



# Maine Commission for Community Service Professional Development Fund



**Background:** The Maine Commission for Community Service is the state government partner of the Corporation for National and Community Service, the federal agency that administers AmeriCorps, Senior Corps, and Volunteer Generation programs.

The Commission builds capacity and sustainability in Maine's volunteer and service communities by funding programs, developing managers of volunteers and service-learning practitioners, raising awareness of sector issues, and promoting service as a strategy to solve local problems.

The Commission supports professional development of managers of volunteers and service learning practitioners by allocating funds to share the cost of non-standard professional development activities of program staff as it relates to Competencies for Managers of Volunteers<sup>1</sup> or to meeting the Service-learning Standards for Quality Practice<sup>2</sup>.

Priority is given to staff of Corporation for National & Community Service (CNCS) programs and managers of volunteers in working in counties not covered by volunteer centers (Androscoggin, Aroostook, Hancock, Kennebec, Oxford, Piscataquis, Somerset, and Waldo). For the purposes of the Professional Development Fund, CNCS program staff includes AmeriCorps or AmeriCorps\*VISTA Site Supervisors, and host site/station staff who directly supervise RSVP, FGP or SCP participants/members. For eligibility requirements, refer the "Guidelines" section of this document.

Questions about the Professional Development Fund may be directed to Pam Zeutenhorst, Program Officer Volunteer Sector Initiatives, at [pam.zeutenhorst@maine.gov](mailto:pam.zeutenhorst@maine.gov) or 207.624.6242.

**Application Cycle:** Professional Development Fund applications may be submitted at any time. Below is the schedule for reviewing requests for professional development activities that occur *begin after Jan 1, 2012 and end prior to Dec 31, 2012*.

<b>Applications received by:</b>	<b>Notification of funding status by:</b>
November 30, 2011	December 20, 2011
January 31, 2012	February 21, 2012
April 30, 2012	May 22, 2012

**Submission Instructions:** Completed forms with support statements may be submitted by either scanning the materials and attaching to an email sent to [pam.zeutenhorst@maine.gov](mailto:pam.zeutenhorst@maine.gov) with "Professional Development Fund" in the subject line OR mailing hard copies to Maine Commission for Community Service, Attn: Professional Development Fund, 38 State House Station, Augusta, ME 04333

## Guidelines:

<sup>1</sup> <http://www.volunteermaine.org/resources/volcomps.php>

<sup>2</sup> [http://www.nylc.org/pages-newsevents-news-K\\_12\\_Service\\_Learning\\_Standards\\_for\\_Quality\\_Practice?oid=6091](http://www.nylc.org/pages-newsevents-news-K_12_Service_Learning_Standards_for_Quality_Practice?oid=6091)

1. To be eligible for consideration, an individual must:
  - a. be employed by a Maine school or organization (public or private nonprofit or Maine affiliate of a national charity) that engages in service-learning or engages citizens as volunteers in service that addresses educational, human service, public safety, environmental, or disaster-related needs in Maine communities. Individuals who serve in a *pro bono* capacity with a volunteer program and whose responsibilities are equivalent to those of an employee (e.g., training, supervision, assessment of volunteers performing service) also may apply.
  - b. have at least six months of volunteer management or service-learning implementation experience.
  - c. have a supervisor-approved professional development plan that identifies specific skills, knowledge, or abilities related to service-learning or volunteer management that require formal training or education.
  - d. demonstrate in the application that the professional development activity proposed is more appropriate than standard Commission training or technical assistance activities.
  - e. commit to paying at least 25% of the activity expense (registration fee, tuition, study materials). Note: Funds awarded may not be used to provide the recipient with a stipend, living allowance, or reimburse an employer for salary.
  - f. propose to complete the professional development activity within nine months, if awarded support.
  - g. outline a plan for sharing information and learning with the wider volunteer or service-learning community. Examples of venues are the VolunteerMaine.org blog, conference workshops, or VolunteerMaine.org webinars series.
2. Applicants must complete the Professional Development Fund Application and provide two written statements of support. The first must be from the individual's supervisor and certify that the individual's work includes responsibility for volunteer management or implementing service-learning. The second may be from a colleague or agency leader (e.g., director, board member) and should provide insight on how the professional development would benefit the individual and the program.
3. During selection, preference will be given to individuals who have not used the fund in the prior 12 months.
4. Criteria for selection will include regulatory directives on allowable uses of funds, the relevance of the training to Competencies for Managers of Volunteers or to Service-learning Standards of Quality Practice, availability of equivalent education or training through Commission, evidence the training or education is part of an individual's professional development plan, and the likelihood the training or education will lead to betterment of the volunteer program or service-learning implementation.
5. Payments made under this program will require the recipient organization or institution be registered as a vendor with the State of Maine and submit an itemized invoice that separates costs eligible for reimbursement from those that are not eligible and that shows payment by the recipient of his/her share.
6. Payment will not be made until the individual has completed the activity.
7. Requests for payment must be received no later than 45 days after the activity is completed.



# Maine Commission for Community Service Professional Development Fund Application



**Application Instructions:** A complete application consists of:

- 1) Application form with all information filled in and all narrative responses completed;
- 2) Letter or written statement from the applicant’s supervisor that certifies the individual’s work includes responsibility for volunteer management or implementation of service-learning;
- 3) Letter or written statement from a colleague or agency leader that provides insight on how the professional development will benefit the individual and the program or educational setting; and,
- 4) Agenda, course content, or other description of the professional development activity.

**Submission Instructions:** May submit extra pages if additional space is necessary. The completed application form with support statements and course information may be submitted by attaching required documents to an email sent to [pam.zeutenhorst@maine.gov](mailto:pam.zeutenhorst@maine.gov) with “Professional Development Fund” in the subject line OR mailing hard copies of all required documents to: Maine Commission for Community Service, Attn: Professional Development Fund, 38 State House Station, Augusta, ME 04333.

**Applicant Contact Information:**

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Organization/Employer: \_\_\_\_\_

Street Address: \_\_\_\_\_ County: \_\_\_\_\_

Town, State, Zip Code: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Request Summary:**

- Title of Professional Development Activity: \_\_\_\_\_
- Location of session(s) you will attend: \_\_\_\_\_
- Sponsor or Provider (name and address): \_\_\_\_\_
- Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Total Hours: \_\_\_\_\_
- If self-study, anticipated date of completion for certification \_\_\_\_\_
- Number of educational credits or CEUs offered: \_\_\_\_\_
- Please itemize the total expenses for this activity (registration or tuition fee, books or study materials, travel, etc.):
- Total Cost: \_\_\_\_\_ Amount Requested from this Fund\*: \_\_\_\_\_  
Amount to be paid by applicant: \_\_\_\_\_

\* Note that a maximum of 75% of the total cost will be paid from this fund.



- Describe your current progress or achievement level with regard to mastery of the Competencies for Managers of Volunteers<sup>3</sup> or to meeting the Service-learning Standards for Quality Practice<sup>4</sup>. What areas have you targeted for your own advancement or growth?
  
- Summarize your own professional development goals for this year and how this opportunity fits into your professional development plan.
  
- Describe how you will apply the skills, knowledge or abilities gained through this professional development activity to the volunteer program or service-learning setting in which you work.
  
- Outline your plan for sharing information and learning received as a result of this fund with the wider volunteer or service-learning community. Options are submission of a blog post for publication on the ‘From the Field’ VolunteerMaine blog, presentation for the monthly VolunteerMaine Webinar Series, or session facilitated at a conference or peer-to-peer network. What is your proposed timeline to complete this requirement?
  
- Please provide the name, title, address of the individuals submitting the required statements.
  - 1.
  
  - 2.

**Acknowledgements and certifications** (please initial each to indicate you have read, understand, and agree to each one).

\_\_\_\_\_ I understand that, if I am selected for an award, the funds cannot be paid to me but must be paid to the organization conducting the professional development activity or the agency or school district for which I work (volunteer or paid).

\_\_\_\_\_ I understand that my application must be complete in order to be considered and that, in addition to this form, I must submit two statements of support as well as the sponsor’s agenda or description of this activity.

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<sup>3</sup> <http://www.volunteermaine.org/resources/volcomps.php>

<sup>4</sup> [http://www.nylc.org/pages-newsevents-news-K\\_12\\_Service\\_Learning\\_Standards\\_for\\_Quality\\_Practice?oid=6091](http://www.nylc.org/pages-newsevents-news-K_12_Service_Learning_Standards_for_Quality_Practice?oid=6091)

\_\_\_\_\_ I acknowledge and agree to have my name, the award amount, the source of training, and purpose published as part of the Commission's annual reporting and accounting of public fund use.

\_\_\_\_\_ I understand and accept responsibility for ensuring that requests for payment of the award be submitted as an itemized invoice by the party receiving payment no later than 45 days after I have completed the professional development activity.

\_\_\_\_\_ I understand that failure to ensure timeliness of request for payments may result in my being responsible for the full cost of the professional development activity.

\_\_\_\_\_ I have read and understand the Maine Commission for Community Service Professional Development Fund guidelines.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_