, are meeting school requirements and participants are aligning well with the school day.
- Promote the 21<sup>st</sup> CCLC with school personnel, so they are aware of the program, and encourage students who most need assistance to participate. Also, encourage teachers to take the end-of-the-school year 21<sup>st</sup> CCLC teacher survey annually.

The Boy & Girls Club of Adams County will provide to North Adams:

- Quality 21<sup>st</sup> CCLC personnel, which follows through with all objectives.
- Provide monthly correspondence with school, communication about progress of program, and informing them of annual 21<sup>st</sup> CCLC evaluation results as well as the Indiana Quality After-School Assessment findings.
- Provide proof of Liability Insurance annually.
- Provide North Adams students with a place to go on eLearning days to receive help with their eLearning assignments. The B&G Club will not be open on any eLearning days that are deemed unsafe by the B&G Club Board for staff or members to travel to the club location.
- Administer Programs for students attending to help improve Math and Literature comprehension specifically targeting those students who struggle in those areas.
- Deliver after school services on weekdays that school is in session from 2:45-6:30 PM.
- Provide up to five (5) Youth Development Professionals at each site for a minimum of three (3) hours a day x 180 days to provide academic enrichment, healthy lifestyles and character development program and activities that emphasize positive youth development, academic success, life skills, and pro-social behaviors.



Brent Lehman, NA Superintendent, Date

 5/18/2020

Heath Moser, BGCAC Exec. Director, Date

## MEMORANDUM OF UNDERSTANDING

This agreement is between Purdue Extension – Adams County and the Boys & Girls Club of Adams County. The Club and Purdue Extension will work together to provide the best possible options to the students who need the services of the Club's 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC).

The Club agrees to offer the following services to the Purdue Extension – Adams County:

- Provide the Purdue Extension Office with key 21<sup>st</sup> CCLC participant and program data and information through quarterly meeting with active community partners.
- The 21<sup>st</sup> CCLC program will serve children and family members with the greatest needs for expanded learning opportunities, as well as provide participants with wrap around support and resources as needed with partnership of the Purdue Extension – Adams County.

Purdue Extension – Adams County agrees to provide the following to the Club:

- Program and resources, including but not limited to, Nutrition Education Classes, Captain Cash, Financial Literacy Program, & Gardening and Horticulture at Home, to provide 21<sup>st</sup> CCLC participants with the opportunity to gain basic life-skill building and hands on, high yield learning opportunities.
- Support of on-going life-skill building programming with enhancement activities and resources supporting the goals and objective of each of these.

This memorandum of understanding becomes effective when funding is granted through the Indiana Department of Education & when properly authorized signatures of agency representatives are affixed.

 8/3/2020

Amy Rumschlag, Purdue Extension Educator, Date

 8/3/2020

Heath Moser, BGCAC Exec. Director, Date



# **Boys & Girls Clubs of Adams County and Praxis Strategies & Solutions**

## **Memorandum of Understanding**

This memorandum of understanding is entered into between Boys & Girls Clubs of Adams County (BGCAC) and Praxis Strategies & Solutions (Praxis).

It is the intent of both parties represented in this memorandum to define the collaboration between the above stated entities and to work in support of the implementation of the 21st Century Community Training Center to be located in Adams County, Indiana, subject to funding by the Indiana Department of Education.

### **DESCRIPTION OF PROGRAM SERVICES**

**Boys & Girls Clubs of Adams County (BGCAC)** agrees to the following:

1. Offer a range of high quality educational, developmental, and recreational programming aligned with Indiana Academic Standards and the Indiana Afterschool Standards
2. Orient programming to produce positive academic, social, and behavioral outcomes
3. Collect relevant academic outcome data from schools and provide these data to the evaluator in a timely manner.
4. Disseminate evaluation results to relevant stakeholders
5. Employ evaluation findings in decision-making as stated in the evaluation plan

**Praxis Strategies & Solutions (PRAXIS)** agrees to the following:

1. Assist BGCAC in creating and measuring the project outcomes.
2. Design and administer data collection tools such as surveys and focus group or interview guides to be used with school and project personnel or participants.
3. Collection qualitative data through site visits and key informant interviews of adults and children as needed during the project.
4. Supervise the data collection process, maintain records of all collected data and conduct statistical analyses for both formative and summative evaluation reports.
5. Prepare formative and summative evaluation reports as stated in the evaluation plan.
6. Provide technical assistance to BGCAC, as well as programming, data entry support, training, data management, and planning assistance.

### **TERMS**

The term of this Memorandum of Understanding shall commence no earlier than **July 1st, 2021** and continue through **July 31st, 2025**. This MOU may be reviewed by both parties annually. Existing labor contracts will be honored in the execution of services. The intent is not to supplant work that would belong to a bargaining unit member. This Agreement contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersedes any prior Agreement, oral or written, and all other communication between the parties relating to such subject matter.

### **TERMINATION CLAUSE**

This Memorandum of Understanding may be terminated by either party in sixty (60) days of giving written notice of intention to terminate the agreement.

### **AMENDMENTS**

Amendments to this MOU may be made with the mutual written agreement of both parties.

**WRITTEN NOTICE**

Written notices regarding this MOU required to be provided herein shall be sent, via email to each of the following signers below:

This memorandum of understanding becomes effective when funding is granted through the Indiana Department of Education and when the properly authorized signatures of agency representatives are affixed.

**Boys & Girls Clubs of Adams County**  
410 Winchester Street  
Decatur, IN 46733

**Praxis Strategies and Solutions**  
101 East Mishawaka Ave  
Mishawaka, IN 46545

Heath Moser Executive Director  
**Signature** **Title**

Heath Moser 7/23/2020  
**Printed Name** **Date**

Brad McLeish President  
**Signature** **Title**

Brad McLeish 07 August 2020  
**Printed Name** **Date**



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## SIGNED MOUS FOR ALL PROGRAM PARTNERS/LEAS

The sample MOU template is Appendix 1 of the RFP. Applicants may use this template or another template they have developed with the partner(s).

## COMPLETED NON-PUBLIC CONSULTATION FORM(S)

Check this box if there are no non-public schools within a 5 mile radius of each proposed programming site

**Boys & Girls Club of Adams County met with Saint Joseph's Catholic School on 8/03/20 in consultation for participation in a 21<sup>st</sup> CCLC initiative in Decatur/Adams.**

We hereby testify as indicated by the below signatures that appropriate consultation as described by Subpart 1 of Part E of Title VIII of the ESEA has occurred.

Yes, we wish to participate

No, we do not wish to participate

Yes, we wish to participate and request further consultation

Brian Baker

Non-Public School Representative

[Signature]  
Signature

Heath Moser

Applicant Representative

Heath Moser

Signature



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## **PROJECT ABSTRACT (2.5 POINTS, 2 PAGES MAXIMUM)**

The Boys and Girls Clubs of Adams County (the Club) is located in Decatur, Indiana. The Club is working in conjunction with the North Adams School Corporation (NASC) to apply for \$200,000 a year for the 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) Cohort 10 Grant. The cost of Club membership is affordable for all youth to belong, at \$5 per year per child. Creating a 21st CCLC program at our Club will target the most at-risk youth throughout Adams County, who are at or below the poverty levels, and who test below grade levels on standardized tests. The Club will work with the following NACS schools for this 21<sup>st</sup> CCLC grant: Bellmont Elementary and Bellmont Middle Schools. The Club anticipates 80 youth to complete all 21st CCLC requirements by participating in a minimum of 60 days of Project Learn, an evidence-based program designed by Boys & Girls Clubs of America (BGCA) to improve students' academic performance. The Club will provide their staff and facility to be utilized for eLearning days when school is cancelled. The Club will implement Science, Technology, and Engineering and Math (STEM) programs: First Lego League and Let's Go Learn online reading and math assessment and learning program. The focus of this project will be Literacy based off of the low proficiency rates in that area from both Bellmont schools. Bellmont Elementary is 21% below the state average in English/Language Arts proficiency. Both schools have poverty rates over 50%. The 21<sup>st</sup> CCLC participants will receive a snack and dinner daily through the Child and Adult Care Food Program during the school year. They will also receive breakfast and lunch through the Summer Feeding Service Program throughout the summer months. The 21<sup>st</sup> CCLC



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program will be offered during the school year Monday-Friday from 2:30 pm- 6:30 pm. Summer hours will be offered from 5:30am-5:00pm.

The Club's Executive Director collaborated with North Adams Superintendent as well as close-partners of the Club-the Boys & Girls Clubs of Huntington, who have been a 21<sup>st</sup> CCLC site for 10 years. The superintendent for North Adams signed a Memorandum of Understanding to share participants' school grades, student behavior, ILearn and IRead scores and attendance rates with Club personnel. The outcomes for 21<sup>st</sup> CCLC participants will be to improve: ILearn and IRead scores, school attendance rates, and begin a parent engagement initiative to get 21<sup>st</sup> CCLC parents engaged in their child(ren)'s academics.

### **PROGRAM QUALIFICATION (5 POINTS, 2 PAGES MAXIMUM)**

1. Belmont Elementary and Belmont Middle School both meet the minimum criteria to be 21<sup>st</sup> CCLC schools. The elementary school has a 58.4% FRL rate. Similarly, the middle school has a 55.53% FRL rate. According to the Department of Education both schools are approaching expectations with their federal ratings. Belmont Elementary currently sits at a C rating. This program would be extremely helpful for a high percentage of economically disadvantaged students.

2. North Adams Community Schools and the Boys & Girls Club of Adams County has a long standing relationship. The Club has been providing the school a safe place for them to send their students afterschool each day for around twenty years. Years ago, North Adams began busing their students from each of their schools to the Club after school. The partnership has grown in recent years to a constant communication between the Decatur Site Director Andrea Hough and



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Bellmont principals. Principals will often call Andrea and let them know about a problem that a certain child had in school that day. The Club knows to keep an extra eye on these at-risk members that day. The Club approached North Adams Superintendent at the start of 2020 and asked how they could better assist the school system. A big need that the school mentioned was needing help with eLearning days. When school was cancelled there was a high percentage of students not even attempting their homework those days. These problems stemmed from no parents at home to oversee the homework is getting done, kids needing help with their homework and not having anyone with expertise to ask for help, and no internet or electronic access at home for a child. The Club saw this as a way that they could intercede and provide a service to the Decatur community and school specifically. The Club now offers eLearning help for all students at the Decatur Club Site from noon-3pm on days that school is cancelled for inclement weather or teacher in-service days. If the school closes down again due to Covid the Club will follow recommendations of the health department and either offer eLearning at the Decatur Club or virtually for members. The school has also given input on academic focuses that they would like the Club to work on with their students over the summer. Due to success with recruiting students to help with academic work, and the significant need that exists, The Club proposed the plan to submit the 21<sup>st</sup> CCLC application to do more, which North Adams enthusiastically endorsed.

3. Belmont Elementary School has an English/Language Arts Proficiency of 27.9%. The state average is at 48.9%. The corporation as a whole is up to 36% proficient but still well below average. These numbers drop even more with the economically disadvantaged students in the school system. The Club will look to put a major focus in this area with our regularly attending



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participants. Therefore, after discussion with North Adams, the Club is going to set their priority area as Literacy with a strong focus on English/Language Arts.

### **PRIORITY POINTS (5 POINTS, 1 PAGE MAXIMUM)**

The Decatur Boys & Girls Club is eligible for priority points by serving North Adams Community Schools. The school system is identified as a RLIS school district. NACS has a locale code of 32 making the Club eligible as a Rural and Low Income Applicant.

### **NEED FOR PROJECT (10 POINTS, 7 PAGES MAXIMUM)**

1. Adams County is in Northeast Indiana, with a 2019 population of 35,777, increasing over 4% the past decade. As of 2018, 22% of youth in Adams County under the age of 18 were living in poverty. The Decatur Club averages 80 youth per day with over 50% of those on the free/reduced lunch program. The Club has and will continue to target youth for the 21<sup>st</sup> CCLC grant who are at-risk and low-income.

Proficiency for the Bellmont Schools show the need for a 21<sup>st</sup> CCLC site for the proposed schools

- Bellmont Elementary:
  - English/Language Arts Proficiency 28% rate (state average 49%)
    - For economically disadvantaged students, the rate is just 20%
  - Math Proficiency 32% rate (state average 49%)
    - For economically disadvantaged students, the rate is just 25%
- Bellmont Middle School:
  - English/Language Arts Proficiency 45% rate (state average 49%)



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- Math Proficiency 32% rate (state average 49%)

Bellmont Elementary is approaching expectations in academic achievement areas but does not meet the department of education's expectations for student growth in Language Arts for Elementary and Middle School Kids. This really highlights the need for the Club focusing on Literacy, especially for the younger youth. Bellmont Elementary has an attendance rate of persistent attendees at 44% while the state average is 62%. There is a clear achievement gap between the economically disadvantaged students and the other students. Lower attendance rates emphasise the need for academic behavior support. The Club's plan to create a culture that encourages, supports, and recognizes regular school attendance through the 21<sup>st</sup> CCLC program will also affect that aspect of academic need for these schools.

While speaking with school representatives and current Boys & Girls Club parents the significant need that North Adams Schools were facing are the eLearning days. On census.gov the amount of households in Adams County that do not have internet access at home is 33%.

When school is cancelled several of the economically disadvantaged did not have internet access at home to do their required homework. The Decatur Site will offer eLearning help for students on those days. Students will now have access to internet and homework help to try to shrink the opportunity gap between low income families and students with internet access at home. The Club currently offers homework help after school but if they were to become a 21<sup>st</sup> CCLC site there will be opportunities to offer a designed





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2. The Boys & Girls Club of Adams County is the only current afterschool program in Adams County. The table below shows the current programming that the Club offers as well as the gaps that will be filled by this project.

School Name/Grade Levels Served	Current Programs (services, time, days, # students)	Expansion/Enhancement programs (New services, time, days, # students)
<p><b>DECATUR SITE:</b> Bellmont Elementary School (grades k-5)</p> <p>Bellmont Middle School (grades 6-8)</p>	<p><b>Homework Help</b> at Club- M-F, 2:30-5:00pm, 1-to-20 ratio; 40 youth</p> <p><b>Triple Play Fitness:</b> all K-8 M-F 4-5pm, 50 youth/day, all school year</p> <p><b>LEAD Leadership Club:</b> 5-8 grade meets one hr/wk all year long, focus on academic success, career development &amp; community service; 12 youth</p>	<p>*Increase to 80 youth for 21st CCLC Co 10 for daily homework help and academic growth</p> <p>*Implement <b>Let's Go Learn Literacy &amp; Math Assessment &amp; Learning Program</b> to run during school year, run 2 hr/wk, 12 weeks, 20 youth and during the summer 1 hr/day for 30 days for 50 youth during school yr</p> <p>*<b>Service Learning:</b> weekly opportunities, 1 hr/mo- 20 youth</p> <p>*<b>Positive Action Drug Prevention:</b> 2/wk for 45 min./day for 8 weeks; Grades 3-8, 75 youth</p> <p>* <b>Family Plus</b> Special Event Family program, six times a year for 2 hours. Currently no programming exists for families at the Club.</p> <p>*<b>Lego League:</b> 4-8 grade, 12 youth</p> <p>* <b>Academic Enrichment for Summer</b> (all ages): 8 weeks in summer, M-F, K-8 grade 100 youth</p>

3. The Club will look to enhance the services that it had been offering as well as put in a conscious effort to expand it to achieve the academic goals of this grant. In the past, the Club has offered afterschool services with no target goals in terms of academics for members that were served. Although there is good communication with schools, the Decatur Site has never reviewed our member's report cards or had teacher surveys for our members. The Decatur Site has a capacity to hold 150 students. The Boys & Girls Club is the only afterschool programming going on in Decatur, and there are currently around 70 regular youth served on a daily basis. Currently, when youth get to the Club they have the option to get homework help or join an activity. With this program the Club will have the staff and volunteers to require all attendees to get their



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homework done each day. The Club is offering optional homework help followed by Boys & Girls Club evidence based programs for the youth to do every weekday until 6:30pm. The Club will look to enhance the current programming that has been offered to current members on a daily basis. The Club also sees an opportunity to create an even bigger impact by recruiting more members to the Club on a daily basis as well as increasing programming through this project.

4. The Club's Director talked with North Adams' superintendent and elementary principal to discuss the needs of the most at-risk students and families each school serves. Parents were surveyed at the Boys & Girls Club indicating the need for eLearning and more concentrated help on homework help each day. Covid has only increased the need of programming from the Boys & Girls Club. Parents have struggled to get their children to commit to completing their homework on days that they were not in school due to the virus. The Boys & Girls Club already has plans in place to offer virtual learning and homework help to students if something similar to what happened at the 2019-2020 school year happens again in the future. The Club is setting up an Advisory Council consisting of: North Adams teacher: Emily Gephart, Club Parents: Sarah Moore and Amy Bertsch, Board Member: Rhonda Briggs, South Adams Unit Director: Whitney Ellinger, Decatur Unit Director: Andrea Hough, 21st CCLC Program Director-Desiree Frederick, and 5<sup>th</sup> grade Club member: Tyler Brewer to discuss the biggest needs and obstacles facing 21st CCLC students and families. The council will meet regularly to assess if the needs and services of the community are being met or need to be updated. While talking with the principal for Bellmont Elementary he was disappointed in the current C ranking for the school. He pointed out



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the big needs for additional Literacy help for their students and was excited to hear about the possibility of teaming up for this project to address that need.

**PARTNERSHIPS (5 POINTS, 3 PAGES MAXIMUM)**

1. The Boys & Girls Club will work to continue seeking to start and strengthen relationships with other agencies in our area. We want to ensure that our members are getting the best opportunity to succeed even if the help is coming from organizations outside of the Club. Several organizations will be offering in-kind support. We will utilize our partnerships with NACS, Purdue Extension Office, and Praxis Strategies & Solutions to improve our project. The Club will be collaborating with Purdue Extension to implement a gardening club onsite. Volunteers from their site will come to the Club to assist with how to set up the garden, how to properly maintain it, and when to harvest the vegetables. The goal of a gardening club will help our low income members learn to grow their own food. Living in a rural community, the majority of students have yard space even if they are living in poverty. Members will be shown the option of growing vegetables for their families to eat or sell to the market. Purdue Extension has completed several programs including Captain Cash, Healthy Habits, and Smart Moves for our members in the past. Praxis Strategies & Solutions have partnered with the Boys & Girls Club of Adams County by evaluating their South Adams Site 21<sup>st</sup> CCLC program for the past couple of years. The Club has a solid relationship with Praxis and will work with them to evaluate the results of the project at the Decatur Site. The 21st CCLC funds are supplemented to help create a whole-approach to serving the youth of Adams County who need it the most. The Club currently receives funds from both the Child and Adult Care Food Program during the school year and the



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Summer Food Service Program during the summer to feed our members a meal and snack every day the Club is open. NACS will be providing transportation to The Club each day after school. They will also be providing The Club with grades of students participating in the program. The Boys & Girls Club will contribute the space for the project to take place daily as well as staffing to ensure the program's success.

2. The Club realized the need that was facing students from Belmont Elementary and Middle School children in regards to afterschool programming and literacy support. Leadership of the schools and the Club met to determine what each organization would bring to the project. The school agreed to continue meeting critical transportation needs as well as providing access to student information. The Club will offer the building and space for the activities to take place.

The Club currently does and will work to expand upon our collaboration with NACS. The Club will set up a system to share students' test scores, attendance rates, personnel training opportunities, and other data. The Decatur Site Director has been given permission to work with the guidance counselors retrieve any student data that The Club will need. NACS has already been transporting students on buses Monday through Friday to the Club from their schools for years. The Club is committed that all youth, who need this program the most in our community, will ensure have access to the services. This past Spring, the Boys & Girls Club Director met with School personnel to discuss the gap in learning that was caused by school cancellation from Covid-19. The School gave specific areas that they wanted the Club to focus their summer learning programs.



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The Club will be collaborating with Purdue Extension to implement a gardening club onsite.

Volunteers from their site will come to the Club to assist with how to set up the garden, how to properly maintain it, and when to harvest the vegetables.

Praxis Strategies and Solutions have agreed to help the Club perform the Evaluation for the 21<sup>st</sup> CCLC Cohort 10 program. We have built a strong relationship with Praxis staff Brad McLeish while utilizing him for evaluation of our South Adams Cohort 9 program.

3. The Boys & Girls Club will use volunteers to help in several aspects of this program.

Volunteers, with background checks, will help assist Club personnel during Power Hour each day as kids are needing help with their homework. Volunteers from schools will help provide the Club with help tutoring our students who come to the Club on eLearning days. When volunteers sign up they will give the Club a preference of what programs and activity rooms they have interest in helping out. The Club will post any needs for volunteers on their new website and social media pages. One of the full-time staff members at the Boys & Girls of Adams County has a teaching license. This staff member will be responsible for training and ensuring volunteers that are involved with Power Hour are competent and trained in helping these students.

### **PROGRAM DESIGN (15 POINTS, 10 PAGES MAXIMUM)**

1. The program will include both Bellmont Elementary and Bellmont Middle Schools. Both schools have a poverty rate over 55%. The majority of kids that would attend the program from these schools would already be those targeted low income students that are at risk. The Decatur Site Coordinator will communicate directly with each of the targeted 21st CCLC schools'



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guidance counselors at least monthly to target specific youth to join the 21<sup>st</sup> CCLC program that need the program most. The criteria of students we target will be based largely on their underperforming academics and family financial status.

2. Bellmont Elementary and Bellmont Middle School are both behind academically from the state average. The Elementary school is considered a C school. The largest need for children in Adams County is increased Literacy rates. Regardless of income status, students at Bellmont have a language arts proficiency of 27.9% compared to the state average of 48.9%. Reading proficiency for the Elementary school is 5% below the state average as well. Bellmont's school system had an 82% passing rate on their IRead scores in 2019 which was lower than the majority of the state. It is clear that the students in Adams County are in need of additional academic help to meet expectations of the Department of Education. Over 80% of the daily youth the Boys & Girls Club of Adams County serves, are on the free/reduced lunch program. The Club's mission is to target youth who need us most, who struggle academically or whose parents did not graduate high school and/or go to college. We want all participants to move onto the next grade level on time. Over 53% of Club families make under \$32,000 per year. The Club makes it so parents are able to provide quality after-school and summer academic programs for their child(ren) and not have to worry because they are being fed, getting help with homework, and building their self-confidence.

3. We surveyed current parents at the start of 2020 about things that they could use help with. The number one thing they requested is help with eLearning. We are going to implement a way to offer homework help on days that the schools close due to weather. A few parents requested



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the Club have an event calendar, so they can plan for family events better. The Club is working on a 2021 calendar to give to parents in January with the opportunities. The Club also wants to ensure all parents are aware (and registered) for the different ways to keep up on the 21st CCLC events, as stated earlier: Social Media, Remind 101 text service, the school newsletter, and/or the Club's monthly email newsletter. New to the Decatur Boys & Girls Club will be the beginning of free Family Fun Nights every other month to engage the parents. The nights will consist of events suggested by the parents through a survey conducted of the participants' parents. We have good relationships with current Club families but have never offered this kind of family engagement and parental support before to our community. We hope to build upon these relationship and focus more on the entire family of our program attendees. Some new events to experiment with: STEM night-have Science Central come in to do science projects with youth and parents as well as a Literacy Night, where the families bring in their favorite children's book and read aloud to the group. During the summer the Club will work on offering a month or two with a day event to allow parents who work at night the opportunity to attend a family event with their child(ren).

4. The Club already takes part in the USDA's Child & Adult Care Food Program (CACFP) as well as the Summer Feeding Service Program (SFSP) through the IDOE. Throughout the school year, the Club gives free snacks to all the youth as well as dinner. For the summer, the Club gives all Club members a breakfast and lunch through SFSP. All meals are prepared and served at the Decatur site.



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5. Weekly Schedule: Below is a tentative weekly schedule for the 21<sup>st</sup> CCLC programs:

**School Year Schedule at the Decatur Site:**

**Open Monday-Friday 2:30pm-6:30pm (20 hr/wk)**

Monday-Friday	Education Room	Gym	Small Game Room	Cafe	Art Room	Teen Room
2:30-4pm (2 early release)	Homework: K-1	High-Yield Learning K-2: M/W 3-5: T/Th 6-8: F	Homework: 4-5	Snack	Homework: 2-3	Homework: 6-8
4-5PM	KidzLit: K-1: Mon 2-3: Wed Small group on T/Th/F	High-Yield Learning 6-8: T/Th 3-5 M/W K-2 F	KidzLit 4/5: Tue 6-8: Th Career Activity MWF		Smart Girls K-2: M 3-5: T&Th 6-8: W	Brain Gain: 6-8: M/F Positive Action 4-8: T/Th
5-6PM	Let's Go Learn (LGL) math: K-3	Intramurals	LGL: lit: M/W LGL math: T/Th 4-8	Dinner	Cooking Club 6-8: T/Th 3-5: M/W	LEAD: 5-8 T Friday-Community Service Project
6-7PM			Family Night Occasionally			

**SUMMER SCHEDULE at the Decatur Site:**

**Open Monday-Friday 5:30am-5pm (57 hr/wk)**

Monday-Friday	Education Room	Gym	Small Game Room	Cafe	Art Room	Teen Room
5:30am-8am	Sleep/Academic Videos					
8am-9am	LGL Reading K-2	Running Club ALL	Brain Gain 3-5	Breakfast	Dance 3-5	Reading Club 6-8
9am-10am	STEM 3-5	Fitness K-2	Brain Gain K-2	Cooking Club 3-5	Reading Mentors K-2	Positive Actions 4-8
10-11am	KidzLit K-2	Fitness 3-5	First lego League 4-8	Cooking Club K-2	Creative Canvas 3-5	LEAD 4-8
11am-noon	LGL Math K-2	6-8 Fitness	Community Garden: Service Learning: All grades 1 day/wk		Dr. Seuss Word Walls K-2	





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Noon-1pm				Lunch	Music 1-4	Cooking Club 6-8
1-2pm	STEM K-2	Gaga Pit Club K-4	Smart Kids: K-3	Closed	Paint By Numbers Club 4-6	Positive Actions 5-8
2-4pm	Super Hero Club K-2	Gaga Pit Club 5-8	SMART Moves: 3-5	Snack	SMART Girls 3-5	SMART Girls: 6-8
4-5pm	Computer Coding 4-5	Biking Club	LEAD	Closed	Closed	Computer Coding 6-8
5:30-7pm				Family Night occasionally		

Several grades will have multiple options of activities to choose at the Club. If a child signs up for a particular program, they will be expected to complete that program. Every room is called at a different time to come to meal time. Each program will pause for 20 minutes as that room goes to eat the meal. All rooms are called at different times to ensure that there is adequate time to clean the tables between groups. We will do a last call for meals in all of our rooms to ensure that no child accidentally missed out on their chance to eat.

6. The Club is working closely with NACS to develop the proper layout for the 21<sup>st</sup> CCLC program.

After school, kids are starving, so the first thing the Club does when kids get off the bus is feed them snacks. The kids are given a choice, either go to homework help or the game room or gym. With funds from the 21<sup>st</sup> CCLC grant to pay for academic staff, each student will be required to go to either homework assistance, tutoring or academic enrichment after snack. Youth are divided into groups by grades. After academic time, the youth will be divided into programs. Programs run from 4-5pm and 5-6pm daily, parents have to sign their child(ren) up for each program-this



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helps ensure parents are engaged with the program and good attendance. The Club is utilizing Boys & Girls Clubs of America's (BGCA) Project Learn strategy to improve youths' academic performance. The Club will be implementing the following activities into our programming to focus on academic success of our attendees. Several of these programs have been used by other 21<sup>st</sup> CCLC sites successfully in the past and would be a welcome addition to the Decatur Site.

- **Homework help and tutoring**, also called **Power Hour**: youth bring homework everyday afterschool to receive help from volunteers and trained staff. Youth who do not bring their homework and/or finish early, will do worksheets, and/or activities which align with necessary Indiana Academic Standards.
- **Let's Go Learn (LGL)**: Research-based online program. The program begins with a detailed assessment in both math and reading for each student. Each program then provides instruction to work on a student's weakness. Reading and Comprehension Instruction and the Math Edge Instruction programs each provide 60 online sessions for the students to take at their pace.
- **High-yield learning activities**: The Club will help the youth apply what they are learning academically into real-life situations with fun but educational programs and activities:
- **FIRST Lego League (FLL)**: Research-based STEM program for grades 4-8; youth design, build and program LEGO robots to complete tasks in an obstacle course. Youth also have to practice presentation skills, as they present solutions to the annual project to the judges.
- **Summer Learning**: The Club will host programming and clubs throughout the summer. In addition to the programs already mentioned (LGL math, LGL Literature, and Brain Gain),



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we'll add additional programs, such as: *Gardening Club, Reading Club, Dr. Suess Club, Nature Club, & Computer Coding Club.*

- **LEAD Club:** A BGCA leadership program for youth grades 5-8 to focus on four areas: service to Club and community, education, health and fitness and social recreation.
- **Positive Actions:** A BGCA program for youth grades 4-8 about the effect positive actions throughout all areas of life create a better world.
- **Interest Based Programs:** Clubs that will benefit the child mentally or physically such as: Dr Suess Club, Running Club, Gaga Pit Club, Super Hero Club, Paint By Numebers Club, Computer Coding Club, and Creative Canvis.

Many of these programs will target the Indiana Afterschool Standards as well as the Indiana Academic Standards. The Belmont Elementary principal informed the Club that one of the standards that they are focusing for this coming year in is reading. Our book club will align with the Indiana Academic Standards. The Club will focus on the learning outcome of enabling youth to apply foundational reading skills to build reading fluency and comprehension. LGL math and literature will focus on math and literature standards. Tutors will be available as well as worksheets and materials tied to the learning goals of the organization. Our Family Nights will focus on the Indiana Academic Standard for health that involves analyzing outside influences that have impact on health behaviors in children including their family. It will be important to educate the parents of these children on the importance of how their decisions impact and are analyzed by their child. The staff will brainstorm new practices that the Club can implement to achieve our goals. Our program model includes all evidence based programming. The Club



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participates annually in the Boys & Girls Clubs of America's (BGCA) National Youth Outcome Initiative, a survey of 75% of daily members inquiring about the Club's programs and five Key Elements-Fun, Relationships Recognition, Opportunities, and Safety. This reflects how each child is being impacted by our programming. If awarded the 21<sup>st</sup> CCLC Cohort 10 grant, the Club will also begin participating in the Indiana Quality Programs Self-Assessment (IN-QPSA) beginning in the spring of 2021, this assessment will identify annually standards the Club does well on and where we need to improve, such as: Literacy, Family Engagement, College & Career Readiness, STEM, Healthy Lifestyles and Summer Learning. We will work with our evaluator to ensure that we hit our desired performance measures.

7. The Decatur Boys & Girls Club has a good team of staff already doing programming. If we became a 21<sup>st</sup> CCLC Site, we would have the opportunity to add additional members to that team. New employees will go through an interview and onboarding process with our Site Director and HR committee. They must pass a background check, be able to understand the expectations and requirements that it takes to be a Boys & Girls Club employee as well as a 21<sup>st</sup> Century CCLC program employee, and be a good fit to provide the programming that we are planning with the rest of the team. While reviewing applications, the Club will target retired teachers or college students working on their education degree. This will insure teaching experience and/or passion for working with students. Retention of staff will be crucial in building staff/member relationships and adding to the success of the program. Additional to the training that will be done at the Decatur Site upon hire, the Club will offer professional development opportunities to staff throughout the year. The Club will bring in different trainings



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for the entire staff throughout the year. The Club will also strive to send each employee to a destination training every year if possible. Staff will be compensated with wages deemed “competitive” by our Human Resource Committee based off of the standard of living in Adams County.

The following chart shows pay structure for the positions utilized by the 21<sup>st</sup> CCLC program.

Decatur Site Coordinator	\$37,440 Salary, \$18/hour 40 hr/wk
Program Director	\$18,720 Salary, \$18/hour 20 hr/wk
Fiscal Coordinator	\$5,616 Salary, \$18/hour 6 hr/wk
Data Entry	\$11,340, \$9/hour 28 hr/wk, 45 weeks
Program Aides (6 staff)	\$48,600, \$9/hour 20 hr/wk, 45 weeks
Summer Aides (4 staff)	\$6,800, \$9/hour, 20 hr/wk, 10 weeks

The Boys & Girls Club is a staple of the Adams County community, and we are confident in our ability to be able to recruit the talent that we desire for these positions for the wages that are listed as well as retain employees once they begin.

**EVIDENCE OF PREVIOUS SUCCESS (7.5 POINTS; 5 PAGES MAXIMUM)**

The Club currently provides quality programs for the most at-risk youth throughout Adams County. The Club’s Executive Director (ED) started as the Club Decatur Site Director for 3 years and has served in his current role for two years now. The ED has been involved with the South Adams 21<sup>st</sup> CCLC Cohort 9 grant. The South Adams Site Director has been the director for a 21<sup>st</sup> CCLC site for nearly 3 years. She will work step by step with the current Site Director of



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Decatur Andrea Hough. Andrea has experience working in the school system in the past. This will help her understand what the teachers need. The Club will have Huntington's Boys & Girls Club's 21<sup>st</sup> CCLC Program Director (PD), Desiree Frederick, also serve as the PD for them.

Desiree has served as a successful 21<sup>st</sup> CCLC PD for the past 10 years, and has her Professional Certification from the Child & Youth Care Certification Board. She will be utilized to ensure that the Decatur Site gets their program up and running.

The Club has done a great job of recruiting youth for Club programs, thanks in particular, to the strong relationships with NACS school corporations. The Superintendent for NACS allows the Club to set up a table at registration before the start of each school year to market our program to families. The school also had referred several families to our Club over the years. The Decatur Boys & Girls Club has been meeting at the same location for over twenty years. Programming is designed to be engaging and specifically designed for out of school youth. The Club offers incentive to children for hitting certain attendance and academic metrics throughout the year.

The Club put a Club 100 program into place several years ago. Members that attend the Club 100 or more times throughout the year receive a big pizza party and their names on a board at the end of the school year. There is no requirement for attending if you sign up as a Club member. This past year we signed our members up for the Indiana Kids program. Our Club was able to get 75% of those members to complete the required homework sections.

The Boys & Girls Club of Adams County currently has a 21<sup>st</sup> CCLC grant through their South Adams Boys & Girls Club Site. They are two years into their four year grant cycle. Several of



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the professional development activities and trainings that South Adams has utilized will be implemented for the Decatur Club staff as well.

The Indiana Department of Education did a site visit to our South Adams Club in November 2019. While meeting with our staff and reviewing our program they completed a compliance monitoring document. Our organization met all requirements and expectations of the grant. The only big recommendation from the 21<sup>st</sup> CCLC site visit was about spending more money on professional development. The Club had been doing several trainings but many of them were free trainings. It was recommended that grantees are supposed to spend 2% of their budget on Professional Development. When this was brought to the South Adams Club leadership team they put in place together a new professional development plan for the year. This plan documented all of the trainings that were planned for that year including how the 2% of the budget was going to be allocated for the upcoming grant year. The professional development plan for the South Adams Club for the past two years is the starting point for what we used for our Decatur Professional Development Plan. The Advisory Board met and reviewed the Monitoring Report to see what areas there was improvement opportunities. Even though the Club had met requirements in most of the areas, the site evaluators gave several tips to increase the impact of our program even more. The Decatur Club will plan to follow grant guidelines in this same fashion. As we have shown with our South Adams Club, we will continue with our Decatur Club to meet in a timely manner to ensure that we are following Indiana Department of Education guidelines and recommendations. From the Executive Summary that Praxis sent us the South Adams Club proposed 38 RAPs their first year. They were able to have 47 RAPs



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which was a 24% increase from the proposed group. The increase in RAPs can be credited largely to the success of the program and the recruiting that took place between the Club and the South Adams School system. We received an annual evaluation from our local evaluator. The evaluator pointed out the success of our members in the program on their NWEA scores. 94% of students in grades 3-5 either scored above grade level in both semesters or improved from fall to spring. 73% of students below or near grade level in fall had reached grade level by spring. 98% of all of our regular attending members had a school attendance rate over 95%. The evaluator was quoted saying “The Club exceeded their attendance goal and met all their academic performance goals, both of which are often stumbling blocks for new programs”. The organization is confident that the Decatur Site will be able to have the same kind of success with students coming from an even lower economic and academic status.

### **PROGRAM IMPLEMENTATION (15 POINTS; 5 PAGES MAXIMUM)**

1. The Club will be using Project Learn which was designed by Boys & Girls Club of America as an evidence based program. Boys & Girls Club of America has found that students do much better in school when they spend non-school hours engaged in fun, but academically beneficial, activities. The Club will use all of the spaces in our facility to implement high-yield learning activities. LetsGoLearn, KidsLit, Power Hour, Family Night, First Lego League, Positive Actions, Smart Kids, Smart Girls, worksheets and tutoring sessions are some examples of these activities. These evidence based activities help develop the cognitive skills of youth all across the country.





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Program Goal	Program Objectives	Program Activities and Timelines	Performance Measures	Assessment Strategies
<p>1. Improve Academic Achievement</p>	<p>1.1 Increase literacy and English/Language Arts achievement among regular participants</p>	<p>1.1a) Power Hour homework help, Small-group tutoring and assistance M-F based on standards and aligned with curriculum provided by certified tutors and certified teachers.</p> <p>1.1b) Small-group tutoring and assistance M-F based on ELA standards and aligned with curriculum provided by certified Literacy Coordinator.</p> <p>1.1c) Offer additional literacy enrichment, including LetsGoLearn reader for members 2 hr/wk at Club and at home; KidzLit for small group, divided by grades once a week for each grade for 45-minutes/day.</p>	<p>1.1.1) 50% of regular participants in grades 3-8 will earn a 'B or better' or increase their ELA grade from fall to spring</p> <p>1.1.1) 50% of regular participants in grade 2 will earn a 'O (On grade level) or better' or increase their reading grade from fall to spring</p> <p>1.1.1) 50% of regular participants in grade 1 will earn a '2 or better' or increase their ELA grade from fall to spring</p> <p>1.1.1) 50% of regular participants in Kindergarten will earn a '2 or better' on their reading grade by spring</p> <p>1.1.2) 50% of regular participants will maintain at least grade level performance on fall and spring assessments, or demonstrate at least one full year's growth in English/Language Arts skills on Woodcock-Johnson assessments by the end of the school year</p>	<p>1.1.1) Report cards</p> <p>1.1.2) Woodcock-Johnson grade-equivalent scores</p>



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<p>1.2 Increase mathematics achievement among regular participants</p>	<p>1.2.a) Small-group tutoring and assistance M-F based on standards and aligned with curriculum provided by certified tutors and certified teachers.</p> <p>1.2 b) Offer LetsGoLearn math program to participants at least 2 hr/wk at Club</p>	<p>1.2.1) 50% of regular participants in grades 3-8 will earn a 'B or better' or increase their math grade from fall to spring</p> <p>1.2.1) 50% of regular participants in grade 2 will earn a 'O (On grade level) or better' or increase their math grade from fall to spring</p> <p>1.2.1) 50% of regular participants in grade 1 will earn a '2 or better' or increase their math grade from fall to spring</p> <p>1.2.1) 50% of regular participants in Kindergarten will earn a '2 or better' on their math grade by spring</p> <p>1.2.2) 50% of regular participants will maintain at least grade level performance on fall and spring assessments, or demonstrate at least one full year's growth in math skills on Woodcock-Johnson assessments by the end of the school year</p>	<p>1.1.1) Report cards</p> <p>1.1.2) Woodcock-Johnson grade-equivalent scores</p>
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<p>2. Improve Social and Behavioral Outcomes</p>	<p>2.1) Develop interpersonal skills among regular participants</p> <p>2.2) Develop resilience and intrapersonal strength among regular participants</p> <p>2.3) Improve attitude and disposition toward learning</p>	<p>2.1-2.3) Present Boys &amp; Girls Clubs of America social emotional learning programs (Smart Moves, Smart Girls, Positive Actions)</p> <p>2.1-2.3) Reinforcement of a culture of learning throughout all club activities</p> <p>2.1-2.3) Recognition throughout all club activities &amp; programs, such as: perfect attendance, positive behavior, most improved</p>	<p>2.1) 75% of regular participants will achieve a score of 30 or above on the interpersonal strength subscale of the BERS2 assessment, or increase their score from fall to spring</p> <p>2.2) 75% of regular participants will achieve a score of 22 or above on the intrapersonal strength subscale of the BERS2 assessment, or increase their score from fall to spring</p> <p>2.3) 75% of regular participants will achieve a score of 18 or above on the school functioning subscale of the BERS2 assessment, or increase their score from fall to spring</p>	<p>2.1) Interpersonal Strength subscale of the Behavioral and Emotional Ratings Scale, 2<sup>nd</sup> edition</p> <p>2.2) Intrapersonal Strength subscale of the Behavioral and Emotional Ratings Scale, 2<sup>nd</sup> edition</p> <p>2.3) School Functioning subscale of the Behavioral and Emotional Ratings Scale, 2<sup>nd</sup> edition</p>
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<p>3. Increase Family Involvement</p>	<p>3.1) Increase parent/guardians' knowledge of their child(ren)'s academic progress</p> <p>3.2) Increase quality of school/family/after-school club collaboration in supporting students</p>	<p>3.1-3.2) Provide regular family activities, including Family Plus special events. The Site Director will work to keep families informed and promote participation in family activities.</p> <p>3.1-3.2) The Site Director will work to inform parents of how they can be more involved with their child's school and support greater participation in their students' academic lives.</p>	<p>3.1) 65% of parents/ guardians of RAPs will be involved in their child's education as evidenced by positive responses to 3 or more measures in the parent survey</p> <p>3.2) 40% of parents/ guardians of RAPs will be involved with their child's school as evidenced by positive responses to 2 or more measures in the parent survey</p>	<p>3.1) Parent survey that asks how often parents engaged in established best-practices regarding supporting children academically</p> <p>3.2) Parent survey that asks how often parents engaged in established best-practices regarding family engagement with schools</p>
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## **PROGRAM COMMUNICATION (5 POINTS, 2 PAGES MAXIMUM)**

### 1. Communication Plan

- a. Club staff have had several meetings with the school principal about designing a 21<sup>st</sup> CCLC program that will most benefit the students in North Adams. Board members of the Boys & Girls Club of Adams County set up meetings with multiple school board members to discuss the possibility of partnering with the Club. Once the Club had their support for the program, we worked with the principal to iron out the details of how it would look. We have had communication with this principal for years about our members and intend to keep a strong dialogue between the Club and school.
- b. The Club will work closely with school personnel to receive regular updates on the students' progress, which North Adams superintendent signed a MOU with this application to ensure access. All parents enrolling their child(ren) in the 21<sup>st</sup> CCLC program will need to sign a permission form stating they agree to allow the school to share the following with Club personnel: NWEA, iLEARN, iREAD, grade cards scores, attendance rates, progress and behavioral reports. The school agreed to provide our 21<sup>st</sup> CCLC Program Director with each participant's Power School account-the school's computer-based student management web-based software, access information, so Club personnel can print weekly grades, attendance rates and assignment scores. This data will be input into our 21<sup>st</sup> CCLC system and be sent to our evaluator to ensure we are meeting the objectives that we set. 21<sup>st</sup> CCLC program staff will be in contact with NACS personnel regularly to discuss



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- participants' progress, discipline issues, as well as when major accomplishments are made—such as understanding difficult concepts of improved behavior. This will help the Club continue to focus on the same areas of a child's success that the school is.
- c. The Boys & Girls Club have updated our website with the intent to begin this program in our Club in 2021. Several local nonprofit and private schools have been notified with our intent to apply. They are aware of the programming that could become available at our Club location and are asked to help refer possible students to us. We will run an article in our newspaper announcing the Club is a 21<sup>st</sup> CCLC.
  - d. The school will be sending home flyers to parents in the coming school year to inform them about the program. The Club also wants to ensure all parents are aware (and registered) for the different ways to keep up on the 21st CCLC events and signup deadlines. We will use: Social Media, Remind 101 text service, the school newsletter, and/or the Club's monthly email newsletter to communicate with families of program participants. We will use calendars that will be created to ensure families have adequate notice to plan on attending and participating in family activities.
2. The Club will put the 21st Century Community Learning Center logo on most Club marketing materials, from our newsletters, to our letterhead, to our social media sites and fliers. We will begin incorporating a 21st CCLC training for ALL staff during orientation, so everyone in the organization will understand the benefit of the program, and know how to properly state 21st Century Community Learning Center (21st CCLC) when talking about the program to parents and community members.



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**PROFESSIONAL DEVELOPMENT (10 POINTS; 5 PAGES MAXIMUM)**

1. (Professional Development Plan is attached to the end of the Professional Development section)
2. There will be several trainings that Club staff will be attending each year to help with their development as Youth Professionals. There are multiple conferences and training opportunities provided to Boys & Girls Clubs through Boys & Girls Club of America. The Club will plan to send leadership staff as well as key program staff. Club staff will take annual surveys about areas that they would like to receive training. At the same time, we will use our membership surveys on how they feel that are staff are doing in certain areas. This will help the Club pinpoint what kind of training will be most beneficial to our staff.
3. A big focus in professional development will be put on the Site Coordinator Andrea Hough. She holds weekly meetings with all of the staff and will be able to pass along tips and pertinent information that she finds valuable. We will be sending the Site Coordinator and Program Director to National Boys & Girls Club Conference as well as Midwest Leadership Academy. Both trainings showcase great speakers with opportunities to work with other site leaders to discuss their programs. These trainings provide new ideas as well as better ways of doing programming that have been successful for other organizations. Each event has a list of sessions to choose from. The staff will be expected to prioritize workshops for themselves that specialize in literacy teaching techniques and activities for staff to use with members at our Club to help meet our goals. Two program staff will be attending these conferences with them. We will choose two other staff each year to go to the Be Great Conference. The Be Great Conference



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offers staff new innovative ideas in their daily programming. The Executive Director and Site Coordinator have both attended the Be Great Conference in the past. One of the best things about this conference is that it rejuvenates attendees into the mission behind working with youth each day. It encourages staff to be able to see the purpose and importance of what they are doing for these children each day. This has been a turning point for several Club staff to view their job as a “mission” not just as a source of income. The Site Coordinator, Program Director, and two direct service staff will be attending the Indiana Afterschool Conference. The South Adams Site Coordinator has attended this training with staff for the past few years. We are excited to be able to offer this opportunity to our Decatur site as well. The Club will ensure that all staff that work for the Boys & Girls Club have been CPR and First Aide trained within the first 90 days of employment. Staff expiration dates will be kept on file and the Club will offer renewal training annually to all staff. We want to ensure the safety of all children that enter our facility regardless of the staff that are working that day. Each year the Club will bring in a training for all employees based on surveys taken annually. This training will differ each year. Examples of trainings that we might provide include discipline, program implementation, child trauma, relationship building, and others. This training is one that we want the staff to provide input for and empower them to come up with an area that they feel that they would benefit from the most. The Club will have all staff attend a team building activity each year. The Executive Director and Site Coordinator will plan a fun training for all staff in the organization. This will help the comradery aspect of the direct staff that are working together each day. This allows staff the opportunity to be in a team building environment with their team while kids are not in the





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building with them. The Club will look to include a literacy focus in the majority of the professional developments that are offered to staff.

4. Professional development will have a major impact on Club staff as well as the program quality. By providing an investment in the staff with training and development opportunities the Club will better trained staff that are on the same page in completing the goals of the 21<sup>st</sup> CCLC program. Several of the training opportunities provided teach activities for staff to take back to their own Club that makes learning into a game. The staff will have ways to help increase the knowledge of members while giving the members activities that they enjoy coming back to each day. Staff will learn new games and activities to do with members that include literacy work. A big reason that children will attend daily programming is the relationships that they make with adult staff members. Employee turnover can have a negative impact on those relationships with these kids. Students crave consistency in their life. Focusing on the professional development of staff will help retain employees for a longer period of time. Recognition will be one of the parts of training. The Club will find ways to recognize and reward members for attaining attendance and academic goals.



## IDOE 21<sup>st</sup> CCLC Program Professional Development Plan

<b>Program Name</b>	Decatur Boys & Girls Club
<b>Program Director</b>	Andrea Hough
<b>Dates of Implementation</b>	January 1, 2021—December 31, 2021

**If relevant to your program, include training provided by other funding (Title funds, grant-funded, etc.) as well as any school-day training that is applicable in the afterschool program. Do not include IDOE 21<sup>st</sup> CCLC required trainings.**

Training Name	Provider	Training Objective	Impact on Program Quality	Staff Participation (Staff Titles & Number of Participants)	Hours of Training	Total Cost	What funds were used to pay for training?	Date of Training	CCLC Competency Alignment (if applicable)
Leadership Development	ULead	Improve team dynamics Improve team communication skills	Improved efficiency of program operations	Program Director -1 Site Coordinator - 2 Front Line Staff - 7	4	\$1,500	50% from 21 <sup>st</sup> CCLC 50% from Title II	January 2020	Professionalism
Be Great	Boys & Girls Club of America (BGCA)	Improve individual skills Rejuvenate Employee	Improve efficiency of program operations	Front Line Staff-2	8	\$500	100% from 21 <sup>st</sup> CCLC	March 2021	Developmental Practice Methods
Midwest Leadership	BGCA	Improve individual skills Rejuvenate Employee	Improve efficiency of program operations	Program Director.-1 Site Coordinator-1 Front Line Staff-2	16	\$470	100% from 21 <sup>st</sup> CCLC	October 2021	Professionalism
National Conference	BGCA	Improve individual skills Rejuvenate Employee	Improve efficiency of program operations	Program Director.-1 Site Coordinator-1 Front Line Staff-2	20	\$1,000	100% from 21 <sup>st</sup> CCLC	May 2021	Professionalism



## IDOE 21<sup>st</sup> CCLC Program Professional Development Plan

IN Afterschool	IN Afterschool Network	Improve individual skills	Improve efficiency of program operations	Program Director-1 Site Coordinator-1 Front Line Staff-2	6	\$180	100% from 21 <sup>st</sup> CCLC	April 2021	Applied Human Development
Team Building	Decatur Boys & Girls Club	Improve team dynamics Improve team communication skills	Improve efficiency of program operations	Site Coordinator-1 Front Line Staff-9	4	\$600	100% from 21 <sup>st</sup> CCLC	May 2021	Relationship & Communication
CPR	Adams Health Network	Improve team safety procedures	Improve safety of program operations	Site Coordinator-1 Front Line Staff-9	4	\$500	100% from 21 <sup>st</sup> CCLC	January 2021	N/A
BGCA Training	BGCA	Improve team dynamics Improve individual skills	Improve efficiency of program operations	Site Coordinator-1 Front Line Staff-9	6	\$750	100% from 21 <sup>st</sup> CCLC	August 2021	Applied Human Development

### Professional Development Plan Cost:

Total Estimated Cost	\$4,000	% of Total Budget	<b>% 2</b>
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## **Evaluation** (10 points, 5 pages maximum)

### **Evaluation Plan:**

The club will partner with Praxis Strategies and Solutions (Praxis) to complete the annual evaluation as required by the grant. Evaluation will be a collaborative effort by the club and Praxis using a multi-method, multi-source evaluation protocol that includes both quantitative and qualitative data collection measures to inform both summative and formative evaluation. The effort will nest the 21<sup>st</sup> CCLC evaluation within the club's existing formative self-evaluation process and the summative evaluation process conducted by Boys & Girls Clubs of America. This approach allows for a richer picture of the program to emerge and encourages the "story" of impact to be told.

Data collected will include:

Formative data

- Beginning-of-year meeting between Praxis and key program staff to discuss evaluation results from the previous year, as well as program adaptations arising from the evaluation, and to establish goals and priorities for the upcoming year.
- At least 2 site visits at each site by Praxis evaluators per year in fall and spring, with up to 2 additional visits as needed to observe process changes based on previous evaluation findings. Sites will be rated on all relevant Indiana Afterschool Standards. Evaluators will also provide qualitative feedback on priorities identified in the BOY interview. Ratings and feedback will be provided to the club in a written report within one week of the visit.
- End-of-year interview between Praxis and key program staff to discuss successes and lessons learned in greater depth.

Summative assessment:

- Fall and Spring semester grades, and performance on local academic assessments in reading and math to assess student academic progress.
- Teacher surveys collected every spring to gauge the program's impact on student behavior and academic habits.
- Parent survey collected every spring to solicit feedback about the program, and to gauge the effectiveness of parent programming and outreach.
- National Youth Outcome Initiative data (NYOI), which measures indicators of youth achievement in priority outcome areas, as well as participants' perceptions of the Club.
- Pulse checks with Boys & Girls Club of America personnel.

The club will request academic and behavioral data, including grades, academic assessment scores, and school attendance from the schools as it becomes available at the end of each semester. The center will provide the schools with education record release forms signed by the students' parents. Grades and attendance will be collected from school administrators, while



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required teacher surveys will be completed by teachers annually beginning in March. Surveys will be distributed via the Cayen system, with manual follow-up as needed to clear technical hurdles and ensure completion. The school administrators will work with the club and Praxis to ensure teachers complete the required surveys in a timely manner.

Praxis will maintain consistent communication with the club and will provide technical assistance with both data collection and data management. This close collaboration and regular feedback will allow the club to address evaluation progress and next steps on an on-going basis and support continual program improvement. The following table outlines the evaluation instruments to be used. All surveys and other instruments for youth and families will be produced in English and Spanish to ensure the evaluation is inclusive of all participants.

<b>Data collection instruments</b>			
<b>Type of Data to be Collected</b>	<b>Related Evaluation Component</b>	<b>When Collected</b>	<b>Source</b>
Program attendance	Participation	Fall and Spring	Program records
School grades	Academic improvement	Fall and Spring semesters	School records
Local math and reading assessments	Academic improvement	Beginning and end of school year, additionally as needed	Woodcock-Johnson assessments
Teacher survey	Academic improvement, Behavior	Spring	State-provided Teacher survey
Parent survey	Family involvement	Spring	Praxis-provided survey
Character development program pre/posttest data (e.g., Smart Kids, Smart Girls, Passport to Manhood)	Social/Behavioral Outcomes	Beginning and end of each session	Program-provided pre/post-tests
Site observation	Program Quality	Fall and Spring	Praxis-provided site observation protocol
IN-QPSA results	Program Quality	Spring	IN-QPSA

All Praxis-provided tools are updated regularly and align with the Indiana Afterschool Standards so data collected will inform both the annual evaluation as well as the IN-QPSA process. The IN-QPSA team will include key staff, participants, parents, program partners including a Praxis evaluator, and school officials.



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Praxis will also conduct a mid-year data assessment to gauge the 21st CCLC's ability to regularly collect and enter data from the programming and school. A summary of this assessment along with progress on outcomes will be reported back to the 21st CCLC shortly after the spring semester begins. The mid-year assessment will give the center an update on the progress toward program attendance and outcome goals to augment the club's internal ongoing assessments.

Formative and summative data will be used to: assess progress on meeting required performance measures; assess efficacy of the program and effectiveness of project staff at meeting participant needs; garner feedback about program successes and challenges, assess program efficiency and efficacy; and collect feedback to inform improvement of the program. Quantitative and qualitative findings will be compared to check for alignment, thereby providing support of results or indicating a need for further inquiry.

The process component of the evaluations will be utilized to improve program processes and to gauge the extent to which the 21st CCLC program: *1- aligns with school improvement plans, 2- is academically substantive, 3-assists parents to become engaged in their students' academics, college/career preparation, academic performance, and social development, 4-a highly professional operation driven by staff development, 5-achieves its self-articulated goals and objectives, and 6-utilizes effective policies & procedures to deliver service to students & parents.*

Praxis will incorporate the federal data collection requirements into the evaluation and will perform longitudinal analyses of academic data for years 2, 3, and 4 as data are available for students who attend the program multiple years. Year-over-year changes in whole-group student performance will be incorporated in each annual report to show developing trends.

The club will use the annual evaluation results, ongoing feedback from Praxis, and the results of its own ongoing self-assessments to improve its program and adjust processes for maximum program efficiency and effectiveness. Careful attention to evaluation results will demonstrate accountability, as well as build a case for sustainability.

Results of the external evaluation will be combined with the club's internal quality assessments through the BGCA, including the results of the National Youth Outcome Initiative, pre and post program survey data, and formative feedback from staff, families, and participants. Evaluation results will be shared with school administrators quarterly. Results of annual and ongoing evaluation will be shared with staff meetings every other week. Program impact and improvement efforts will be shared with the Board of Directors at the end of every school year.

## **2. Local Evaluator:**

The club has elected Praxis Strategies and Solutions (Praxis) to serve as the external evaluator. Praxis is a research and consulting firm serving clients throughout Indiana. Each Praxis consultant holds a master's degree and has at least 5 years' experience evaluating programs in



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education, mental health, substance abuse prevention, and youth service. Praxis also employs additional support staff to provide data management and technical assistance to ensure the club meets its data reporting requirements in a timely manner. Praxis began working with 21st CCLCs when the Indiana Youth Institute completed the first two rounds of statewide evaluations. Since then, it has conducted numerous local evaluations, including nine currently, and served as the statewide evaluator for the 21st CCLC program during the 2016-17 school year. In addition to 21st CCLCs, Praxis has long-standing relationships with many non-profit organizations and government agencies. It serves as the statewide evaluator for LEAD, an alcohol, tobacco and other drug prevention program through Geminus Corporation. It has also completed statewide evaluations of the 1003(g) and 1003(a) School Improvement Grants through the Indiana Department of Education, and the Indiana College Success Mentoring Program of the Indiana Commission for Higher Education.

### **3. Strategies of Measurement:**

#### *Attendance goals:*

The details of this proposal were developed in close consultation with school administrators to ensure alignment between school and club activities, and a good fit between school needs and the club's capacity and competencies. Attention was paid to the number of students who fit the recruiting goals of the program, logistics/transportation, and the capacity of the club. Attendance goals are based on this consultation with school administrators, and on the club's previous experience serving the community from our South Adams site. The Club also based attendance goals off of students that have attended programming in past years.

#### *Academic goals:*

The proposed performance measures align with program activities and school practices to provide data-driven outcomes that reflect the impact of the program's activities on participants' academic performance. They are designed to cover a broad spectrum of factors which affect student learning, including skill mastery, academic habits, and positive mindset. Targets for all academic goals were set based on whole-school achievement and growth on standardized reading and math assessments at each feeder school, as well as the club's previous experience at South Adams 21<sup>st</sup> CCLC site.

Grades are a composite measure of skill mastery, behavior, and compliance with in-class procedures, and so serve as a broad measure of program impact. The grade-based performance measures are designed on a "do well, or do better" model, meaning they are intended to capture both those who are consistently performing at a level typical for their grade, or are at least improving. Elementary grades use different grading scales for each grade level, but all grade-based performance measures are based on the same standard. The grade-based performance measures assess the number of students who either maintain a minimum desirable grade



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throughout the school year (the closest equivalent to a B in the standard A-F scale), or show meaningful improvement over the course of the year.

Woodcock-Johnson assessments in reading and math are skill-based assessments that serve as a more precise measure of academic growth. This is particularly important for students who are already behind grade level, as it can indicate the program's impact on the rate at which these students are able to close the gap with their peers, which is unlikely to be reflected in their grades. The performance measures based on skill assessments are designed on the same "do well or do better" model. A one-point increase in Grade Equivalent score represents the academic growth a typical student achieves in one school year. The performance measure assesses the number of students who either score at or above grade-level throughout the year or close the gap if they are behind.

In addition, results from the annual teacher survey and NYOI data will augment the formal academic performance measures. Together with the pre and post data from the club's character development and social emotional learning programs, these will gauge the program's impact on participants' academic habits, prosocial behaviors, and social/emotional development to address non-academic factors that can affect student performance and impede learning.

### **SAFETY AND TRANSPORTATION (5 POINTS; 3 PAGES MAXIMUM)**

1. The 21<sup>st</sup> CCLC Cohort 10 program will take place everyday at the Club's site at 410

Winchester St. in Decatur. Youth will be transported by a school bus from each of the proposed 21st CCLC schools to each Boys & Girls Club Site. All youth enrolled in the program will have a signed permission form from their parent/guardian. If a child does not have a ride home, the Club will provide youth with a ride home after the 21<sup>st</sup> CCLC program utilizing the Club vans.

The youth have to use their Club membership card to scan themselves in and out of the Club each day at their site. Each student will have a transportation plan worked out with the Club on how they will get home at the end of the day, choices being: walk, parent/guardian pick-up, or riding in the Club van to get home-ensuring all kids are able to participate in the 21st CCLC program regardless of transportation. To drive the Club vans, staff must be at least 21 years of age, with valid automobile insurance, have a clean driving record (which shows up on our





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VeriScreen background checks), and have a chauffeur's license. The staff will be required to make each 21<sup>st</sup> CCLC participant sign-out of the program everyday to ensure the youth are getting home safely.

2. The Boys & Girls Club will be open until 6:30pm each school night. This allows for time for the majority of the parents that are working to be able to pick up their child after work.

However, parents that work later shifts will have the ability to have their children transported by the Club and not have to worry about getting them home.

3. Safety is a top priority for Boys & Girls Clubs across the nation, it is one of our Five Key Elements for Positive Youth Development. One new requirement, to be a designated Boys & Girls Club, each Club has to complete a Safety Plan and update it annually. The Club is using the Safety, Health & Nutrition section from the IN-QPSA to create the Safety Plan. The Club also recently installed a camera system throughout our entire facility inside and outside for the safety of our kids. We are on the waiting list to be able to have our camera feed synced with the local police department as well as homeland security. Our Club remains locked while kids are in the facility and parents must use our RING doorbell video call to identify themselves. All parents fill out extensive paperwork/consent forms when signing their child up for membership and have to attend an orientation. Parents have to state who will pick their child up, and have to show identification when picking their child up. Each child scans into the Club when entering the building, and scans out when leaving. All membership paperwork is stored in a secure filing cabinet at the front desk, and staff and volunteer paperwork is stored in a locked cabinet in an administrator's office. The Club has 17 technology devices for kids and parents to use daily, with



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internet protection on them. All Club rooms can only be open when a staff member is in the room, otherwise the room is locked. Staff wear Club t-shirts to be easily identified, and all rooms have an intercom and phone in them for staff to communicate with the front desk about parents picking up their children. Staff maintain a 1-20 ratio for all school-age youth, and will pull management to help supervise if this is not being followed.

4. The staff are required to go through BGCA's Club Safety webinar, to understand signs of child abuse/neglect and the proper steps for reporting situations. Staff are also required to go through First Aid and CPR training within the first 90 days of being hired to ensure they know how to take care of an emergency situation. The Club performs quarterly fire and tornado drills to know how to react if an emergency were to occur. Upon hire, staff will be given a designed curriculum from Boys & Girls Club of America that they will need to complete before working with kids.

5. Before staff members can begin work at the Club, they have to go through an interview process. References must be checked and a National Background Criminal Check as well as Registered Sex Offender check, performed through VeriScreen and Child Protective Services. Background checks are performed annually on all staff and volunteers.

### **PROGRAM STABILITY (2.5 POINTS; 2 PAGES MAXIMUM)**

The Decatur Boys & Girls Club has been doing some sort of programming for over 20 years. The Club has already demonstrated an ability to sustain a program across two decades. There is very strong support from the community for a safe place for children to go after school. We are confident that becoming a 21<sup>st</sup> CCLC site and targeting this new set of children will only further increase the support from our community. The Boys & Girls Club of Adams County is already set up with a board of 14 community



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members that are dedicated to ensuring that the Club succeeds in meeting their goals. One of the committees of the board is resource development. They are a team of people that are constantly looking for financial support for the Club among several avenues. We have a long standing relationship with our local United Way and Community Foundation. The Club looks for grant opportunities from those organizations multiple times a year. The Resource Development Committee has run several annual and capital campaigns to secure funds from the private sector. Over the past three years, they have raised their annual campaign goal by 25% and have continued to meet their goal each year. The Club will look to leverage that current support from existing donors into support for the new programming that we will begin. The Club will be creating an Advisory Board led by the Executive Director. One of their goals by the end of year one is to have identified possible new partners in the community. This will include securing financial donations, in-kind donations, and getting new volunteers into the Club to work with students each day. Each committee member will be responsible for recruiting new partnerships and volunteers; identifying new local resources; assisting in developing funding proposals; developing at least 10 new individual and/or business donors; completing and analyzing the IN-QPSA (the Indiana Afterschool Network's Quality Program Self-Assessment) annually; and will track sustainability results at their bi-monthly meetings. For Year 1, the Club has set a goal of a \$3,000 increase in local support for our organization by soliciting new individual donors. In Year 2, the Club's goal is to create at least two new community partners, with the Board stewarding and sustaining the new donors from Year 1. In Year 3, our goal is to raise an additional \$3,000 in local support, while sustaining the donors created previously. In Year 4, our goal is to raise an additional \$4,000 in community support (a total of \$10,000 over four years), as well as to develop one additional community partner, for a total of 3 new community partners over the 4 years. We will educate elected officials, our Board, the School District Board, community leaders, partners and donors regarding the program's results that we will receive through our local



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evaluator, and discuss opportunities for new resources. The four paid Administrative staff members at the Boys & Girls Club of Adams County have been working for the organization for 6, 8, 9, and 10 years. The retention of key personnel shows the experience, commitment, and belief in the long term mission of the Club by the leaders.



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## APPLICATION CHECKLIST

Section	Point Value	Maximum Page Limit
Completed Cover Page	2.5	N/A
Signed Assurances	2.5	N/A
Completed MOU(s)	2.5	N/A
Completed Appendix 3 form	2.5	N/A
Project Abstract	2.5	2
Program Qualification	5	2
Priority Points	5	1
Need for Project	10	7
Partnerships	5	3
Program Design	15	10
Evidence of Previous Success	7.5	5
Program Implementation	15	5
Program Communication	5	2
Professional Development	10	5
Evaluation	10	5
Safety and Transportation	5	3
Budget	15	N/A
Program Stability	2.5	2
Application Organization	2.5	N/A
<b>Total</b>	<b>125</b>	<b>52</b>