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April 12, 1993

Mr. Eli Segal
Assistant to the President and
Director of the Office of National Service
The White House Office of National Service
Old Executive Office Building, Room 145
Washington, DC 20500

Dear Mr. Segal:

We are pleased to provide information and ideas for the service initiatives report for the President. The Department is engaged in a number of programs which involve community service, employment opportunities for students, and employee participation in the community. In particular, the President's budget for FY 1994 for the Department includes a request for \$394 million for specific community service initiatives involving income-contingent repayment of direct student loans, increased community service as part of the college Work-Study program, and Innovative Projects for Community Service. The FY 1993 Stimulus Package includes \$500 million for summer programs related to Chapter 1 (Elementary and Secondary Education).

All of the Department's programs can benefit from a thorough analysis and examination in line with the Administration's objectives to expand community service. In addition, several of the programs may be of assistance in meeting the objectives of expanding employment opportunities for students and adults in general.

The enclosed report represents our preliminary inventory of major programs and some recommendations to expand community service program opportunities. We look forward to working with your office to further develop recommendations to expand the "ethic of service" throughout the Nation.

Please call me at (202) 708-7862 if you need further information on this report.

Sincerely,

Paul Jamieson
Community Service Liaison

Enclosure

U.S. Department of Education
Departmental Service Initiatives Report

A. Agency Sponsored Programs -- Highlights

(See the FY 1994 Budget summary for the Department of Education, page 8 -- which includes a request for \$394 million for specific community service initiatives involving income-contingent repayment of direct student loans, increased community service as part of the college Work-Study program, and Innovative Projects for Community Service.)

Cooperative Education Program -- The Department participates in this program which involves hiring students to work in technical jobs in the Department. (OPM program listed in the Federal Personnel Manual Ch. 308.) Co-op students may be converted to permanent status and employment at the end of their program participation. Supervisors of co-op students appear to be well satisfied with the program and can test the capabilities of a student before making a permanent hiring decision. Students get direct experience in a technical area (useful for future Federal or non-Federal employment) and can evaluate their interest in Federal employment. This program is currently under-utilized in that the salaries of such students compete with salaries for regular, full-time employees. If the program involved a specific allocation of salary and expense funds, Department participation would be expected to expand commensurately.

B. Employee Voluntary Programs -- Highlights

Amidon Adopt-A-School Partnership -- The Department has had an active partnership program with Amidon Elementary School in the District of Columbia since 1983. The partnership has been expanded over the years. We provide 60-100 volunteers each year and during 1992 were involved in tutoring, a shadowing program (students accompany Department employees to the office for a day to learn about the office environment and programs), judging science fairs, assisting with a pen-pal program, giving lectures on special topics, mentoring students, supplying food baskets for needy families, and supporting library and physical education programs. Special arrangements were made for students to tour the White House and attend a play at the Kennedy Center. The program has a part-time coordinator who works with the school to schedule the participation of volunteers and publicize the program. Two hours of administrative leave per week are granted to each employee volunteer.

Education Volunteers Initiative -- In April 1992, the Department sponsored a initiative that permits employees to receive matching administrative leave (up to four hours every four weeks) for annual leave taken to volunteer in public and private schools (pre-school through grade 12). Since the initiative was announced, approximately 300 Department employees have participated in activities ranging from mentoring at-risk students to assisting with science projects to lecturing on education topics.

This highly flexible initiative has garnered the interest of the media and several public and private sector organizations considering similar programs for their organizations. Employees identify their own volunteer opportunities, apply for the leave directly with their supervisors, provide proof of participation, and are encouraged to fill out a voluntary survey form that is forwarded to a part-time coordinator.

Operation Santa -- This annual program is designed to help children from low income families in the District of Columbia have a brighter holiday. Employees are asked to select names of children from a Christmas tree and to purchase, wrap and return appropriate presents. In 1992, Department employees provided over 1000 gifts to children who attend three local elementary schools. A volunteer coordinator arranges for publicity and coordinates with the schools. Approximately 700 Department employees participated in contributing gifts.

C. Total Amount Spent on Service Initiatives

The total for identified programs is approximately \$73 million in FY 1993.

D. Ideas for Program Development

FY 1994 Budget Request -- The President's budget for FY 1994 for the Department includes a request for \$394 million for specific community service initiatives involving income-contingent repayment of direct student loans, increased community service as part of the college Work-Study program, and Innovative Projects for Community Service.

Cooperation Between Federal Agencies in Employee Volunteer Programs -- The Department is interested in the issue of government-wide provisions to facilitate the cooperation between Federal agencies in volunteer programs. Executive Order 12820 (Facilitating Federal Employees' Participation in Community Service Activities) did not address that issue. The issue evolves around the question of how to make it easier for government employees to participate in the volunteer programs sponsored by other agencies. For example, some agencies now require Memoranda of Understanding (MOU's) from other Federal agencies before they will permit the other agencies' employees to participate in their sponsored volunteer programs. That requirement discourages employees from attempting to volunteer and may result in duplication of programs and overhead costs to administer programs. In order to encourage increased volunteerism and effectiveness in program administration, executive order language and/or legislation (if necessary) might be considered that would promote cooperation, flexibility and "open door" policies by Federal agencies. Some language to foster cooperation with other public and private sector organizations involved with volunteer programs might also be considered.

Expanding Federal Employee Participation in the Community -- The Department of Education, through our Education Volunteers Initiative, permits employees to receive matching administrative leave (within specified limits) for annual leave taken to volunteer in schools (pre-school through grade 12). This initiative supplements our adopt-a-school programs and permits employees a generic capability and choice in designing and arranging volunteer opportunities best suited to their talents and abilities. We understand that most agencies do not have such a capability, presumably because their charters are not "education." (Adopt-a-school programs were provided for by Public Law 101-610, Section 182. Partnerships with Schools.) Some consideration should be given to providing clear authority to all agencies to establish flexible volunteer programs not only for volunteer work with schools, but potentially with non-profit community service charities. (Our Education Volunteer Initiative is up for renewal in June 1993 and we will examine how it may be expanded to cover community service in general.) Some provision for either matching leave and/or administrative leave would be an essential element of such a program.

EDUCATION - The Honorable Richard Riley
Agency Sponsored Year-Round Programs

Chief of Staff: Billy Webster
 phone: (202) 408-1110
 fax: (202) 401-0596

Agency Community Service Contact: Paul Jamieson
 phone: (202) 708-8646
 fax: (202) 708-7814

mission: to administer, coordinate, and establish policy for D.C. education initiatives.

Name of Program and Contact Person	Program Description	Program Time Line	FY 1993 Service Funding Level	Number of Participants	Age of Participants	Stipend Amount	Post Service Benefit Amount	Cooperative Programs with Private or Public External Entities
Various grants, scholarships, and fellowships	Please see attached sheets for descriptions of the following: Perkins Loan cancellation provisions Work-Study Community Service provisions State Student Incentive Grant (SSIG) Douglas Teacher Scholarships National Academy of Science, Space and Technology Student Literacy and Mentoring Corps Innovative Projects for Community Service Urban Community Service School, Community and University Partnerships Biligual Education Fellowships Christa McAuliffe Fellowships Rehabilitation Long-Term Training							
Real Chance CONTACT: Sandy Hagans (202) 401-3626	Provides clerical work experience--120 days to Public Assistance recipients	Year-round		12 since July 1992	Adults	\$35 per week plus transportation (paid by D.C. Government)	N/A	D.C. City Government
Cooperative Education Program CONTACT: Sandy Hagans (202) 401-3626	This program hires high school through graduate school students to work in technical jobs in the Department. Co-op students may be converted to permanent status and employment at the end of their program.	Year-round	Not specifically budgeted	3 (1992)	18 years old and over	Regular pay (GS-2 through GS-7)	N/A	OPM guidelines Chapter 308 FPM

Stay-in-School Program CONTACT: Sandy Hagans (202) 401-3626	Provides economic assistance to disadvantaged students enrolled in high school	Year-round	120 slots	119 (1992)	16 years old and over	Minimum wage (GW-4)	N/A	OPM guidelines Chapter 308 FPM
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EDUCATION - The Honorable Richard Riley
Agency Sponsored Summer Programs

Chief of Staff: Billy Webster
 phone: (202) 408-1110
 fax: (202) 401-0596

Agency Community Service Contact: Paul Jamieson
 phone: (202) 708-8646
 fax: (202) 708-7814

Name of Program and Contact Person	Program Description	Program Time Line	FY 1993 Service Funding Level	Number of Participants	Age of Participants	Stipend Amount	Post Service Benefit Amount	Cooperative Programs with Private or Public External Entities
Project Team CONTACT: Annette Lusby (202) 401-1947	The Summer Enrichment Program is a two day program to help develop career goals/objectives for students	July	\$10,000 proposed	50-65 students 50-65 federal employees	8 th grade (13 years old)	N/A	N/A	Federal Agencies/D.C. Public Schools
Summer Employment Program CONTACT: Sandy Hagans (202) 401-3626	Students and non-students are employed to perform temporary and office work at GS-2 through GS 12 levels.	May-November	Not specifically budgeted	46 (1992)	16 years old and over	Regular pay	N/A	OPM guidelines Bulletin 414
Washington Urban League Summer Program CONTACT: Sandy Hagans (202) 401-3626	Summer Enrichment Programs in which students learn about the federal government	2 weeks, July 1992	\$4,000 (1992)	50 students (1992)	15-16 years old	\$80 each	N/A	Urban League/OPM/D.C. Public Schools

EDUCATION - The Honorable Richard Riley **Employee Voluntary Activities**

Chief of Staff: Billy Webster
 phone: (202) 408-1110
 fax: (202) 401-0596

Agency Community Service Contact: Paul Jamieson
 phone: (202) 708-8646
 fax: (202) 708-7814

Name of Program and Contact Person	Program Description	Program Time Line	FY 1993 Service Funding Level	Number of Participants	Age of Participants	Stipend Amount	Post Service Benefit Amount	Cooperative Programs with Private or Public External Entities
Amidon Elementary School (Adopt-a-School Partnership) CONTACT: Annette Lusby (202) 401-1947	On-going partnership since 1983. Employees involvements include tutoring and mentoring and holding science fairs and field trips	September to June	Employees receive 2 hours Administrative leave per week	60-100 employees 200 students	Pre K-6 th grade (4-12 years old)	N/A	N/A	D.C. Public Schools
Education Volunteers Initiative CONTACT: Ray Van Buskirk (202) 401-0505	Employee volunteers in schools (nationwide, pre-school-12 th grade -- both public and private) All types of volunteer activities ranging from mentoring at-risk students to assisting with science projects.	Year-round	Employees receive matching administrative leave	300 employees Several thousand students	Pre K-6 th grade (2-18 years old)			Public and private schools
Operation Santa CONTACT: Terry Newell (202) 401-1973	Annual program that provides toys to disadvantaged children. Employees are asked to select names of children from a Christmas tree and to purchase, wrap and return appropriate presents.	November-December		700 employees 1,000 students	K-6 th grade (5-12 years old)	N/A	N/A	