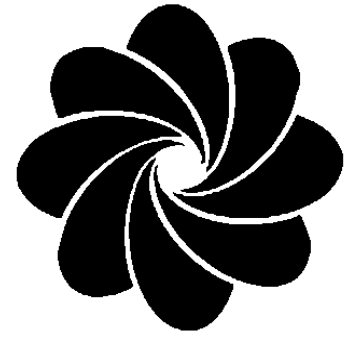




**Host Site Application
Literacy Support Corps
2009-2010**



*Mail application to: WORD-Family Resource Centers • Attention Brook Clark •
• 2525 Palmer • Suite 1 • Missoula, MT 59808
www.wordinc.org/frc*

Name of School/Agency: _____

Principal/Director Name: _____

Mailing Address: _____

Phone: _____

Fax: _____

Email: _____

Summer Contact Information:

Please list how we may contact you during the summer months. Your accessibility during that time allows us to place the best possible candidate at your site. Please also list dates and/or times you will **NOT** be available.

Phone: _____

Email: _____

Dates NOT available: _____

Times NOT available: _____

If not you, who from your school or agency will be available for interviews with candidates?

Name(s) _____

Phone Number: _____

Email: _____

Summer Phone Number: _____

Email: _____

We are interested in hosting:

A full-time AmeriCorps member. Full-time members serve 1700 hours from mid August– mid June according to the school year; on average 40-43 hours per week with approximately 36 hours spent at the host site.

____ One Full-Time member ____ Two Full-Time members ____ One Part-Time

Service

Please describe what you hope the Literacy Support Corps member (s) will accomplish in this year of service:

Please list three actions you would like the member (s) to take in pursuit of previous mentioned goals:

On-Site Mentor

In addition to the Site Supervisor (Principal/Director), each site provides an on-site mentor (Title I staff, school counselor, teacher, etc.) who will mentor the Literacy Support Corps member. This partner will help your AmeriCorps member understand your school culture/policies, develop positive working relationships with the school community, and assist in the development and facilitation of a parent advisory group to help guide programming in the Family Resource Center. Please talk with your staff and identify who will partner with the member.

Name of Person: _____

Position at your site: _____

Phone number: _____

Email: _____

Please describe the strengths this on-site partner will bring to the process of mentoring and supporting the member:

How often will this partner be available to meet with the member?

Important Note:

Although the on-site mentor provides an important colleague for the Literacy Support Corps member, the Principal or Director is the Site Supervisor, and therefore is responsible for overseeing and signing/dating monthly site reports and completing a mid and end-of-year member evaluation. Any personnel issues that may arise during the member's term of service will be handled jointly by the Site Supervisor and the Literacy Support Corps Program Director.

All Site Supervisors of New Host Sites will be required to participate in a New Site Orientation at the beginning of the service year. Details coming soon.

Location

Please describe the physical space, at your site, that will house the Family Resource Center . Please indicate whether or not space is shared, how it is shared, and specifically what resources are available to the member in that space, such as telephone, computer, etc.

Programming

Please describe the parent involvement activities, volunteering, mentoring, tutoring, and/or after-school programs that are underway at your site:

Do you want a Literacy Support Corps member to assist with these programs? Yes No

Describe how you envision the member assisting::

Do you have a specific person in mind who may be applying for this AmeriCorps position? Yes No

If yes, please list this person's name: _____



Approval of School/Agency Official

I have reviewed this proposal and I understand that this school/agency is applying to be a Host Site to an AmeriCorps member. I understand the WORD-Family ResourceCenters Program will conduct the search for the member and I or a designee will take part in the final candidate interviews. Contracted Host Sites will be responsible for providing a financial match for their member. Invoices will be sent in September 2009 and payment will be due in October 2009.

Signature: _____ Date: _____