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General (Gleaning) [1]

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UNITED
STATES
DEPARTMENT
OF AGRICULTURE

RESPONSE DUE COB, September 18, 1996 --- PLEASE READ CAREFULLY

September 5, 1996

TO: AmeriCorps USDA Summer of Gleaning Coordinators

THRU: FSA, CREES, and RECD Summer of Gleaning AmeriCorps Coordinators

FROM: Joel Berg, Director of National Service, USDA

SUBJECT: **INSTRUCTIONS FOR COMPLETING AMERICORPS USDA SUMMER OF GLEANING MID-TERM REPORT**

Enclosed is the USDA Summer of Gleaning Mid-Term progress report format. **The report is due back to my office completed by COB September 18, 1996.** (To meet this deadline, you may fax a copy of the report to (202) 720-4614 and then mail the hard copy.) All questions are mandatory for the final report. Because we will require far more written narrative than in the past, we are including a blank, formatted diskette and instructions for saving a copy of your report onto the diskette.

We will be publishing your answers in a report that will be widely distributed. So please be sure all your answers are as comprehensive and accurate as possible.

In completing your progress report please remember that the "success measurement" should almost always expressed as a percentage, and should be intended to measure the **quality** of the service performed.

Each of these measures should be matched up to information you have already provided the Department on the standard form for creating community service objectives.

The "Summer's success target" should be taken from the original objectives form from under the heading "standard of quality or impact of the program."

The "Summer's success unit of measure" should be taken from the original objectives form from under the heading "means of measuring the quality of the product or the impact of the service."

The Final success should relate how the project stood in relationship to the success target. Thus, if the "Summer's success target" is "75" and the Summer's "success unit of measure" is the "number of meals served", the final success should simply state the number of meals served during the 2nd reporting period.

The "Final success" column should **not** count the percentage of the Summer's QTY target that was achieved in that quarter.

Below are some other problems we have experienced with other projects. It is clear that while a few of the problems listed below are simply reporting problems, others caused significant concerns about the basic management and direction of projects. While we are reducing the number of problems significantly each quarter, their potential impact on the program necessitates us repeating these items once again.

1) Sites are operating under unapproved objectives. While my office can (and usually will) approve requests to accept new community service objectives based on changing conditions, such requests must be made **before** AmeriCorps Members are asked to provide such service. In other words, you need formal approval to deviate from the previously agreed to objectives that are summarized in question 13.

2) Activities are not clearly stated or are not measurable. Please be as clear as possible--- in lay people's terms --- as to what Members are doing. The people most likely to read your reports are not technical experts in your field. Also, you must be able to numerically measure progress for each site in each quarter.

3) Measurements are used that did not match codes. Code measurements cannot be changed, however new codes and measurements can be developed if needed in consultation with our office and with agency AmeriCorps coordinators. In fact the code book has been expanded to include new items identified in the second quarter's reports.

4) Sites still lack Member enrollment forms and/or end of term forms. If a Member is not listed on the printout provided, it means that the Member is not listed in our database and is not enrolled in the program. We experienced the following problems:

- a. Some States provided the names of members BUT did not provide the enrollments forms. You will notice that we did NOT add these members names to the print out given under question 10. If you provided us with names but you do not see those names on the member listing it means you must send us the forms, or if you mistakenly sent the forms to the Corporation for National Service you must send us a copy of the complete form. Our FAX number is (202) 720-4614. We will only enter the members once we have a form for them.
- b. Some States provided us with names but did not include the hours of service performed in the first quarter. If you provided us with names but you do not see any hours listed for the member under the first quarter, that means you did not provide those hours. Please provide them as well as the hours of service performed by the member for the second quarter.
- c. Members were listed as having left the program but no end-of-term-of-service form was provided. Please remember that once a member is enrolled and they leave the program, an end-of-term-of-service form must be completed so the member can be cleared from the system. **End of Term of Service forms for the Members in your state have been included with this package.**

Please remember that if our office does not have the proper forms for a Member, that Member may be in jeopardy of not receiving the educational and health care benefits to which the Member is legally entitled. If a Member's status is incorrect in our database, you must submit an End of Term of Service Form.

5) Members are used as support staff for other AmeriCorps Members, rather than engaging in direct service themselves. This is impermissible. Page 13 of the USDA AmeriCorps operations manual states: "Under no circumstances should an individual AmeriCorps Member spend the bulk of the service year providing administrative or clerical support for other AmeriCorps Members; Members may not serve as 'administrative coordinators' for projects."

6) State reports failed to consolidate individual site reports into one state report. One consolidated report for each state is required. One of the primary duties you have is to use these reports to demonstrate cohesiveness of your entire program state-wide. Furthermore, you may **not** simply ask the AmeriCorps Members to complete the reports themselves with no help from either you or their direct site supervisor; it is *your* legal responsibility to compile these reports and verify their accuracy.

7) Reports are not submitted on time. The Department has a legal requirement to meet very tight reporting deadlines set by the Corporation for National Service. It is imperative that states submit reports to the Department by each quarter's deadline.

Summer of Gleaning only summer of gleaning project information will be included in this project-end report. Do not include information that pertains to other USDA AmeriCorps projects in your state. That information will be captured by the 4th QTR progress report, which is also the final progress report for those projects. There will also be a final Summer of Gleaning project report that will be required by October 15, 1996 or sooner depending on when a particular project ends.

Media Please provide a hard copy, video tape, and/or audio tape of all media coverage that you receive or generate.

As a final note please remember that when you are reporting data whether it is quantity data related to objectives, hours served by members, number of volunteers or volunteer hours generated, you are reporting the data for the period marked by the beginning of the project through July 26, 1996

I want to thank you once again for your efforts of this vital initiative.

AmeriCorps *USA

USDA Summer of Gleaning State Progress Report (CNS Grant No. 95ADFDC047)

1. Check this reporting period: Mid-Term ☐ Final ☒

SECTION I - STATE INFORMATION

2. State: _____

3. Agency: ARS ☐ NRCS ☐ Forest Service ☐ RECD ☐ FSA ☐ FCS ☐

SECTION II - STATE CONTACT INFORMATION: (Make Corrections if Necessary)

4. Contact Name: _____
First Middle Last

5. Title: _____

6. Address: _____
street, number, and PO (if applicable)

City State Zip

7. Telephone number: _____ - _____ - _____

8. Fax number: _____ - _____ - _____

9. E-Mail Address (if any) : _____

SECTION III - MEMBER DATA:

10. Attached are sheets concerning AmeriCorps Member data. The first type of Member Data sheet lists each Member, by operating site, for whom the USDA Office of National Service has received at least a Member enrollment form. The sheet will also list the number of slots allotted to that site and the number of enrollment forms received by the Department; you will need to fill in the number of Members actually enrolled. The sheets give the Member's name, social security number, and enrollment status. Please review the data and check for:

- a. Correct spelling of the name;
- b. Accuracy of the Social Security Number;
- c. Service type (F= Full-time member; P= Part-time member);
- d. Program Status (A = Active; C = Completed; E = Ended Service Early)*
- e. Trust Status (I = Earning Award; II = Earned Award; III = Did Not Earn Award; IV = On Hold by the Corporation for National Service; V = Under Review).

Alongside each name, give the total number of hours served (includes training time) by the Member this reporting period. Do this even if the Member has terminated during the reporting period. For Members who are on the list but have terminated or had their service type or status changed, just cross out the old status and print the new one alongside it. Make your corrections directly on this sheet and submit it along with the other portions of your progress report.

The second type of Member Data sheets give an Operating Site ID number and the name of the site supervisor but has no Member names listed. That is because the USDA Office of National Service has not received Enrollment forms for **any** Members from these sites. Please print the necessary information for each member on the appropriate sheet and submit an Enrollment form to the Department. If a Member began service but terminated, we still need a form for that person --- indicates their status as terminated. Also note whether or not the site sent the enrollment form directly to the Corporation for National Service. It is hoped that by now everyone understands that all forms (except health and child care) should come directly to the USDA Director of National Service and NOT--- repeat NOT --- the Corporation for National Service.

REMEMBER:

- a. ALL members should be listed even though they only served a few days. If an enrollment form was submitted for a Member who then terminates either by officially notifying you or simply by walking away from the program, an End of Term of Service Form MUST be submitted for the Member.
- b. If Members are serving at an operating site and their name does not appear on the list for that site, first check to see if the Member is listed under a different operating site; if not, then an Enrollment Form must be submitted so the person can be enrolled in the program.
- c. List all the hours a Member served during the reporting period regardless if they terminated or if they started in the middle of the period.

11. Please list the total number of **volunteers** who took part in activities which were sponsored or organized by all the Members in the state during this period.

1st half 2nd half Total

12. Please list the total number of **hours of community service** completed by the volunteers cited above during this period.

1st half 2nd half Total

SECTION IV - PROGRESS TOWARDS ACCOMPLISHING SERVICE OBJECTIVES:

13. Original Community Service Objectives: Attached are sheets summarizing the community service objectives that were originally approved for each operating site. In cases where a single objective may take an entire year to complete, that objective may have a sub-objectives listed. **You need to fill in the column marked "Mid-Term Quantity" and the column marked "Mid-Term Success" --- as well as any column that is blank, has a zero, or has a question mark --- for EVERY operating site.** Each chart should have the following columns:

"State" - The standard two-letter code for your state

"Obj No" - Each community service objective for each site is assigned an individual number

"Op Site" - Each site's unique operating site identification

"PGM Code" - Each type of service has been assigned a unique code to describe that type of service. See the appendix to this report entitled "Community Service PGM Code List"

"Obj/Impact Statement" - A few words verbally summarizing the community service objective

"Summer's QTY Target" - The Summer's numerical goal for the people or things to be aided

"Target Unit of Measurement" - The unit of measure used in the previous column

"Final Quantity" - Provide a hard number indicating progress towards the "Summer's QTY Target"

"Summer's Success Target" - Number for a way of measuring *quality* of service provided --- if this column is blank, has a question mark, or has a zero, please replace it with the accurate information

"Success Unit of Measure" - Explanation of the number in the previous column --- if this column is blank, has a question mark, or has a zero, please replace it with the accurate information

"Final Success" - Provide a hard number indicating progress towards the "Summer's Success Target"

[illegible]

15. Community Service Objectives Narrative: Use this space to describe in more detail accomplishments towards the original community service objectives reported in question 13 and/or your additional community service objectives reported in question 14. Please make sure you include the Operating Site ID Number in each narrative description so we can be clear which accomplishment is matched to which site.

16. Community Building Objectives Narrative: Briefly describe how projects have brought together diverse groups of people, empowered communities to solve their own problems, built long term structures that will last beyond each AmeriCorps Member's term of service, and generally improved the abilities of local citizens to help improve their own lives.

17. AmeriCorps Member Development Objectives Narrative: Briefly describe how the AmeriCorps Members themselves have benefited from serving in the program, particularly in regard to expanding their own educational opportunity and increasing their own ethic of personal responsibility. Describe specific skills learned by Members through either their service or training. Describe any Members that earned a GED or otherwise advanced their education. Describe any Members that left public assistance to join AmeriCorps. Relate how AmeriCorps allowed Members to continue college or graduate school. Describe how Members may have changed their ethic of work, citizenship, or community volunteerism.

SECTION V - SUCCESS STORIES:

- 18. Unique Successes or Great Stories :** Briefly describe one or two unique and/or exceptional success stories, a program highlight, or a 'great story' from your state. Please explain any instance in which AmeriCorps Members recruited non-AmeriCorps community volunteers for projects. Please include all media coverage, including original newspaper clips, videotapes of TV coverage, and cassette tapes of radio coverage; any letters of support or thank you letters; "before and after" photographs, brochures, posters, and newsletters created by the project; and other types of creative documentation.

SECTION VI - CHALLENGES

- 19. Overall Difficulties Faced by the Program:** Use this section to report on any problems your Members have encountered in the program this period. These should be significant issues which were related to achieving objectives, significant delays in implementation, administrative problems, or any other expectations, events or incidents that have caused the Members concern. State the problem concisely and how the issue has, or has not been resolved. Be sure to outline the steps taken and identify any resources needed to assist in resolving the problem.

SECTION V - GENERAL INFORMATION

20. **National Identity Activities:** Please describe any activities undertaken by Members that fostered the national identity of AmeriCorps. These could include joint service activities, meetings with other AmeriCorps projects, national telephone conference calls, use of Internet to communicate with other sites, etc.

21. **Organizational Changes:** Please outline and describe any changes in your program's organization and/or structure during the quarter.

22. **Organizational Improvements:** Please write any suggestions by you, your Members, site managers, or anyone else regarding ways in which the USDA or CNS AmeriCorps program could be improved.

23. **Primary Training and Technical Assistance Needs:** Please specify precisely what kind of staff or Member training or other technical assistance can be provided by USDA, the Corporation for National Service, or other sources to improve your projects.

SECTION VI - FOOD RECOVERY SPECIFICS

24. **Partnerships** - On a separate sheet of paper, please answer the following:

- a) Please explain how your project identified its partners:
- b) Please provide a final, updated, list of partner organizations:
- c) Please detail contributions to the project, both financial and in-kind, provided by partners.
- d) If partners raised funds specifically for this project, please explain how.
- e) Please explain specifically what concrete assistance was provided by each partner organization.
- f) Please explain what worked best in the partnerships.
- g) Please explain what your greatest challenges were in forging and implementing your partnerships.

25. **Donors** - On a separate sheet of paper, please answer the following:

- a) Please detail how many food donors there were to your project and name all donors other than individual farmers.
- b) Please detail how the donors were contacted.
- c) Explain how, precisely, the donors provided food and what oversight, if any, they provided in the process.
- d) Detail the greatest success your project faced in dealing with donors.
- e) Detail the greatest challenges faced in your dealings with donors.
- f) Detail any instance in which an anti-hunger organization believed, correctly or incorrectly, that your project was competing with them for the same donor. Explain how you overcame this potential conflict.

26. **Collection, Transportation, and Storage** - On a separate sheet of paper, please answer the following:

- a) Explain in detail the physical process for collecting the food, delivering it to a distribution site, and storing it.
- b) How did you obtain adequate resources to collect the food?
- c) How did you obtain adequate resources to transport the food?
- d) How did you obtain adequate resources to store the food?
- e) How did you obtain bushels and/or containers to hold and transport the food?
- f) Explain any special steps you took to ensure food safety.
- g) Detail your greatest challenges in the area of food safety.

27. **Recipients** - On a separate sheet of paper, please answer the following:

- a) Please list the names and numbers that helped identify food recipients and helped distribute the food to recipients.
- b) Explain how the families in need were identified.
- c) Explain how the food was physically distributed.
- d) Explain what your greatest success was in identifying those in need and distributing the food.
- e) Explain your greatest challenge in identifying families in need and/or distributing the food to such families.
- f) Please explain any ways in which you enabled recipients themselves to help collect their own food.

28. **Liability:**

- a) Did liability issues have a significant impact upon your project?
- b) Were your states' "Good Samaritan" laws sufficient to provide adequate protection and comfort to your project's partners?

29. **Volunteers** - On a separate sheet of paper, please answer the following:

- a) Provide detailed specifics about the tasks performed by non-compensated community volunteers.
- b) Detail the methods that were most successful in recruiting volunteers.
- c) Explain the greatest challenges you faced in recruiting volunteers.
- d) Detail the time and other resources that were required to recruit, supervise, train, and motivate volunteers.
- e) Detail the effectiveness of any other sources of labor, such as alternative sentencing youth, that were utilized by your project.
- f) Detail how much and the nature of the training your project provided to volunteers and other workers.
- g) Explain which types of service were most suitable to which age-groups of volunteers.

30. **Budget** - On a separate sheet of paper, please answer the following:

- a) Detail any items on your budget for which you needed less money than originally anticipated.
- b) Detail any items on your budget for which you required more money than originally anticipated.

31. Replicability and sustainability :

- a) Could your project be replicated in other locations? Explain.

- b) Detail what steps you and/or your partners have taken to sustain the project beyond November.

32. Community support: Please detail any support you have received from local, state, and national political, religious, business, and/or community leaders. (Please attach any letters of support)

33. Media coverage: Please explain what efforts were most effective and least effective in securing media coverage for your projects.

34. Project Milestones - On a separate sheet of paper, please answer the following:

- a) Please lay-out, with specific dates, the specific milestones your project achieved.

- b) Please provide a list of the top dozen or so steps you believe would be critical for anyone in the future attempting to implement a project such as yours.

{END OF REPORT}

INSTRUCTIONS FOR SUBMITTING FINAL GLEANING REPORT IN ELECTRONIC FORMAT

As you know the Secretary is personally involved monitoring the progress of your projects. He is most interested in learning how much the Summer of Gleaning program accomplished and we have added several additional questions to the report so we can provide him the information he is seeking. Because of his interest we want get him the information as quickly as possible and we also understand that the additional questions add to the time it takes to complete the report. To assist you in entering your information and to speed the processing of the report once you return it to us we are asking that you submit the text portion of the report electronically via 3 1/4" diskette. As for the member data and the objective data, you may simply write the necessary information such as hours of service, member names, SSN, quantity of the objective completed since the mid-term report, etc. on the sheets provided in this packet.

To assist you in submitting the text portion electronically, we have enclosed a diskette with this package. The diskette contains the format of the report in three different electronic versions: WordPerfect .1; MS Word 5.0; and ASCII Text. Depending on which word processing software you have, use the appropriate version on the diskette to complete the text portion of your report.

If your word processing software will allow it, we would prefer that you save your completed report as a WordPerfect 6.0 document. However, we can accept any of the three formats on the diskette. If you do not have WordPerfect or MS Word please save your report as an ASCII Text file.

Save your report on the same diskette we provided, place it in the protective packaging and mail it back to us using the fastest method at your disposal. Also, just in case something happens with the diskette please send a hard copy of the report.

If You have any questions just call Ron De Munbrun (202) 690-3894.

From: Joel Berg
To: SIESNET.OSEC.MPHIPPS, SIESNET.SIES1.CMACIAS, TAMON...
Date: 9/23/96 11:05am
Subject: Possible Site for Food Recovery Bill Signing

I have just spoke to the owner of Parker Farms, a site where AmeriCops Members and other have gleaned foods for distribution to agencies in DC. The President could go there on Monday, October 1, and gleaners could be harvesting cucumbers, pepppers, and possibly squash to coincide with the event. The site would be (ironically) in Clinton, Maryland, in PG County about seven miles from Anmdrews Airforce base.

I will be on the road so beep me or leave a voice mail update if you get any news on this.

CC: NSERVICE1, USDAHQ.GW.CHARLES SIMS-FSA

361 - 292 - 0830

547 - 0027

Du

USDA AmeriCorps Summer of Gleaning and Food Rescue

State Contacts/Project Directors

<u>STATE</u>	<u>CONTACT</u>	<u>PHONE/FAX</u>
California	Toni Symonds State Project Manager USDA Rural Development 194 West Main St. Woodland, CA 95695	(916) 668-2025/668-2055
Connecticut/ Rhode Island	Richard Burke Rural Development Coordinator USDA Rural Development 451 West Street Amherst, MA 01002	(413) 253-4319/253-4347
	Patricia Seites USDA FSA/Rhode Island 60 Quaker Lane, #40 Warwick, RI 02852	(401) 828-8232/528-5206
	Vincent Majchiers USDA FSA/Connecticut 88 Day Hill Road Windsor, CT 06095-1726	(860) 285-8483/285-8481
Illinois	Rod Atterberry FSA State Project Manager Mason County FSA 930 East Laurel Avenue Havana, IL 62644	(309) 543-2582/543-3154
Indiana	Kelly Barmann Director, Admin. Services USDA/IN Rural Development 5975 Lakeside Blvd Indianapolis, IN 46278	(317) 290-3104/290-3127

Iowa Kevin Fitzpatrick (515) 386-3138/386-4328
State Project Manager
1403 N. Elm (Box 270)
Jefferson, IA 50129

Kentucky Louis Elliott (502) 633-0891/633-0552
State Project Manager
1900 Midland Trail
Shelbyville, KY 40065

Maryland Jim Voss (410) 381-4550/962-4860
Maryland State FSA Office
Rivers Center
8335 Guilford Road, Suite E
Columbia, MD 21046

John Ciekot (410) 366-8533/366-1831
Work Projects Director
Civic Works
2701 St. Lo Drive
Baltimore, MD 21213

George Roche (301) 879-1484/
Washington Area Gleaning Network
12902 Kilgore Road
Silver Spring, MD 20904

Michigan Sandi Ramos (517) 337-6660/337-6898
State Project Manager ext. 1212
MI State FSA Office
3001 Coolidge Road, Suite 100
East Lansing, MI 48823

Mississippi Bettye Oliver (601) 965-5460/965-5384
State Project Manager
USDA/MS Rural Development
100 W. Capitol, Suite 831
Jackson, MS 39269

Missouri	Cindy White State Project Manager USDA/FSA Ray County 201 E. Franklin, Suite 5 Richmond, MO 64085-1883	(816) 776-5861/776-6902
New Jersey	Joni Elliott Project Coordinator New Jersey Agricultural Society CN 331 Trenton, NJ 08625	(609) 292-8897/292-3978
	Pam Mount Terhune Orchards 330 Cold Soil Road Princeton, NJ 08540	(609) 924-2310/924-8569
	Dr. Joseph Ponessa Extension Office Rutgers University	(908) 932-9349/932-8929
New Mexico	Lloyd Wilhelm State Project Director USDA/FSA New Mexico 504 North Main Aztec, NM 87410	(505) 334-3090/334-8659
	John Thomas/Ernie Watson USDA/NM Rural Development 6200 Jefferson Street, NE Albuquerque, NM 87109	(505) 761-4960/761-4977
Oregon	Bruce Kohler USDA/OR Rural Development 1600 Valley River Dr., Suite 270 Eugene, OR 97401	(503) 465-6850/465-6347
Pennsylvania	Lee Patterson USDA/PA Rural Development 602 Evans City Road, Suite 101 Butler, PA 16001-8701	(412) 482-4887/482-4826

Texas

Lorraine Clements
State Program Manager
101 S. Main, Suite 102
Temple, TX 76501

(817) 774-1304/774-1477

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(206) 591-7180/591-3165



United States
Department of
Agriculture

Office of the
General
Counsel

Washington,
D.C.
20250-1400

MAR 28 1996

MEMORANDUM FOR CHERYL TATES MARCIAS, DIRECTOR
OFFICE OF INTERGOVERNMENTAL AFFAIRS

FROM: Kenneth E. Cohen 
Assistant General Counsel
Research and Operations Division

SUBJECT: Follow-up Gleaning Activities

This is in response to your March 6, 1996, memorandum to Associate General Counsel James Michael Kelly requesting guidance as to whether Secretary Glickman may issue awards to private, nonprofit organizations that financially supported a produce salvage operation in Los Angeles. Based upon my review, I believe that the Secretary may issue awards in the form of certificates.

The appropriateness of making such awards is determined in light of decisions of the Comptroller General concerning the proper use of appropriated funds. Generally, the Comptroller General has held that unless a statute specifically permits or authorizes the purchase of awards, such items will be considered to be personal gifts and, as such, are not a necessary expense that may be charged to an appropriation. See, e.g., 5 Comp. Gen. 344 (1925); 10 Comp. Gen. 453 (1931); 15 Comp. Gen. 278 (1935); and 45 Comp. Gen. 199 (1965).

On the other hand, the Comptroller General has not been entirely consistent with his application of what is a "necessary and incidental" expense. Accordingly, it is my view that an award in the nature of a certificate or letter of appreciation would be proper.

Intrinsic to this type of activity is how the Secretary will respond to others who participate admirably in this or other public volunteer programs of interest to the Department of Agriculture. Also, there always is the potential for embarrassment if the recipients have engaged in other activities that might be less than commendable. These are policy considerations and not legal considerations, however.

720.7173

4.00 EST

1.00 WEST

- 1173

OPTIONAL FORM 99 (7-80)

FAX TRANSMITTAL

of pages = 2

To: <u>Del Burg</u>	From: <u>Farrar C</u>
Dept./Agency	Phone: <u>817-774-1306</u>
Fax #	Fax: <u>817-774-1477</u>
NSN 7540-01-317-7398 5089-101 GENERAL SERVICES ADMINISTRATION	

UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Development
101 South Main, Suite 102
Temple, Texas 76501

DATE: April 24, 1996

CONTACT: Claiborn H. Crain
 (817) 774-1301

Glickman Announces Efforts to Feed the Hungry

Temple -- April 24, 1996 -- Agriculture Secretary Dan Glickman recently announced 17 states where AmeriCorps members will participate in gleaning and food rescue activities this summer, part of the United States Department of Agriculture's (USDA) ongoing commitment to gleaning and food rescue. Texas is one of the chosen states to participate in this program.

Gleaning means to gather little by little. The gleaning program will help to feed hungry Texans with food that would otherwise be discarded.

"Every day, a significant amount of wholesome, nutritious food in this country goes to waste -- sometimes in the field because it does not meet market specifications, sometimes in cafeterias and restaurants because too much is prepared," Glickman said. "There are many innovative local programs that are rescuing both prepared, perishable foods and surplus field crops from area farmers and providing meals to those who might otherwise go without."

USDA has established a toll free hotline (1-800-GLEAN IT) to provide up-to-date information about local and national gleaning and food rescue efforts. The hotline will help put potential food donors in contact with local food distribution programs and provide guidance to individuals interested in initiating programs in their communities.

Five new AmeriCorps members will serve in Texas' Rio Grande Valley for twelve weeks during the summer to glean food primarily for persons in colonia areas. AmeriCorps is President Clinton's national service program that allows Americans of all backgrounds to serve their communities in exchange for educational awards that can be used to pay for college, graduate school, job training, or to pay back existing student loans. USDA sponsors rural development, environmental protection, and anti-hunger projects that engage up to 1,350 of the 25,000 members in the overall AmeriCorps program.

(more)

Page Two of Two
News Release
From: Rural Development
Phone: 817-774-1301

Any U.S. citizen or permanent resident of the United States age 17 or older can apply for the summer gleaning program. Anyone interested should call Lorraine Clements, Rural Development Coordinator of the Rural Development State Office, at 817-774-1304, or call 1-800-880-4183 for more information and for an application.

"This summer, AmeriCorps volunteers will put their energy and enthusiasm into these efforts to help community members who are hungry," said Glickman. "The 17 USDA gleaning projects and their 84 AmeriCorps members will serve as a nucleus that fans out into local communities and mobilizes other volunteers -- boy scouts, church groups, students -- and trains them to go out to the farms, talk to restaurants and farmers markets, and work with local food banks. Forging these direct links will help ensure that when our AmeriCorps people return to school, the important work of feeding needy families will continue."

(End)



UNITED
STATES
DEPARTMENT
OF AGRICULTURE

Local Gleaning Event Opportunity

DATE: May 8, 1996 (Wednesday)

TIME: Begins at 8:30 a.m.

WHAT: The Washington Area Gleaning Network (WAGN) will open the season with a modified gleaning event. A truckload of sweet potatoes – 25,000 pounds – will be brought up from southern Virginia. These potatoes have to be sorted and bagged/boxed for distribution to the many donated food and hot meal sites that WAGN serves. Although casual clothes are very much in order, this will not be the usual back-breaking, bent-over produce picking event generally associated with gleaning. Participants will not be expected to deliver the produce.

WHERE: Parker Farms Vegetable and Fruit Market
Livingston Road, Clinton, MD (2 1/2 miles from Indian Head Highway)

WHO: Anyone interested in helping with this very worthwhile effort, particularly those who are currently involved in the Secretary's Gleaning and Food Rescue projects.

ADDITIONAL INFORMATION: WAGN is one of the primary partners in the USDA AmeriCorps Summer of Gleaning and Food Rescue Program, working with the Maryland State Office of FSA. A respectable turnout at this event would provide excellent publicity for the Summer program, not just in Maryland but in the other 17 states across the country as well. USDA's National Service Working Group will be represented at Parker Farms. For additional information about this event, WAGN, or the Summer of Gleaning Program, please contact Donna Hines at 690-0693.

FYI

**USDA SUMMER OF GLEANING
MEMBER AGREEMENT OF PARTICIPATION IN
AMERICORPS SUMMER PROGRAM**

Whereas, the Corporation for National and Community Service (CNCS) and the United States Department of Agriculture (USDA) have jointly entered into this agreement to promote national and community service among the citizens of the United States to help meet human, educational, environmental, and public safety needs, particularly those related to poverty.

Whereas, the mission of the USDA AmeriCorps Program is to engage a diverse group of Americans in working partnerships with communities to provide real and measurable service to meet environmental and human needs, while earning education benefits and building an ethic of service, responsibility, and citizenship.

Whereas, USDA actively supports the development of the nation's youth through programs such as AmeriCorps.

Therefore, the USDA will operate its AmeriCorps Program to further objectives of mutual civic obligation.

AUTHORITY: This agreement is entered into pursuant to the authority of the National and Community Service Act of 1990 as amended (42 U.S.C. 12501 et. Seq.), Public Law 103-82.

I. Purpose

It is the purpose of this agreement to delineate the terms, conditions, and rules of membership regarding participation in the USDA AmeriCorps Summer of Gleaning Program. This agreement is hereby entered into on this _____ day of _____, 1996, between the USDA Subgrantee _____ (hereinafter referred to as the "Program") and _____ (hereinafter referred to as the "Member").

II. Minimum Qualification

The member certifies that he/she is a United States citizen, lawful permanent resident alien and at least 17 years of age and has not been previously terminated for cause from another AmeriCorps Program. Lawful permanent resident aliens must have a valid "Alien Registration Reciept Card," INS Form I-551 or I-151.

III. Term of Service

(a) The Member/Team Leader's term of service begins on _____ and ends on _____. The end date may be extended upon the mutual agreement of the program and the member.

(b) The regular member must complete 480 hours of direct community service in order to be eligible for the education award. In addition to the 480 hours of direct community service, the USDA term of service includes 16 hours of personal leave and 16 hours for Federal holidays. This makes the USDA Term of Service 512 hours for regular members. If a member does not use any of the personal leave and all of the holiday hours, s/he will receive a payment for the unused hours. The required number of service hours must be completed in no less than 10 weeks.

© The member understands that in order to be eligible for serving a second term of service, s/he must receive satisfactory performance reviews for any previous term of service. The member's eligibility for a second term of service will be based on at least a mid-term and end of term evaluation of his/her performance focusing on factors such as:

(1) completed the required number of hours;

(2) satisfactorily completed assignments, tasks, or projects; and

(3) met any other criteria that were clearly communicated both orally and in writing at the beginning of the term of service.

(d) the member understands, however, that mere eligibility for an additional term of service does not guarantee selection or placement. The member will have to apply and be considered with any other applicants applying for positions.

(e) the member may serve more than 480 hours of direct service if the USDA Director of National Service approves an extension but the member will not be eligible for more than the one education award and the amount of the education award can not exceed \$1,000.

(f) The team leader must complete 480 hours of direct community service in order to be eligible for the education award. In addition to the 480 hours of direct community service, the USDA term of service includes 16 hours of personal leave and 16 hours for Federal holidays. The team leader will also be available for an additional 40 hours for training and program evaluation. This makes the USDA Term of Service 552 hours for team leader. If a team leader does not use any of the personal leave and all of the holiday hours, s/he will receive a payment for the unused hours. The required number of service hours must be completed in no less than 11 weeks.

IV. Benefits

(a) The member will receive from the Program the following benefits --

(1) A living allowance of \$2,242, if the member is not a designated team leader. A living allowance of \$3,466 if the member is a designated team leader. In both cases the allowance will be distributed over the term of service (less tax withholdings).

(b) Upon successful completion of the member's term of service, the member will receive an education award of a value of \$1,000.

(1) Prior to using the education award, the member agrees (in the event the member has not yet received a high school diploma or its equivalent, including an alternative diploma or certificate for individuals with learning disabilities) to obtain a high school diploma or its equivalent (unless the member is enrolled in an institution of higher education on an ability to benefit basis or the Program has waived the requirement due to the results of the member's education assessment).

(2) The member understands that his/her failure to disclose to the Program any history of having been released for cause from another AmeriCorps Program will render the member ineligible to receive the education award.

© If the member has received forbearance on a qualified student loan during the term of service, and the member has successfully completed the term of service, the National Service Trust will repay any interest that accrued on the loan during the term of service.

V. Rules of Conduct

The member agrees to act in conformance with, and abide by, all current and future rules and procedures established by USDA. The AmeriCorps Summer of Gleaning Program member further agrees to act in conformance with and abide by, the provisions of 7 CFR Part 735. Members must not misuse government property and must conform to the specific limitations of use of such property and must conform to the specific limitations of use of such property while on official Federal government business.

(a) the member is expected to, at all times while acting in an official capacity as an AmeriCorps Member:

- (1) demonstrate mutual respect toward others;
- (2) follow directions;
- (3) direct concerns, problems, and suggestions to the appropriate Program official, and
- (4) not engage in any activity involving proselytizing or assisting religious organizations, attempting to influence legislation or an election or aid a partisan political organization, helping or hindering union activity, or aiding a business organized for profit;
- (5) follow all safety instructions and use safety equipment.

(b) At no time may the member:

- (1) engage in personal use of government vehicles, property, tools, equipment, or telephones;
- (2) possess or use any and all forms of addictive or hallucinatory drugs, including, but not limited to amphetamines, barbiturates, cocaine, marijuana, etc.;
- (3) consume or be under the influence of intoxicating beverages on or in government-owned or leased property/vehicles; or transportation of such beverages in government vehicles;
- (4) use abusive, vulgar, or discriminatory language, including verbal/sexual harassment toward fellow members, staff, supervisors, or other official contacts;
- (5) destroy government or personal property of others;
- (6) fail to comply with a supervisor's instructions, unless these instructions are clearly illegal or unsafe;
- (7) transport family members, pets, or any unauthorized personnel in government vehicles;
- (8) engage in any activity that is illegal under local, State, or Federal law;

(9) engage in activities that pose a significant safety risk to others.

© the member understands that following acts will also constitute a violation of the Program's rules of conduct:

(1) unauthorized tardiness;

(2) unauthorized absences;

(3) repeated use of inappropriate language (i.e. profanity) at job site;

(4) failure to wear appropriate clothing to service assignments;

(5) stealing or lying;

(6) engaging in activity that may physically or emotionally damage other members of the program or members of the community; or

(7) failure to notify the Program of any criminal arrest or conviction that occurs during the term of service.

(d) For violating the above stated rules, the program will do the following (except in cases where during the term of service the member has been charged with or convicted of a violent felony, possession, sale, or distribution of a controlled substance) --

(1) for the member's first offense, an appropriate Program official will issue a verbal warning to the member;

(2) for the member's second offense, an appropriate Program official will issue a written warning and reprimand to the member;

(3) for the member's third offense, the member may be suspended for one or more days without compensation;

(4) for the fourth offense, the Program may release the member for cause.

(e) The program reserves the right to impose any one of the above sanctions regardless of the number of the offense (first, second, or third) if the Program determines that the violation is serious enough to warrant a more severe sanction than that listed above for the number of offense committed

(f) The member understands that s/he will be either suspended or released for cause in accordance with paragraphs (b), (d), and (e) of section VI of this agreement for committing certain acts during the term of service such as being convicted or charged with a violent felony, possession, sale, or distribution of a controlled substance.

VI. Release from Term of Service

(a) The member understands that s/he may be released for the following two reasons:

(1) for cause, as explained in paragraph (b) of this section; or

(2) compelling personal circumstances as defined in paragraph © of this section.

(b) The Program will release the member for cause for the following reasons:

(1) the member has dropped out of the Program without obtaining a release for compelling personal circumstances from the USDA AmeriCorps Taskforce in Washington, D.C.;

(2) during the term of service the member has been charged with a violent felony or the sale or distribution of a controlled substance;

(3) the member has committed a fourth offense in accordance with paragraph (d) of section V of this agreement; or

(4) any other serious breach that in the judgment of the Director of the Program would undermine the effectiveness of the Program.

(C) The Program may release the member from the term of service, due to compelling personal circumstances if--

(1) the member has a serious injury or illness that makes completing the term of service impossible;

(2) there is a serious injury, illness or death of an immediate family member and the member is needed to care for that family member or take over the duties of the family member;

(3) the member is drafted by the Armed Services of the United States; or

(4) some other circumstance occurs that makes it impossible or very difficult for the member to complete the term of service and the USDA Director of National Service deems that circumstance to be compelling.

(d) the program will suspend the member's term of service for the following reasons:

(1) during the term of service, the member has been charged with a violent felony or the sale or distribution of a controlled substance. (If the member is found not guilty or the charge is dismissed, the member may résumé his/her term of service. The member, however, will not receive back living allowances or credit for any service hours missed.)

(2) during the term of service, the member has been convicted of a first offense of possession of a controlled substance. (If the member, however, demonstrates that s/he has enrolled in an approved drug rehabilitation program, the member may résumé his/her term of service. The member will not receive back living allowance or credit for any service hours missed.)

(e) The Program may suspend the member's term of service for violating the rule of conduct provision in accordance with the rules set forth in paragraph © in section V of this agreement.

(f) If the member discontinues his/her term of service for any reason other than a release for compelling personal circumstances as described in paragraph (b), (d), and (e), the member will cease to receive the benefits described in paragraph (a) of section IV and will receive no portion of the education award or interest payments.

(g) If the member discontinues his/her term of service due to compelling personal circumstances as described in paragraph (b) of section V of this agreement, the member will cease to receive benefits described in Section IV. If, however, the member has completed at least 15% of the required service hours (135 service hours) the member will receive a pro-rated portion of the education award or interest payments described in paragraphs (b) and © of section IV.

VII. Grievance Procedure

(a) The member understands that the Program has a "grievance procedure" (outlined in the USDA Operations Manual as amended) to resolve disputes concerning the member's suspension, dismissal, service evaluation or proposed service assignment;

(b) The member understands that, as a participant of the Program s/he may file a grievance in accordance with the Program's grievance procedure.

VIII. Program's Responsibilities to Members

- (a) Select all AmeriCorps Members in an impartial and non-discriminatory manner that bolsters AmeriCorps' vision of diversity;
- (b) provide AmeriCorps members with approved handbooks, documents, and forms needed to follow the provisions of AmeriCorps and the National and Community Service Trust Act of 1993;
- © provide AmeriCorps members with the orientation, training, technical assistance, and supervision necessary to complete their service activities;
- (d) provide all AmeriCorps members with ongoing education and instruction needed not only to perform their specific service projects, but to grow and develop as citizens, community problem-solvers, and developing professionals;
- (e) design and coordinate service projects for AmeriCorps members so that the members will continuously have productive and useful service projects in environmental or human needs;
- (f) structure work schedules to ensure that AmeriCorps members will be reasonably able to perform 480 hours of service within twelve weeks;
- (g) treat all AmeriCorps members with respect and provide them with the guidance, support, discipline, and counseling they reasonably require to perform AmeriCorps service;
- (h) work with AmeriCorps members to develop mechanisms through which the AmeriCorps members can have significant input and impact upon service assignments, rules of conduct, and all other aspects of the AmeriCorps Program; and
- (I) provide other additional support and services to ensure the success of all programs.

IX. Amendments to This Agreement

This agreement may be changed or revised by written consent by both parties.

X. Certification

By signing this agreement the member certifies that:

1. If s/he has served in a previous AmeriCorps program, that fact has been revealed to the project director/manager, and if s/he was released for cause from the previous AmeriCorps program, that fact has also been disclosed.
2. S/he understands that the law places restrictions on the purposes for which the education award can be used and that generally its redemption is limited to qualified loans (those covered by Title IV of the Education Act of 1965) and **cannot be transferred to another person or used to pay off general loans even if those loans were used to pay education expenses. S/he further understands that they cannot be given a cash payment in lieu of an education award administered by the National Service Trust.**
3. S/he understands that by signing this agreement s/he is making a commitment to complete the full term of service and that receipt of the education award is contingent upon the successful completion of the full term of service. If s/he should choose to leave before the completion of the service, regardless of how many hours have been completed, s/he is NOT eligible for any part of the education award.
4. S/he understands that s/he is not covered by the Fair Labor Standards Act and is not eligible for overtime pay. For example, s/he is not eligible for overtime pay for time worked in excess of eight (8) hours in a day or forty (40) hours in a week although such times does count toward completing the required term of service.
5. S/he understands s/he is not a Federal employee and that the service hours do not count toward any Federal retirement program computations nor does s/he obtain any special status with respect to seeking a Federal job on the basis of having successfully completed a term of service.
6. S/he understands that this program is subject to the availability of government funds and that should those funds not become available, the program would be terminated. It is further understood that the program may be subject to a temporary shut-down in the event of a Government shut-down.
7. S/he understands that the receipt of the \$1,000 education award constitutes one full education award and that after receiving/earning this award the Member is only eligible for a maximum of one more education award with a maximum award amount of \$4,725. In other words, members in the USDA AmeriCorps Summer of Gleaning Program can earn the \$1,000 award and then be eligible if they enter another year long AmeriCorps program to earn one full-time award in the amount of \$4,725. In such a case the maximum education awards the member could earn would be \$1,000 plus \$4,725 for a total of \$5,725. Whereas someone who participated in two full year programs could possible earn two awards each worth \$4,725 for a total of \$9,450.
8. S/he understands that they should retain a copy for their personal files of all forms they sign while in the program.
9. S/he understands that as members in a program and not employees they are not eligible for unemployment compensation upon termination of all or part of their term of service.

XI. Authorization

The Member and Program hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this agreement and the rules and regulations of the Corporation for National Service.

AmeriCorps Member

Date

Project Director

Date

14 May 1996

Washington Area Gleaning Network
P.O. Box 9871
Alexandria, Virginia 22304

This letter is to confirm that USDA approves the Summer of Gleaning Project in Maryland (including the attached budget) which will focus on gleaning in the Baltimore area during the project period June - August 1996. USDA will provide funding assistance through its Maryland Farm Service Agency (FSA) in Columbia, Maryland. It is intended that the Washington Area Gleaning Network (WAGN) will serve as a major non-profit partner of USDA to accomplish the project.



Joel Berg
Director, National Service
U.S. Department of Agriculture



UNITED
STATES
DEPARTMENT
OF AGRICULTURE

USDA/AMERICORPS GLEANING ACTIVITIES

The Illinois Rural Development Team sponsored by the Farm Services Agency plans to provide peas, green beans, potatoes, and sweet corn to some 25 needy families in the Mason County area, through a gleaning program. Representatives from food processing companies and vegetable farmers will be consulted. The 5-Member USDA AmeriCorps team will recruit area volunteers to harvest and distribute the vegetables, and an Extension Service course on the proper care and freezing of these foods will be offered to the recipient families. Rod Atterberry ((309)543-2583) is the Project Director in Illinois for the USDA/FSA AmeriCorps projects.

In Washington, D.C., USDA's AmeriCorps Anti-Hunger team will continue for the second year its very successful gleaning project in partnership with the Washington Area Gleaning Network (WAGN). During the first year, hundreds of bushels (512 bushels on one day alone!) of fresh produce were picked and distributed to local soup kitchens and shelters, such as Bread for the City, Martha's Table, So Others Might Eat, and the DC Central Kitchen. This year's gleaning project has already expanded to include the harvest of fresh fruits (apples) in the distribution process, and has established a regular monthly commitment to work with WAGN during harvesting seasons. The 10 Members of the DC/USDA Anti-Hunger Team also plan to encourage area residents to participate in the gleaning efforts, and to teach local children about the purpose and importance of gleaning in general. Joshua Yates ((202)547-7022) is the Project Director from the Congressional Hunger Center in D.C.

Other USDA/AmeriCorps anti-hunger programs are also involved in various types of food rescue and distribution operations across the country, such as salvaging thousands of loaves of day-old bread from grocery stores in Burlington, VT to be donated to local food shelves (pantries) there, or helping to allocate foods, collected through massive food drives, to the Milwaukee area pantries.

For further information regarding gleaning/food rescue operations underway through AmeriCorps projects, please contact Joel Berg, USDA's Director of National Service, at (202) 720-6350, or Donna Hines, USDA's AmeriCorps Anti-Hunger Program Coordinator, at (202) 690-0693.

Glean 1

February 23, 1996

TO: State Executive Directors
Farm Service Agency

	Alabama	California	Connecticut	Delaware	Florida
	Georgia	Indiana	Iowa	Kentucky	Maryland
Michigan	Missouri	Nevada	New Mexico	New York	
	Ohio	Oregon	Pennsylvania	Rhode Island	Tennessee
	Texas	West Virginia	Wisconsin		

FROM: Grant Buntrock, Administrator

SUBJECT: USDA'S AmeriCorps "**Summer of Gleaning**" Program

I personally want to encourage each of you to participate in USDA's proposed special AmeriCorps "**Summer of Gleaning**" program. FSA is already playing a significant role in USDA's AmeriCorps program, which is an important priority of both President Clinton and for Secretary Glickman.

Because gleaning is another of Secretary Glickman's important priorities, USDA proposes to sponsor, in partnership with State and local non-profit organizations, a special summer program focused on gleaning. FSA has agreed to serve as the key USDA agency for administration of the "**Summer of Gleaning**" program in up to ten different States.

I strongly support this project, and I hope you will make a commitment to participate in this very important Secretarial initiative. Once again, thank you for your continued **outstanding** efforts in serving America's farmers.

Enclosure

cc:	AO, 3086-S	NEA, 3718-S
	NWA, 3718-S	ESS, 0061-S
	SEA, 3717-S	PDFO 3096-S
	MWA, 3709-S	SWA, 3721-S

FSA/PDFO/CSIMS/cs/720-2829//PDFO-96-

TO: FSA State Directors

SUBJECT: Requests for AmeriCorps "**Summer of Gleaning**" Proposals

Background

Each year millions of pounds of food - in fields - go to waste. At the same time, hundreds of thousands of adults, and roughly twenty percent of the nation's children, do not have sufficient resources to acquire the food they need to survive and be healthy. Gleaning fields -- gathering after the reapers -- is one way we can rescue food that might otherwise be wasted and lost to the hungry.

Given that gleaning is one of Secretary Glickman's important priorities, and given that USDA's AmeriCorps pilot gleaning project is succeeding marvelously in recruiting farmers and other volunteers to help feed the hungry, USDA proposes to join with partner non-profit organizations in sponsoring a "**Summer of Gleaning**" program from **June 1 through August 31, 1996**, in up to ten selected States.

Project Applications

Because projects will only be operated in a maximum of ten States, FSA State offices must compete internally for participation in this special program. Each FSA State office wishing to participate must develop a **short, concise** project proposal indicating how you would implement your AmeriCorps "**Summer of Gleaning**" project, and submit it **directly** to USDA's Office of National Service for ranking and selection purposes. Even though your project proposal must be detailed, it must also be concise; the narrative description of the proposed gleaning project shall be **no longer than three (3) pages**. (We have enclosed a sample AmeriCorps "**Summer of Gleaning**" project application as a model for your use.)

Project proposals are due **COB March 29, 1996**. If your project is accepted, you will be notified by **April 4, 1996**. State Executive Directors, or those individuals designated by the Executive Directors to administer the gleaning project, will be required to attend a one-day training meeting in Washington, D.C. on **April 10, 1996**.

Developing Partnerships with Non-Profit Organizations and State/Local Government Agencies

The most important aspect in making your AmeriCorps "**Summer of Gleaning**" project successful will be the partnerships you develop with local businesses, workers, and the nonprofit community. You should immediately begin the process of contacting representatives of the Red Cross, Boy Scouts, Girl Scouts, 4-H groups, Future Farmers of America, community church councils (or their equivalents), senior citizens' groups, civic organizations, community action agencies, etc. You should also contact your State and local WIC, Food Stamp, and Commodity Food Distribution Program Directors, who are also being notified about the "**Summer of Gleaning**" and encouraged to join with you to facilitate food distribution and help alleviate some of our nation's hunger problems through a creative gleaning projects.

Project Design

FSA AmeriCorps "**Summer of Gleaning**" projects:

Must be restricted to activities relating to, or in support of gleaning and food rescue efforts and finding ways to help feed those in need. AmeriCorps Members may not perform work that is routinely performed by FSA employees and cannot spend the bulk of their service time performing office or support work.

Must be a "volunteer generator" model designed to recruit non-compensated volunteers and farmers. Each State will be assigned only five or six AmeriCorps Members, who will be responsible for getting the gleaning programs up and running. At each site, you should engage local non-profit organizations to help with training, farmer and volunteer recruitment and management, food distribution, etc. Our goal is for as many of the sites as possible to continue gleaning in future years even without an AmeriCorps team providing the impetus and/or guidance for the project.

Must be designed, implemented, and evaluated with extensive broad-based local input, including consultation with representatives from non-profit organizations, senior and community groups, community based agencies with demonstrated records of experience in providing services, foundations, businesses, etc.

Must have concrete, measurable community service objectives that demonstrate accomplishments focused on results, not just process. Thus, project objectives should not focus on how many meetings will be held or how many applications will be processed, but rather on how many families or individuals will be helped, how many children will be fed or educated in nutrition and agricultural education, and how many pounds of food will be distributed.

Should also focus on nutrition and agricultural education for students of all ages -- children, elderly, low-income families who want to learn more about how to improve their diets, etc.

FSA "**Summer of Gleaning**" AmeriCorps Team Members must:

Engage a mix of people to perform service in work crews, composed of five to six Members, at each operating site. The work crew may include 1) people who may or may not have completed high school; 2) college students; and, 3) college graduates, all of whom will serve twelve weeks (480 hours of service), receive the minimum stipend required by law, and an education award of \$1,000.

Possess specific skills that can be matched with individual community hunger needs which can be addressed by someone with that background.

Receive sufficient training, education, and supervision for each service project performed. Each Member will be expected to learn general skills in citizenship and community development. It is also expected that this training will teach Members to accept personal responsibility for improving their community, while rewarding them with increased opportunities for education and job training.

Budget and Staffing

While ongoing logistical, financial, and technical advice and assistance on your **"Summer of Gleaning"** AmeriCorps project will be provided by the Department's National Service, Food and Consumer Services (FCS) and FSA national offices, State and local FSA offices will be directly responsible for managing their gleaning projects, including providing significant and continuing staff planning, oversight, and day-to-day supervision necessary for a successful AmeriCorps project.

USDA will provide funding to pay AmeriCorps Members' stipends, training, travel, and overhead costs, and the Corporation for National Service will pay the educational awards. FSA State offices will distribute the stipend, oversee necessary travel, training, and other administrative costs incurred by AmeriCorps Members, as well as provide the necessary office space and other equipment be needed for the project.

Recruitment of "Summer of Gleaning" AmeriCorps Members

Many AmeriCorps Members may be college students. Selected AmeriCorps Members will not actually start their terms of service until June, 1996. However, with college break in May or June, students should begin planning now in order to be available now for summer placement. In order to attract the largest pool of quality applicants possible, recruiting materials will be sent to Universities in selected States from the national office. Ultimately, recruitment is a responsibility of each State office, but the Department and FSA Washington office will work with State offices to write and implement a recruitment plan that produces highly-qualified groups of diverse applicants.

State offices may consider recruiting and selecting one AmeriCorps Team Member to serve as **Team Leader** for the project. This individual should possess the managerial and leadership skills necessary to supervise and direct the day-to-day activities of a diverse work crew. Generally, a college student seeking community service credits would make a good team leader in these instances. However, the decision to select a team leader does not absolve the State or local FSA office from its training, administrative, and oversight responsibilities in the summer gleaning project.

Final selections of AmeriCorps **"Summer of Gleaning"** Team Members will be made in early May. Materials for use in interviews and selection will be shared with State FSA offices shortly.

Launch Date for "Summer of Gleaning Program

AmeriCorps Members selected in May will be placed in FSA AmeriCorps projects between May 15 and June 15.

Help in Preparing Applications and Project Director Training

Because this process is new to some of you, we will provide you with significant assistance in preparing your Project Proposals. Area conference calls will be scheduled during the week of **March 11** to answer questions and provide additional information on preparing project proposals. Also, training on implementing your AmeriCorps "**Summer of Gleaning**" will be held in early April 1996.

For further information on application preparation, you may contact:

Charles Sims, FSA AmeriCorps Program Coordinator: (202) 720-2829

Joel Berg, Director of USDA Office of National Service: (202) 720-6350

Donna Hines, FCS AmeriCorps Program Coordinator: (202) 690-0693

John Stencil

Deputy Administrator for Program Delivery and Field Operations

cc: PDFO 3096-S
MWA, 3709-S
NEA, 3718-S
NWA, 3718-S
SEA, 3717-S
SWA, 3721-S

FSA/PDFO/CSIMS/cs/720-2829//PDFO-96-

SAMPLE PROJECT PROPOSAL

[NOTE: Narrative shown below in response to items 2 and 3 are examples only; States should develop their own proposals based on the numbers of farmers and needy families in the areas to be served, and based on the activities that can actually be expected to be accomplished. The figures indicated in these examples are merely hypothetical, designed to give States an idea of the type of proposal that is most likely to be selected for the 1996 "Summer of Gleaning" project.]

_____ **FSA AmeriCorps "Summer of Gleaning" Project**
(State)

Note: All project proposals must be submitted in hard copy **and** 3 1/2" floppy disk, preferably in Word Perfect 5.0, but any ASCII Format is acceptable. The proposal narrative (excluding letters of commitment/agreement from potential partners) must be detailed, but should be concise and no longer than three pages, single-spaced.

1. **COVER PAGE** (1 page)

- A) Project Title
- B) Address
- C) State of Duty Station
- D) Counties of Duty Station of AmeriCorps Members
- E) Names of Counties to be Served
- F) Pertinent Demographic Information for Counties to be Served
(e.g., per capita income, WIC/Food Stamp/AFDC participation data,
percentage of families with incomes at or below poverty line, number of farmers, etc.)
- G) Congressional Districts
- H) Names of Site Supervisors
- I) Address, Phone Number, and Fax Number of Site Supervisors
- J) State Project Manager
- K) Address, Phone Number, and Fax Number of State Project Manager
- L) Number of AmeriCorps Members in "Summer of Gleaning" Program

2. **AMERICORPS PROJECT OBJECTIVE STATEMENT:** To provide fresh fruits and vegetables to 75 needy, hungry or elderly families through voluntary gleaning and food rescue efforts and to increase nutrition and agriculture education in _ townships of ____ County(ies).

a. **What work will be done? What service will your members engage in?**

Members will work in partnership with non-profit organizations, local public aid, public housing and senior citizen groups, and others [**specify groups wherever possible -- Boy/Girl Scouts, First Methodist Church, Ruritan Club, 4-H groups, Future Farmers of America, etc.**] to identify 75 needy families in the target area. Members will also work with local government agencies, contracting companies, and local growers to schedule gleaning activities and distribute food. Also, at least ten volunteers per project will be recruited to assist the Members in gleaning and distributing harvested crops of fruits and vegetables to those in need.

b. **What are the anticipated results of the activities described above?**

(1) At least 75 needy families will improve their diets.

(2) This program will be sustained, after the conclusion of the AmeriCorps "**Summer of Gleaning**" program, by non-profit organizations or other groups.

c. **How will you measure the quality of the service provided?**

Families that receive the benefits, volunteers, non-profit organizations, community groups, farmers, local and State government agencies, and others that participate will be surveyed to determine the success of the project. In addition, project partners will be surveyed to determine their willingness to continue the project after the AmeriCorps Team's term of service is completed.

d. **By what standards will success be gauged?**

Based on the feedback of those surveyed, the AmeriCorps "**Summer of Gleaning**" program will be deemed successful if 75 percent of those surveyed indicated a positive response regarding the quality and usefulness of the program.

- e. **How many individuals will receive the benefits of the service your Members perform?**

Assuming an average family size of four persons, at least 300 individuals will receive the benefits of the service performed. Also, contracting companies, farmers, volunteers, and local government agencies, community groups, non-profits organizations should all realize and identify the benefits of the service provided.

3. PRELIMINARY WORK PLAN AND MILESTONE SCHEDULE

Task 1

Members will receive training from the State/County FSA Office. Training will concentrate on gleaning and distributing harvested crops, working with non-profit organizations, and recruiting and training volunteers.

Beginning date : early June 1996

Completion Date: mid-June 1996

Task 2

Members will develop informational material about the gleaning project and meeting announcements for the needy families to be targeted. Members will prepare and mail letters to appropriate offices and organizations requesting their help and/or support in this project. Members will help conduct informational meetings and attend meetings of public and private processors and consultants. Listings of needy families and individuals will be compiled and to non-profit groups and organizations. Mailings will be prepared and distributed to irrigation producers, contractors, farmer organizations (Granges, Farm Unions, Farm Bureaus, etc.) scheduling appointments to discuss and promote the summer gleaning project. As the summer progresses, Members will continue to develop new contacts with needy families and follow up with processors and consultants. as well as update informational material and attend fairs, shows, and conventions.

Beginning date : June 1996

Completion Date: June 1996
for majority of task; updates, etc.

will continue for duration of project.

Task 3

Once the farmers have been recruited to participate in the summer gleaning project, the needy families who are to receive the gleaned produce have been identified, and the volunteers who are actually going to harvest and distribute the fruits and vegetables have been organized, Members will be responsible for the logistical aspects of the project: establishing distribution points (and making sure that they are adequately staffed), securing transportation for the harvested produce, arranging for containers in which the foods can be taken away from the distribution points (as well as buckets and boxes to be used as the foods are picked and transported).

Beginning date : June 1996

Completion Date: End of Project

Task 4

Members will provide nutritional and agricultural education as appropriate to participants in the summer gleaning project, such as demonstrations of proper techniques for picking the produce, food handling and safety presentations, and presentations, particularly to schoolchildren and elderly persons, on the inherent value of fresh fruits and vegetables as an important part of their diets.

Beginning date : June 1996

Completion Date: Duration of Project

Task 5

Members will develop tracking and reporting systems to collect data on the measurable aspects of the project, including the number of families/individuals served, the number of volunteers recruited to perform the work, the amount (in pounds and/or acreage) of food harvested and distributed, the names and total number of local community groups and organizations involved in providing support (donations, lists of potential eligibles, cash and in-kind donations, etc) to the summer gleaning project. At the end of the project, Members will prepare and submit to the State FSA Director a final report on this project, including the data described above as well as pertinent observations on the successes and problems encountered.

Beginning date : June 1996

Completion Date: September 1996

Task 3

Once the farmers have been recruited to participate in the summer gleaning project, the needy families who are to receive the gleaned produce have been identified, and the volunteers who are actually going to harvest and distribute the fruits and vegetables have been organized, Members will be responsible for the logistical aspects of the project: establishing distribution points (and making sure that they are adequately staffed), securing transportation for the harvested produce, arranging for containers in which the foods can be taken away from the distribution points (as well as buckets and boxes to be used as the foods are picked and transported).

Beginning date : June 1996

Completion Date: End of Project

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Beginning date : June 1996

Completion Date: September 1996

~~Angela~~

Clinton at
NACD

Glickman at
NACD



UNITED
STATES
DEPARTMENT
OF AGRICULTURE

USDA/AMERICORPS GLEANING ACTIVITIES

The Illinois Rural Development Team sponsored by the Farm Services Agency plans to provide peas, green beans, potatoes, and sweet corn to some 25 needy families in the Mason County area, through a gleaning program. Representatives from food processing companies and vegetable farmers will be consulted. The 5-Member USDA AmeriCorps team will recruit area volunteers to harvest and distribute the vegetables, and an Extension Service course on the proper care and freezing of these foods will be offered to the recipient families. Rod Atterberry ((309)543-2583) is the Project Director in Illinois for the USDA/FSA AmeriCorps projects.

In Washington, D.C., USDA's AmeriCorps Anti-Hunger team will continue for the second year its very successful gleaning project in partnership with the Washington Area Gleaning Network (WAGN). During the first year, hundreds of bushels (512 bushels on one day alone!) of fresh produce were picked and distributed to local soup kitchens and shelters, such as Bread for the City, Martha's Table, So Others Might Eat, and the DC Central Kitchen. This year's gleaning project has already expanded to include the harvest of fresh fruits (apples) in the distribution process, and has established a regular monthly commitment to work with WAGN during harvesting seasons. The 10 Members of the DC/USDA Anti-Hunger Team also plan to encourage area residents to participate in the gleaning efforts, and to teach local children about the purpose and importance of gleaning in general. Joshua Yates ((202)547-7022) is the Project Director from the Congressional Hunger Center in D.C.

Other USDA/AmeriCorps anti-hunger programs are also involved in various types of food rescue and distribution operations across the country, such as salvaging thousands of loaves of day-old bread from grocery stores in Burlington, VT to be donated to local food shelves (pantries) there, or helping to allocate foods, collected through massive food drives, to the Milwaukee area pantries.

For further information regarding gleaning/food rescue operations underway through AmeriCorps projects, please contact Joel Berg, USDA's Director of National Service, at (202) 720-6350, or Donna Hines, USDA's AmeriCorps Anti-Hunger Program Coordinator, at (202) 690-0693.



United States
Department of
Agriculture

Cooperative
State Research,
Education, and
Extension Service

Washington, DC
20250

October 24, 1995

TO: Dr. Colien Hefferan
Acting Administrator

THROUGH: Dr. Alma Hobbs
Deputy Administrator

FROM: Dr. Edith P. Thomas
National Program Leader
Nutrition and Food Security

SUBJECT: Extension Activities Involving Gleaning, Food Rescue
and Food Salvage

This is a response to a request for information on the Cooperative State Research Education and Extension Service's on-going activities in gleaning, food rescue and food salvage. Response has been received from Georgia, Florida, Indiana, Iowa, and Wisconsin. Still to report are California and Idaho. A summary of Extension's activities for the above mentioned subject from the reporting states follow.

GEORGIA

Extension is involved in numerous food gleaning activities across the state. Extension has worked across the state with local food banks in the initial facility set-up, layout, organization and the development of food packet guides for distributing food to the needy in the communities. EFNEP in several counties have worked with local communities in a variety of ways.

For example:

- o EFNEP program assistants in Richmond County, and Augusta, Georgia work monthly at the local food bank assisting in the distribution of food while providing nutrition education to recipients, food demonstrations, and nutritional tips for making the most of the food resources.
- o In Northeast Georgia, and Athens-Clarke County areas, Extension is actively involved on the Hunger and Poverty Prevention Network advisory board and was an original founding member of the board for securing grant funds to establish this perishable food rescue and re-distribution program to area homeless shelters and missions.

PHONE NO. 1-212-588-4554

The title of the project is "FINGERPRINTING HUNGER RELIEF EFFORTS IN INDIANA, WISCONSIN AND IOWA". Individuals and organizations receiving the directory indicated that it is invaluable in helping their clients locate potential sources of help and in communicating with other organizations with the area to share resources.

Other examples are:

- o Purdue Cooperative Extension service conducted a videoconference workshop "Safe Food For the Hungry". The conference trained staff and volunteers of not-for-profit food assistance programs to safely handle, store and prepare food. Statistics show that Indiana participants increased their knowledge by one point on a seven point scale.
- o In preparation for "Safe Food for the Hungry-II", eleven food banks in Indiana and member agencies of each food bank provided input from workers and volunteers of not-for-profit food assistance programs, which identified needs and addressed them in the videoconference workshop. Over 300 downlink sites were registered in 45 states of the United States and one site in Canada.
- o In the food safety project entitled "STRETCH" (Safety Training, Resources, and Education to Combat Hunger), Extension professionals will provide technical assistance to not-for-profit food assistance organizations and to aid food assistance programs in measuring their progress towards obtaining food safety and quality goals.
- o The Wisconsin Cooperative Extension service provided education at food pantries in 37 Wisconsin Counties. The education focuses on 3 questions: How do I choose and fix food that is healthy to eat? How do I afford what I need and want? How can I reduce my health risks?
- o As a result of a meeting between the Milwaukee county, representatives of the City Health Department, WAC, the Customer Advisory Board of Second Harvest, and Food Pantry Coalition from Hunger Task Force led to education targeting specifically to the needs of those frequenting food pantries. Extension staff reached over 50,000 individuals with brief "Learn While You Wait" topics.

OREGON

- o Extension faculty provide training to members of the Oregon Food Bank statewide network. Included in this group are people who work with gleaning programs and recovery programs. *add to gleaning and recovery*

- o In Columbus-Muscogee County, Extension working with the local area food pantries, developed a "Super Pantry" program which incorporated food assistance with classes in practical living skills for frequent users of emergency food services
- o In Savannah-Chatham County the concept of combining nutrition education with food assistance is being implemented in the EFNEP to reach families in homeless or transitional shelters.

FLORIDA

Florida is involved in gleaning in several ways, much of it is thorough interagency cooperation building. The main objective is to help people know what is available, and how to use the foods to stretch the food dollar.

For Example:

- o Extension is instrumental in the dissemination of information for the "Coalition for a Hunger Free Florida." Extension provides nutrition education on how to utilize the food.
- o Extension Agents are also involved with gleaning with the Society of ST. Andrews in Palm Beach County.
- o Duval County's Extension teach food demonstration on donated foods.
- o The "Master Gardening Program" is also involved in gleaning.

INDIANA/WISCONSIN/IOWA

With more than 12% of the U.S. population suffering from hunger, not-for-profit food distribution organizations, including food banks, food pantries, soup kitchens, emergency shelters and other food programs helped provide the nutritional needs of more than 25 million Americans each year. In order to keep track with the accurate number or types food assistance programs operating in Indiana, Iowa and Wisconsin a directory and database was developed. The resulting list consisted of 2,500 organizations in the 3 states (Indiana-1,200, Wisconsin-800 and Iowa-500). A survey was also developed, piloted and mailed to each of the 2,500 identified organizations. The return rate of the survey was 30%. The directory and database provided a previously unavailable view of the hunger communities in a three state area. These tools allow food donors to quickly locate recipient organizations, simplify cooperative efforts between organizations and provide a quick reference for members of the hunger community.

- o Oregon Food Bank has several impressive food recovery programs that they are piloting- including institutional food salvage and fish recovery from fishing boats.
- o Extension faculty also have participated in the 1994 Oregon Hunger Summit which led to the creation of several task forces. Extension participated in one of these task forces to produce a community process booklet that encourages local citizens to bring members of the local community together to address food security issues.
- o Developed "We Wish You Well" program to communicate safe food handling principles to Oregon Food Bank clientele. Extension volunteers assisted with educating food pantry staff/volunteers and distributing items imprinted with food safety messages to emergency food box recipients. The program goals are to foster safe handling of donated foods by food pantry staff/volunteers; to increase emergency food box recipients' awareness of safe food handling practices.

Tall - Tree Seine

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Points of Sight Foundation

April

Chicago -
Agriatland HS. E2
Second Harvest
Event

Gleaning

SUBJECT: Requests for AmeriCorps "**Summer of Gleaning**" Proposals

Background

Each year millions of pounds of food - in fields - go to waste. At the same time, hundreds of thousands of adults, and roughly twenty percent of the nation's children, do not have sufficient resources to acquire the food they need to survive and be healthy. Gleaning fields --gathering after the reapers--is one way we can rescue food that otherwise might be wasted and lost to the hungry. In addition, a network of food-rescue programs across the United States and Canada, collect surplus prepared and perishable foods for distribution to the hungry that is not in salable condition but is still perfectly good to eat and is donated by wholesalers at the market.

Given that gleaning is one of Secretary Glickman's important priorities, and given that USDA's AmeriCorps pilot gleaning project is succeeding marvelously in recruiting farmers and other volunteers to help feed the hungry, USDA propose, to join with partner non-profit organizations, in sponsoring a "**Summer of Gleaning**" program from **June 1 through August 31, 1996** in up to ten selected States.

Because FSA is only one of the USDA agencies being offered the opportunity to apply for participation in the AmeriCorps **Summer of Gleaning** program, AmeriCorps funds have not been specifically earmarked to go exclusively to FSA-sponsored projects. Similar opportunities will also be offered to Rural Economic and Community Development (RECD) state offices, Food and Consumer Service (FCS) regional offices, State Cooperative Extension Offices, and the Department of Housing and Urban Development (HUD) regional offices. Obviously, all of these other offices may not wish to apply individually; however, you may want to explore the possibility (and feasibility) of a collaborative project involving one or more of the agencies listed, either as co-applicants or as primary/secondary partners in your FSA project design.

Project Applications

Because projects will only be operated in ten States, FSA State offices must compete internally for participation in the program. Each FSA State office wishing to participate must develop a short, concise project proposal indicating how you would implement your AmeriCorps "**Summer of Gleaning**" project; and, submit it **directly** to USDA's Office of National Service, through your Area Office, for ranking and selection purposes. Even though your project proposal must be detailed, it should be concise and **no longer than four (4) pages**. (We have enclosed a sample AmeriCorps "**Summer of Gleaning**" project application proposal for your use.) Project proposals are due **COB March 29, 1996**. If your project is accepted, you will be notified by **April 4, 1996**.

Project Scope and Size

While we anticipate that most FSA projects will focus on "gleaning of fields", we will also consider for acceptance carefully-structured proposals that include perishable food salvage and/or rescue activities involving urban restaurant/food institutions. This is an area where collaboration with HUD offices, or with representatives from the multi-agency Empowerment Zone/Enterprise Community (EZ/EC) program, may prove to be extremely beneficial in the development of a successful project proposal. Project proposals for new FSA AmeriCorps sites will involve five or six AmeriCorps Members. However, project proposals will also be considered for acceptance from existing AmeriCorps project sites (not necessarily administered by FSA) who propose to add one or two Members to an existing team who would focus specifically on the gleaning project.

Developing Partnerships with Non-Profit Organizations and State/Local Government Agencies

The most important aspect in making your AmeriCorps "**Summer of Gleaning**" project successful will be the partnerships you develop with local businesses, workers, and the non-profit community. We expect that each successful proposal will involve a firm partnership with a local social service, community service, or youth service group. You should immediately begin the process of contacting representatives of the Red Cross, Boy Scouts, Girl Scouts, 4-H and FFA groups, community church councils (or their equivalents), senior citizens' groups, civic organizations, community action agencies, etc.; and your State and local WIC, Food Stamp, and Commodity Food Distribution Program Directors, who are also being notified about this "**Summer of Gleaning**" initiative to encourage them to join with you to facilitate food distribution and help alleviate some of our nation's hunger problems through a creative gleaning project. Letters of commitment or agreement from primary or secondary partners should be included with your project proposal.

Project Design

FSA AmeriCorps "**Summer of Gleaning**" projects:

- must be restricted to activities relating to, or in support of gleaning and food rescue efforts and finding ways to help feed those in need. AmeriCorps Members may not performed work that is routinely performed by FSA employees and cannot spend the bulk of their service time performing office or support work.

- must be a "volunteer generator" model to recruit many more non-compensated volunteers and farmers. At each site, you should encourage local non-profit organizations to help with training, farmer and volunteer recruitment and management, food distribution, etc. Our goal is for as many of the sites as possible to continue gleaning in future years even without an AmeriCorps project.
- must be designed, implemented, and evaluated with extensive broad-based local input, including active partnerships with local anti-hunger or youth service groups, as well as consultation with representatives from non-profit organizations, community groups, senior and youth groups, community based agencies with demonstrated record of experience in providing services, foundations, businesses, etc.
- should have concrete, measurable community service objectives that demonstrate accomplishments focused on results, not just process. Thus, project objectives should not focus on how many meetings will be held or how many applications will be processed, but rather on how many families or individuals will be helped, how many children will be fed or educated in nutrition and agricultural education, and how many pounds of food will be distributed.
- should also focus on K-12 nutrition and agricultural education for students of all ages -- children, elderly, low-income families who want to learn more about how to improve their diets, etc.

FSA "**Summer of Gleaning**" AmeriCorps Team Members must:

- engage a mix of people to perform service in work crews, composed of five to six Members, at each operating site. The work crew may include 1) people who may or may not have completed high school; 2) college students; and, 3) college graduates, who will serve twelve (480 hours), receive the minimum stipend required by law, and an education award of \$1,000.
- possess specific skills that can be matched with individual community hunger needs which can be addressed by someone with that background.
- receive sufficient training, education, and supervision for each service project performed. Each Member will be expected to learn general skills in citizenship and community development. It is also expected that this training will teach Members to accept personal responsibility for improving their community, while rewarding them with increased opportunities for education and job training.

Budget and Staffing

While ongoing logistical, financial, and technical advice and assistance on your **"Summer of Gleaning"** AmeriCorps project will be provided by USDA's Office of National Service and FSA's AmeriCorps Program Coordinator, State FSA offices will be directly responsible for managing their gleaning projects including providing significant and continuing staff planning, oversight, and day-to-day supervision necessary for a successful AmeriCorps project.

USDA will provide funding to pay AmeriCorps Members stipend, training, travel, overhead costs, and the Corporation for National Service will pay the educational awards. FSA State offices will distribute the stipend, oversee necessary travel and training, and other administrative costs incurred by AmeriCorps Members, as well as provide the necessary office space and equipment which may be needed for the project. AmeriCorps funds can also be provided for those **Summer of Gleaning** projects that would enable the local partnering agency to hire a project manager or to provide technical assistance in a variety of ways: support staff for the project, training, etc. **(We will discuss this option further in the conference calls scheduled for the week of March 11.)**

Recruitment of "Summer of Gleaning" AmeriCorps Members

Many AmeriCorps Members may be college students. Selected AmeriCorps Members will not start until June, 1996. However, with college break in May or June, students should begin planning now in order to be available for summer placement. In order to attract the largest pool of quality applicants possible, recruiting materials will be sent to Universities in selected States from the national office. Ultimately, recruitment is a responsibility of each State office, but the Department and FSA Washington office will work with State offices to write and implement a recruitment plan that produces highly-qualified groups of diverse applicants.

State offices may consider recruiting and selecting one AmeriCorps Member to serve as **Team Leader** for the project. This individual should possess the managerial and leadership skills necessary to supervise and direct the day-to-day activities of a diverse work crew. Generally, a college student seeking community service credits would make excellent team leaders in these instances. Final selections of AmeriCorps **"Summer of Gleaning"** Team Members will be made in early May. Materials for use in interviews and selection will be shared with FSA State offices shortly.

Launch Date for "Summer of Gleaning Program"

AmeriCorps Members selected in May will be placed in FSA AmeriCorps projects between May 15 and June 15.

Help in Preparing Applications and Project Director Training

Because this process is new -- and because we have given you tight deadlines --we will provide you with significant assistance in preparing your **Project Proposals**. Area conference calls will be schedule during the week of **March 11** to answer questions and provide additional information. Individuals designated by the SED's to administer the gleaning project, will be required to attend a one-day training meeting on **April 10, 1996** in Washington, D.C.

Also, the following can answer detail questions or provide advice on application preparation:

Charles Sims, FSA AmeriCorps Program Coordinator: (202) 720-2829

Joel Berg, Director of USDA Office of National Service: (202) 720-6350

Donna Hines, FCS AmeriCorps Program Coordinator: (202) 690-0693

Note: All project proposals must be submitted in hard copy and 3 1/2" floppy disk, preferably in Word Perfect 5.0, but any ASCII Format is acceptable. The proposal must be detailed, but should be concise and no longer than four pages, single-spaced.

PROJECT PROPOSAL

_____ **FSA AmeriCorps "Summer of Gleaning" Project**
(State)

1. **COVER PAGE** (1 page)

- A) Project Title
- B) Address
- C) State of Duty Station
- D) Counties of Duty Station of AmeriCorps Members
- E) Names of Counties Served
- F) Pertinent Demographic Information for Counties to be Served (e.g. per capita income, WIC/Food Stamp/AFDC participation data, percentage of families, with incomes at or below poverty line, number of farmers, etc.)
- G) Congressional Districts
- H) Names of Site Supervisors
- I) Address, Phone Number, and Fax Number of Site Supervisors
- J) State Project Manager
- K) Address, Phone Number, and Fax Number of State Project Manager
- L) Number of AmeriCorps Members in "**Summer of Gleaning**" Program
- M) List of Project Partners (primary--with actual administrative/operational responsibilities, and secondary--minimal administrative responsibility, consultant capacity; letters of commitment from primary and secondary partners should be attached to this proposal.)

[NOTE: Narrative responses shown below in items 2 and 3 are examples only; States should develop their own proposals based on the numbers of farmers and needy families in the areas to be served, and on the activities that can actually be expected to be accomplished. The figures indicated in these examples are merely hypothetical, designed to give States an idea of the type of proposal that is most likely to be selected for a "Summer of Gleaning" project.]

2. **AMERICORPS PROJECT OBJECTIVE STATEMENT:** (1 page)

To provide fresh fruits and vegetables to 75 needy, hungry or elderly families through voluntary gleaning and food rescue efforts. Increase K-12 nutrition and agriculture education in _ townships of ___ County (ies).

a **What work will be done? What service will your members engage in?**

Members will work in partnership with non-profit organizations, local public aid, public housing and senior citizen groups, Boy/Girl Scouts, First Methodist Church, Ruritan Club, 4-H and FFA groups, etc., to identify 75 needy families in the target area. Members will also work with local government agencies, contracting companies, and local growers to schedule gleaning activities. At least ten volunteers per project will be recruited to assist the Members in gleaning and distributing harvested crops of fruits and vegetables to those in need.

b **What is the hoped for results of the activities described above?**

At least 75 needy families will improve their diets; and to develop a program that will be sustained, after the conclusion of the AmeriCorps **Summer of Gleaning** program, by non-profit organizations and other groups.

c **How will you measure the quality of the service provided?**

Families and others that receive the benefits, volunteers, non-profit organizations, community groups, farmers, local and State government agencies, and others that participate will be surveyed to determine the success of the project. In addition, project partners will be surveyed to determine their willingness to continue the project after the AmeriCorps **Summer of Gleaning** project is completed.

d **By what standards will success be gaged?**

Based on the feedback of those surveyed, the AmeriCorps "**Summer of Gleaning**" program will be deemed successful if 75 percent of those surveyed indicated a positive response regarding the quality and usefulness of the program.

- e. **How many individuals will receive the benefits of the service your Members perform?**

Assuming an average family size of four persons, at least 300 individuals will receive the benefits of the service performed. Also, contracting companies, farmers, volunteers, and local government agencies, community groups, non-profits organizations should all realize and identify the benefits of the service provided.

3 PRELIMINARY WORK PLAN AND MILESTONE SCHEDULE (2 pages)

Task 1

Members receive AmeriCorps orientation and other training from the FSA project directors. Training will concentrate on gleaning and distributing harvested crops, working with non-profit organizations, and recruiting and training volunteers.

Beginning date: Early June 1996

Completion Date: Mid-June 1996

Task 2

Members develop informational material about the gleaning project and meeting announcements for needy families targeted. Members prepare and mail introduction letters to appropriate offices and organizations requesting their help and/or support of the project. Members attend and help conduct informational meetings with public and private processors, consultants, non-profit groups and organizations to compile listings of needy families and individuals. Mailings will be prepared and distributed to producers, contractors, and farmer organization (e.g. Grange, Farm Union, Farm Bureau, etc.), to schedule appointments to discuss and promote the AmeriCorps **Summer of Gleaning** project. Members continually develop new contacts with needy families, follow up with processors and consultants, update informational materials, and attend fairs, shows, and conventions.

Beginning date: June 1996

Completion Date: July 1996

Task 3

After farmers have been recruited to participate in the program, needy families who are to receive the gleaned produce have been identified, and the volunteers who will help harvest and distribute the fruits and vegetables have been organized, Members will oversee the logistical aspects of the project including establishing distribution points and making sure that they are adequately staffed; securing transportation for the gleaned produce; and, arranging for containers in which food can be taken away from the distribution points as well as buckets and boxes to be used as the food is gleaned and transported.

Beginning date: July 1996

Completion Date: September 1996

Task 4

Members will develop an evaluation system, to track, collect, and report data on the measurable benefits associated with the project including the number of families/individuals served; the number of volunteers recruited to perform the work, the amount (in pounds and/or acreage) of food gleaned and distributed; the names and number of local community groups, and organizations providing support (donations, cash, in-kind services) to the gleaning project; and, a list of potential non-profit groups and organizations willing to continue the project after the **Summer of Gleaning** program is completed. Members will also provide a final report to the SED which includes the evaluation data and other observations on the successes and problems encountered with the AmeriCorps **Summer of Gleaning** project.

Beginning date: June 1996

Completion Date: September 1996



UNITED
STATES
DEPARTMENT
OF AGRICULTURE

COMPLETED AND ONGOING USDA/AMERICORPS GLEANING ACTIVITIES (as of 3/12/94)

The Illinois Rural Development Team AmeriCorps Team sponsored by the Farm Services Agency plans to provide peas, green beans, potatoes, and sweet corn to some 25 needy families in the Mason County area this year through a gleaning program. Representatives from food processing companies and vegetable farmers have become partners in this project. The 5-Member USDA AmeriCorps Team will recruit area volunteers to harvest and distribute the vegetables, and an Extension Service course on the proper care and freezing of these foods will be offered to the recipient families. Rod Atterberry, (309) 543-2582, is the Project Director in Illinois for USDA/FSA AmeriCorps projects.

In Washington, D.C., USDA's AmeriCorps Anti-Hunger Team is continuing for the second year its very successful gleaning project in partnership with the Washington Area Gleaning Network (WAGN). During the first year, hundreds of bushels (512 bushels on one day alone!) of fresh produce were picked and distributed to local soup kitchens and shelters, such as Bread for the City, Martha's Table, So Others Might Eat, and the DC Central Kitchen. This year's gleaning project has already expanded to include the harvest of fresh fruits (apples) in the distribution process, and has established a regular monthly commitment to work with WAGN during harvesting seasons. The 10 Members of the DC/USDA Anti-Hunger Team also plan to encourage area residents to participate in the gleaning efforts, and to teach local children about the purpose and importance of gleaning in general. Joshua Yates, (202) 547-7022, is the Project Director from the Congressional Hunger Center in D.C.

Other USDA/AmeriCorps anti-hunger programs are also involved in various types of food rescue and distribution programs across the country, such as salvaging thousands of loaves of day-old bread from grocery stores in Burlington, VT to be donated to local food shelves (pantries) there; helping to allocate foods, collected through massive food drives, to the Milwaukee area pantries; and contacting the hundreds of restaurants and fast-food outlets in the Los Angeles area to encourage them to participate in the Los Angeles Regional Food Bank's very successful "Second Helpings" program, a city-wide perishable food rescue effort.

For further information regarding gleaning/food rescue operations underway through AmeriCorps projects, please contact Joel Berg, USDA's Director of National Service, at (202) 720-5746, or Donna Hines, USDA's AmeriCorps Anti-Hunger Program Coordinator, at (202) 690-0693.

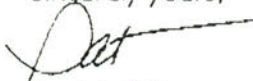
To: Elizabeth Jones
Fax #: 202-690-1131
Re: Invitations to State Officials/Kick Off Ceremony
Date: June 28, 1996
Pages: 5, including this cover sheet.

FACSIMILE

Elizabeth,

Attached is the letter and a listing of the persons the letter was sent to for Rhode Island's "Summer of Gleaning" kick-off ceremony on Tuesday, July 9, 1996. If you have any questions or need additional information, please call me at (401) 828-8232.

Sincerely yours,


Patricia Seites

From the desk of...

Patricia Seites
Administrative Officer
USDA - Farm Service Agency - RI STO
60 Quaker Lane, Suite 40
Warwick, RI 02886

401-828-8232
Fax: 401-528-5206



UNITED
STATES
DEPARTMENT
OF AGRICULTURE

June 27, 1996

Honorable Jack F. Reed
Member, United States House of Representatives
100 Midway Place, Suite 5
Cranston, RI 02920

Dear Representative Reed,

AmeriCorps, along with the U. S. Department of Agriculture - Farm Service Agency in Rhode Island, has entered into a partnership with the Rhode Island Community Food Bank to carry out a "Summer of Gleaning" Project. These three groups cordially invite you to join them, along with Representative Jack Reed and other state officials, to a ceremonial kick off for the "Summer of Gleaning." The ceremony is to take place at 9:30 a.m. on July 9, 1996, at the R.I. Community Food Bank, 104 Hay Street in West Warwick. Directions are enclosed.

The goal of the "Summer of Gleaning" is to rescue unutilized, good quality produce from area farmers and produce wholesalers. The R.I. Community Food Bank will then distribute the produce to Rhode Island's needy families. The AmeriCorps Members will also compile and compose appropriate nutritional and preparatory information about the produce for the recipients. The program will be well documented for future use by local organizations in order to alleviate hunger in individual Rhode Island communities.

Please RSVP to the Rhode Island Farm Service Agency State Office at (401) 828-8232 by Friday, July 5, 1996.

We look forward to you joining us in launching this innovative project.

Sincerely yours,

Paul E. Brule
State Executive Director
USDA - Farm Service Agency, AmeriCorps Sponsor

Honorable Jack F. Reed
Member, U.S. House of Representatives
100 Midway Place, Suite 5
Cranston, RI 02920

Honorable Patrick Kennedy
Member, U.S. House of Representatives
286 Main Street
Pawtucket, RI 02860

Honorable Claiborne Pell
United States Senator
418 Federal Building
Providence, RI 02903

Honorable John H. Chafee
United States Senator
10 Dorrance Street
Providence, RI 02903

Honorable Lincoln Almond
Governor, State of Rhode Island
State House
Providence, RI 02903

Grant Buntrock
Administrator, Farm Service Agency
U.S. Department of Agriculture
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Honorable Dan Glickman
Secretary of Agriculture
U.S. Department of Agriculture
Washington, DC 20250

Glenn Smith
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Mr. David Karoff
Executive Director
R.I. Commision for National andCommunity Service
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