



Campus Compact

Oregon

**Campus Compact of Oregon
Connect2Complete**

**Made Possible by Funding from Oregon Volunteers and the
Corporation for National and Community Service (CNCS)**

**Request for Proposal (RFP)
Due by Tuesday, March 28th, 2017**

What is Campus Compact of Oregon?

OUR MISSION

Campus Compact of Oregon convenes and supports the work of educational institutions individually and collectively to improve their practice around institutional equity, collaborative learning, and community engagement to respond effectively to a racially diverse and changing Oregon.

OUR VISION

Our members provide inclusive and equitable learning opportunities that strengthen communities and empower our students to be agents for positive change.

OUR CONTEXT

Campus Compact was founded in 1986 by the presidents of Brown University, Georgetown University and Stanford University to advance the public purpose of colleges and universities. Campus Compact of Oregon was founded in 1996 by the presidents of Portland State University and Willamette University with a focused mission to support the development of service and civic engagement on college and university campuses in Oregon. As the largest network of higher education in the state and the only nonprofit representing two-year, four-year, public and private colleges and universities, we continue our work to deepen community and civic engagement and collaborative learning both on- and off-campus. Now our focus also embraces creating social capital and civic agency as we address educational inequities and together build thriving communities in Oregon.

Are you guaranteed a placement if selected?

All awards made through this RFP process are contingent on award notice from CNCS. We expect award notices no later than July. To have a program up and running in August it is necessary to have host sites apply, supervisors trained, and recruitment underway before a final award notice. If we are not awarded the grant, sites will be under no financial obligation to Campus Compact, but supervisors will have invested some time in preparing for the possibility of the resource becoming available. We estimate the total time per supervisor before award notice to be no more than 10-15 hours.



REQUEST FOR PROPOSAL (RFP)

2017 – 2018 Grant Year

(Grant funding period: August 15, 2017 – June 30, 2018)

Due: Tuesday, March 28th, 2017

[Campus Compact of Oregon](#) (Campus Compact) is requesting proposals to administer a Connect2Complete program on member and non-member campuses throughout Oregon. Campus Compact has applied for a three year grant from Oregon Volunteers to help participating host sites create interventions with chronically absent students and families as well as deepen student engagement for continued success. Members will develop, implement, and/or expand K-12 academic attendance and engagement programs utilizing mentorship, family engagement, and service learning to get students to increase their attendance and create a more inclusive school environment. Additionally, members on community colleges will use peer mentorship and service learning to increase student involvement and help enrolled students in developmental education courses move toward graduation. Our program focuses on low-income students, students of color, and students who are the first in their family to attend college (first generation students). The Connect2Complete (C2C) Grant will allow selected campuses to hire an AmeriCorps member (Academic Engagement Specialist) through Campus Compact to help coordinate the C2C program in their local communities at partner K12 academic institutions and community colleges. C2C members will work with supervisors, school district attendance teams, and community college faculty and staff to create an environment at academic institutions that all students want to attend and are able to succeed.

Connect2Complete Program Goals:

At the end of the first year, the AmeriCorps members will be responsible for increasing the attendance of the 320 students they work with to above 80% at the K12 schools and increasing the academic engagement of 80 community college students with 5 achieving an associates degree. In addition, the AmeriCorps members will leverage an additional 150 volunteers who will be engaged in service-learning, parent engagement, and student support activities at their sites.

Connect2Complete Requirements:

- All participating host sites must:
 - Conduct a pre and post program survey
 - Attend a Supervisor Orientation
 - Assist the member in developing and implementing multiple interventions for students focused on engagement and attendance
 - Provide at least 1 hour each week of member support
 - Assist the member in implementing 2 Service Projects throughout the year
 - Provide access or assistance that would allow the member to track attendance and engagement data throughout the grant cycle
 - Maintain open communication with Campus Compact



Campus Compact of Oregon invites member and non-member community colleges and K-12 institutions in Oregon to submit a proposal for funding to support the Connect2Complete program goals.

Proposal Submission Instructions (Due Date: Tuesday, March 28, 2017)

A completed 2017 - 18 C2C proposal consists of the following:

- 2017-18 Connect2Complete (C2C) Application Cover/Certification Page
- Project Narrative
- List of Prohibited Activities Acknowledgement Form
- C2C Member Support Form
- C2C position description
- Resume of C2C Program Supervisor
- Letter of Support from dean, chief academic officer, students affairs officer, or vice president (with copy sent to president) for higher education institutions. Letter of support from Principal and Superintendent for K-12 institutions.

Please submit completed C2C proposal as a pdf (with forms fully signed and dated) *electronically* to: matt@oregoncampuscompact.org by Tuesday, March 28th, 2017

Subject line: 2017-18 C2C Proposal - campus name

Selection Criteria: 40% C2C Program Design
35% C2C member support and supervision
15% Assessment Plan
10% Outreach/Engagement plan for students and families of color

For questions regarding the process, please contact Matt Jernigan at matt@oregoncampuscompact.org or by phone at 503-406-3573.



2017-2018 C2C RFP Application Cover Page

Contact Information:

Agency or Institution: _____

Program Supervisor: _____

Title/Department: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Grants Officer/Fiscal Contact: _____

Title/Department: _____

Phone: _____ E-mail: _____

Number of full-time C2C members (Academic Engagement Specialist) requested: One Two

Estimate the number of low-income, students of color, or first generation youth your program will serve utilizing multiple interventions, administering pre/post surveys, service-learning, and mentorship during the 2017-18 grant year in the following grades:

K-5: _____ 6-8: _____ 9-12: _____ College: _____

Understanding

- Our institution is a member of Campus Compact of Oregon (Campus Compact) or will join Campus Compact pending proposal approval.
- I understand that our institution is responsible for providing a participation fee of :
 - o \$6,500 per C2C member (1700 hours)
 - o Campus Compact Membership dues
 For K12 Schools: <http://www.oregoncampuscompact.org/associate-membership.html>
 For Community Colleges: <http://www.oregoncampuscompact.org/become-a-campus-member.html>
- It is understood that this is a 10.5 month supervision commitment (August 15, 2017 – June 30, 2018)
- It is understood that our institution will administer the Connect2Complete Grant as detailed in the pending MOU and program website.
- Program supervisor must attend a full day site supervisor orientation and training scheduled in July 2017, as well as one day of the C2C Orientation and Training Retreat in September.
- Program supervisor must participate in open communication with Campus Compact and be able to assist in providing training to the members

Certification

To the best of my knowledge and belief, all data in this proposal is true and correct, the document has been duly authorized by an individual authorized to enter into agreements on behalf of the host site, and the applicant agrees to perform the responsibilities and abide by the requirements of Connect2Complete as outlined in the Request for Proposal, and on the Campus Compact Website.

Program Supervisor, Name/Title _____

Signature _____ Date _____

Authorized Representative, Name/Title _____

(e.g., dean, chief academic officer, student affairs officer, vice president, president)

Signature _____ Date _____



Connect2Complete (C2C) Project Narrative

Section 1: Project Design

Connect2Complete Program Design:

In order to eliminate academic performance disparities and to make a positive difference in students' lives, a combination of individual, family and relational, community, and societal factors must be addressed (Harper Browne, 2014). Campus Compact of Oregon's Connect2Complete program aims to partner with local schools at both the K12 and college-level to provide added capacity to support students and when appropriate, their families, in this more holistic way. The Connect2Complete AmeriCorps team will provide deep connection for students through a diverse set of interventions including letters, phone calls, 1-on-1 meetings in school, during and after-school enrichment activities, connection to social services, service-learning opportunities, peer mentorship, and other activities that promote a culture of connection and engagement with the student's learning environment. When students feel seen, valued, and a sense of belonging we believe they will increase their engagement with school and seek out more opportunities for connection. This desire to belong and be valued will increase both their attendance and over time their academic achievement.

All sites, whether they be K12 or college are, at the core, conducting activities to ensure students feel valued, engaged, and full of a sense of belonging. The nature of activities tends more toward parent engagement, school spirit, and after-school activities in K12 and service-learning and community/civic engagement at our college sites but the outcomes are the same- students increase their academic engagement as evidenced by improved attendance at school. Working through community colleges and the All Hands Raised partnership assures that the student populations our AmeriCorps members benefit are predominantly low-income and especially at the K12 level, students of color.



1. Do you already have a program or initiatives on your campus that align with the C2C program design (above)?

_____ Yes

_____ No

2. Describe how you would design/structure the C2C program on your campus to meet your specific needs. Include in your description the department that will house the C2C program, your plan for recruitment of the C2C member, as well as the number of hours of interventions a K-12 youth will receive as part of your program and over what length of time (quarter/semester, # months, academic year, etc.):

3. Please check the boxes or add others as needed that describe the community need your program is addressing (please check all that apply):

- assisting high school youth of color and first generation youth to persist through high school graduation
- encouraging college and high school youth of color and first generation youth to become more engaged in their educational experience
- engaging students to increase their attendance
- incorporating service-learning into classrooms serving helping youth recognize the importance of education
- preparing students to apply for further education and/or to apply for financial aid to help finance further education

Other:

4. Please list the schools your program serves/intends to serve and list the % of students at that school that are students of color and low-income.

List as follows: School name, town/city, % of students that are low-income and students of color



Recruiting, training, and supporting C2C members:

5. Describe your plan to recruit, select, train, and support your C2C members to implement your program's student interventions that address attendance and engagement (please address the following: curriculum of initial training, number of hours of training provided, whether you will have attendance team meetings, what kind of on-going training might you provide).

Section 2: Assessment

6. What impact do you hope your program will have on your students? Please describe short-term and long-term impacts. How will you measure these impacts?

7. Please provide the estimated number of youth served within each Campus Compact Performance Measures as part of your Connect2Complete program:

- Number of youth who will start your Connect2Complete program and be given a C2C pre-program survey: _____
- Number of youth who will complete the designed interventions and submit a post-program survey: _____
- Of those students, number of youth that will have improved attendance _____
- Number of students completing a post-secondary degree _____
- Number of volunteers your program plans to recruit and train: _____
- Number of service-learning or community service hours your program plans to complete _____



Connect2Complete (C2C) Member Support Form

Connect2Complete Member Support Organizational Capacity Checklist

Overall Site Support

For satisfactory C2C Member performance and to ensure that each C2C Member has access to the tools necessary to perform their service activities, Campus Compact **requires** that host sites provide each Member with the following. Please acknowledge that the site will provide **all** of the following amenities by checking the boxes below:

- Designated on-site supervisor
- Courtesy faculty/staff appointment (or access to faculty/staff amenities: i.e. office keys, access to university vehicles, access to shared computer files, school ID with library privileges, etc.)
- Individual college/organization email account
- Access to \$150 professional development fund per member
- Mileage reimbursement for all travel required by host site OR access to company vehicle OR bus pass provided free of charge to member
- Organization business cards, identifying the member as a "Connect2Complete Student Engagement Specialist"
- Secure office/desk space with office supplies
- Daily access to phone and private voicemail
- Daily access to computer with Internet Access to fax, photocopier, and printer
- Comprehensive community and host site orientation

Housing, Meal Plan, and other Assistance

Though most sites don't have residential living, whenever possible Campus Compact strongly encourages host sites provide housing or a housing subsidy, a meal plan, and/or subsidy of a personal expense (cell phone, internet, heat, water, etc.) for the Member. This provision allows Campus Compact to recruit nationally for positions and assimilates the Member into the daily life of the community. These fringe benefits are not subject to federal income tax withholding: http://www.irs.gov/publications/p15b/ar02.html#en_US_2012_publink1000193638.

The host site is able to (please check all that apply):

- Provide housing
- Provide a housing subsidy
- Offer the Member a meal plan
- Pay/Subsidize a personal expense (cell phone, internet, heat, water, etc.)
- Offer another benefit (please describe):
- The host site is a nonresidential campus and/or is not able to offer housing support to the Member. Please see the proposal narrative for a description of how we will assist the Member in locating affordable housing.

Travel and Transportation Support

For this position the C2C member (please check all that apply):

- Should have a valid driver's license
- Should have access to a personal vehicle for service-related travel (Member's may not transport clients)
- Should be willing and able to drive a site-owned vehicle for service-related travel (client transportation acceptable)
- Will only utilize public transportation for any service-related travel
- Other:



It is very important to the Connect2Complete program that the C2C member have excellent supervision, proper site training and orientation, access to campus resources, and a secure office/desk space with office supplies so that the member is in the best possible position to succeed and have a positive experience that is rewarding both personally and professionally.

Organizational Capacity Explanation

1. If you cannot supply your C2C member(s) with any of the items above, please explain why. Additionally, if you had issues with AmeriCorps member supervision this past year, how will you rectify that with your proposed new member(s).
2. Describe the training and on-going training provided to your C2C member(s) throughout their term of service.
3. Describe how your C2C member(s) will be coached and supervised in a meaningful and intentional way during their term of service.
4. If the site supervisor must leave their position earlier than the 10.5 month term of service, what is the contingency plan to ensure continuity of Connect2Complete at your organization?
5. If applicable, describe why your organization is requesting more than one C2C member.

Outreach Engagement Plan for Student and Families of Color

Please describe how your organization, site supervisor, and/or community partners are prepared to engage students of color and their families- who face the most significant institutional barriers to academic success. This may include describing existing relationships, past success engaging and partnering in these communities, detailed plans for ensuring K-12 students served by C2C members reflect the population of the school and community in which they serve.



List of Prohibited Activities Acknowledgement Form

While charging time to the Connect2Complete program, accumulating service or training hours, or otherwise performing activities supported by Campus Compact, staff and members may not engage in the following activities:

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h. Providing a direct benefit to—
 - i. A business organized for profit;
 - ii. A labor union;
 - iii. A partisan political organization;
 - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - v. An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using grant funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services;
- k. Such other activities as the Corporation may prohibit.

C2C members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-C2C time, and using non-Campus Compact funds. Individuals should not wear the Campus Compact or AmeriCorps logo while doing so.

By signing below, I acknowledge that I have read and understand the List of Prohibited Activities and assure Campus Compact that my C2C member(s) and supervisory staff will not participate in any prohibited activities, as listed above, during the member's term of service hours.

Program Supervisor: _____ Date: _____



[Sample] Connect2Complete Service Position Description

TITLE: Connect2Complete Academic Engagement Specialist

HOURS OF SERVICE: Full Time

JOB DESCRIPTION: The Connect2Complete Academic Engagement Specialist will serve at [\(your\) College or School name here](#). The primary function will be to engage students in academic interventions through the roles of mentorship and project coordinator to increase attendance and student engagement.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Assist in cultivating school/community partnerships
- Develop or sustain attendance and engagement programs
- Build better relationships between schools and families
- Create at least 2 service opportunities for students and volunteers
- Implement service-learning into classrooms
- Point students to resources for barriers that prevent them in engaging with school
- Build a programmatic infrastructure around attendance programming and best practices
- Administer program assessment
- Promote program impacts to internal and external stakeholders
- Participate in Campus Compact Connect2Complete Corps trainings, including orientation, monthly webinars, in-service trainings, graduation, regional cohort meetings and others as available
- Engage in personal reflection

REQUIRED QUALIFICATIONS:

- ! AA or BA/BS degree preferred
- ! Ability to work well with people of diverse backgrounds
- ! Strong organization, problem-solving and written and oral communication skills
- ! Basic office computer skills, including word processing
- ! Program management (marketing, event planning, training, volunteer management) experience.
- ! Strong initiative; self-starter
- ! Ability to creatively problem solve
- ! Enthusiasm for helping others succeed
- ! Willingness/openness to learn about and discuss racial equity and social justice issues

PREFERRD QUALIFICATIONS:

- Academic knowledge of critical theory and race relations in the United States
- Experience applying an equity lens

BENEFITS:

- Living stipend of \$12,530 (distributed over 10.5 months)
- Education Award of **\$5,815.00**
- For More Information Contact: [Your campus information here](#).