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Folder Title:

USDA [Department of Agriculture]/AmeriCorps-Houston

Stack:

S

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66

Section:

1

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7

Position:

1

A Walk Through Your First Year in AmeriCorps

I: Audiences:

- Project Director
- Project Manager
- AmeriCorps member supervisor(s)
- Other agency supervisors
- Your supervisor
- State/Regional/National facilitators
- State Commission (\$ Reimbursement!)
- The Corporation
- Partners (Commit Resources!)
- Local/State/Federal agencies
- Contractors
- Congressional/Legislative liaisons
- Agency staff: procurement, budget, personnel, contracting
- Commodity organizations
- Business groups
- Environmental groups
- Public schools
- Colleges/Universities (placement offices)
- Minority organizations
 - Native Americans
 - Asian Americans
 - Hispanic Americans
 - African-Americans
- Volunteer Organizations
- Chamber of Commerce
- Media
- Benefactors of AmeriCorps member services
- AmeriCorps members

A Walk Through Your First Year in AmeriCorps

II. Internal Communications:

Personnel Directory

Agency Administrative Letter (Newsletter)

Fax Machine

Telephone/Voice Mail

Letters

Photocopied Material

Computer

Transmit Files

Electronic Mail

E-Mail Groups:

Administrative/Supervisors/Secretarial

Project Managers

Project Managers/AmeriCorps Members

Internet

List of AmeriCorps Member:

Names

Work Addresses

Home Addresses

Work/Home Telephone Numbers

EC/RD Affiliation

Satellite Downlink/Video

A Walk Through Your First Year in AmeriCorps

III. Important Paper:

- AmeriCorps Operations Manual (June 1995)
- Project Application
- Work Plan
- Community Service Objectives
- Brochures About AmeriCorps
- Fact Sheet (2)
 - Overall AmeriCorps Program
 - Specific Projects
- News Releases (Pages 133-135)
- End of Term of Service Form
- Member Exit Form
- Operating Site Information Form
- Participant Enrollment Form
- Position Description For AmeriCorps Member
- AmeriCorps Member Supervisors/Supervision

IV. Recruitment:

- Application Forms
- Agency's National 1-800 #
- Corporation's 1-800 #
- Department's National 1-800 #
- Phone/Letter Referral
- Recruitment Plan
 - Project Manager/Supervisor/State Facilitator
- College/University Placement Offices
- Media
 - News Releases
 - Radio Interviews
 - Cable/Commercial Television Interviews
 - Newspapers
 - African-Americans Hispanic Americans
 - Asian Americans Native Americans

A Walk Through Your First Year In AmeriCorps

V. Uniforms:

- T-Shirt
- Cap
- Sweater-Shirt
- Lapel Pen
- Vendor Speciality Items

VI. Banner:

"We Get Things Done" - AmeriCorps Symbol

VII. Project Signs:

Display at project/work sites - show accomplishments.

IX. Budget:

Total Project Budget (\$289,000)

Assign \$ to Project Managers:

- Phones/Phone line installation

- Computers/Software

- Travel

- Printing

- Postage

- Awards

- Supplies

- Equipment

Hold Money in Reserve:

- Orientation Training Costs:

- (Travel, lodging, room rental, speakers)

- Special Events (National Service Day)

- Graduation Ceremonies

- Awards

A Walk Through Your First Year in AmeriCorps

X. Orientation Week:

Participants Include:

- AmeriCorps Members
- AmeriCorps Project Director
- AmeriCorps Project Manager(s)
- Agency Head/Staff
- State Commission
- The Corporation
- Congressional/Legislative

Orientation Agenda

- AmeriCorps Pledge
- CPR/First Aid Training
- Defensive Driving
- Sexual Harassment Training
- Conflict Resolution Training
- Media Relations Training
- Agency Policies/Procedures
- Review Work Plans
- Review Projects
- Space/Equipment Needs
- AmeriCorps Member Expectations/Agency Expectations
- Personal Journals
- Child Care Needs
- Worker's Compensation
- Work Schedule/Holidays
- Health Insurance (And More) Forms
- AmeriCorps Member ID Cards
- Education Voucher
- Drivers License
- Cluster Meetings
- AmeriCorps Member Responsibilities/Accountability
- Community Service Projects
- Quarterly Reports

A Walk Through Your First Year In AmeriCorps

XI. Other:

Project Director/Manager Files
Involve Partners
Team Building
Photography
Videos
Slide Shows
Displays
Newsletters
Give "Time" To AmeriCorps Projects
Don't Keep Secrets
Training Plan For AmeriCorps Members
Meetings Between Project Director/Managers
Cooperative Agreements
AmeriCorps Member Evaluations
Interview Guide
Success Stories
"Read Quarterly Reports"
Ask AmeriCorps Members For Frequent Assessments
AmeriCorps Members - "A Chance To Work And Serve"
Close-Out Activities

Prepared by:

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AmeriCorps Project Director
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St. Paul, Minnesota 55101
(612) 290-3677
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UNITED
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OF AGRICULTURE

A FAX FROM USDA/AMERICORPS

FROM: Donna, Elizabeth, Charles Oosh

(202) 0720-2829

TELEPHONE: (202) 690-0693 / (202) 690-3507/3505

FAX: _____

CHICAGO/OHARE MARRIOTT

→ TO: JOEL BERG - GUEST AT HOTEL

TELEPHONE: (312) 693-4444

FAX: (312) 714 4297

NUMBER OF PAGES INCLUDING COVER: 13

MESSAGE: Spax out to those whose names were
provided to us from NRCs, B, RECD, CPBA, etc.
Fiji



LIMITED
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June 8, 1995

Dear AmeriCorps Project Managers:

We're happy to announce that the National AmeriCorps/USDA Training will take place in Houston, Texas from July 17-21, 1995. It's great that so many of you will be returning after our tremendously successful first year. We're excited to meet all of our new project managers and look forward to introducing you to AmeriCorps.

The training will be held at the Doubletree Hotel, 400 Dallas Street. A block of rooms has been set aside for the week, and reservations can be made by calling (713)759-0202. The cost of a single room is \$79 per night and a double room is \$89 per night. The per diem for Houston is not to exceed \$79 per night for hotel accommodations and \$38 per day for meals. You must make your reservations by June 27, 1995. Be sure to ask for the AmeriCorps/USDA block of rooms. Dress will be casual—no ties allowed!

Attached are a tentative agenda and a questionnaire for your preferences for workshops. Responses should be returned to the training task force no later than June 16, 1995.

If you have any questions, please contact a member of our training task force: Josh Yates, Elizabeth Jones, Charles Sims, or Donna Hines at (202)690-0693. Our fax number is 202-720-4614.

Sincerely,

AmeriCorps/USDA Training Task Force

Attachments

AmeriCorps/USDA Training Questionnaire

Please return this questionnaire to the Training Task Force by June 16, 1995. Our fax number is 202-720-4614.

1. Are you willing to facilitate a workshop or serve on a panel? ☐ Yes ☐ No

If yes, which would you prefer?

2. Attached is a list of proposed workshops for the training. Please indicate the seven workshops you prefer (we have already marked the 3 workshops that are required for everyone), for a total of 10. If you have suggestions for other workshops that are not listed, please describe them here.
3. Do you have any special needs (dietary, accommodations for the physically challenged, etc.) that should be considered in our planning?
4. Are you interested in a group dinner (away from the hotel)? ☐ Yes ☐ No

NAME _____

AGENCY _____

DRAFT AGENDA
FOR
AMERICORPS/USDA STAFF TRAINING
HOUSTON DOUBLETREE
400 DALLAS STREET
HOUSTON, TEXAS
July 17-21, 1995

Sunday, July 16

6:00 - 9:00 Registration

Monday, July 17(am)

8:30 - 1:00 Registration (con't)

9:00 - 10:00 "AmeriCorps "101" for First Year AmeriCorps Participants"
(Joel Berg)

10:00 - 10:30 Break

10:30 - 12:00 "A Walk Though Your First Year In AmeriCorps"
(AmeriCorps Panel)

Monday, July 17(pm)

GENERAL SESSION

1:00 - 2:00 Welcome & Introductions
(Keynote USDA & CNCS Speaker(s))

2:00 - 2:30 Break

2:30 - 4:30 Quarterly Reports, Community Service Objectives, and Workplans
("Team USDA" Panel)

4:30 - 5:00 Questions & Answers
(AmeriCorps/USDA Staff)

**DRAFT AGENDA
FOR
AMERICORPS/USDA STAFF TRAINING
HOUSTON DOUBLETREE
400 DALLAS STREET
HOUSTON, TEXAS
July 17-21, 1995**

Tuesday, July 18

AMERICORPS WORKSHOPS

*[Participant will select the subject of the AmeriCorps workshop they will attend. (See attached list.)
Workshop topics indicated below are example only.]*

8:30 - 10:00 **"AmeriCorps Administrative Issues"**

10:00 - 10:30 **Break**

10:30 - 12:00 **"Managing A Diverse AmeriCorps Team"**

12:00 - 1:00 **Lunch**

1:00 - 5:00 **"Afternoon of Service"**
(Optional)

Wednesday, July 19

AMERICORPS WORKSHOPS

8:30 - 10:00 **"Recruiting AmeriCorps Members"**

10:00 - 10:30 **Break**

10:30 - 12:00 **"Quarterly Reports, Community Service Objectives, and Workplans"**

12:00-1:00 **Lunch**

**DRAFT AGENDA
FOR
AMERICORPS/USDA STAFF TRAINING
HOUSTON DOUBLETREE
400 DALLAS STREET
HOUSTON, TEXAS
July 17-21, 1995**

1:00-2:30 ***"Building Local Partnerships"***
2:30 - 3:00 ***Break***
3:00 - 4:30 ***"Working with State Commissions"***
4:30 - 5:00 ***Questions & Answers
(AmeriCorps/USDA Staff)***

Thursday, July 20

AMERICORPS WORKSHOPS

8:30 - 10:00 ***"Crisis Management/Conflict Resolution"***
10:00 - 10:30 ***Break***
10:30 - 12:00 ***"Congressional/Intergovernmental Affairs"***
12:00 - 1:00 ***Lunch***
1:00 - 2:30 ***"Dealing with the Media"***
2:30-3:00 ***Break***
3:00-4:30 ***"Regional/State Facilitators"***
4:30 ***Awards and Recognition
(AmeriCorps/USDA Staff)***

**DRAFT AGENDA
FOR
AMERICORPS/USDA STAFF TRAINING
HOUSTON DOUBLETREE
400 DALLAS STREET
HOUSTON, TEXAS
July 17-21, 1995**

Friday, July 21

AGENCY BREAKOUT SESSIONS

8:30 - 11:00
(Agency AmeriCorps Team Members)

GENERAL SESSION

11:00 - 11:30 ***Break***

11:30 ***Adjournment***

**Proposed Workshops
for
AmeriCorps/USDA National Training
July 17-21, 1995**

NOTE: These topics are not listed in any particular order. An asterisk (*) beside a topic indicates a required workshop for all trainees; all others are elective, and should be selected based on your specific needs as an AmeriCorps manager. Each workshop will last approximately 90 minutes. All workshops, including the mandatory ones, will be repeated as often as necessary to accommodate need and/or preference. We have already checked the mandatory workshops for you. Please select seven more.

_____ **Dealing with the Media.** Includes developing effective media contacts, helpful hints for promoting AmeriCorps/USDA through press releases, feature articles, etc.; discussion of USDA's basic media policy for AmeriCorps projects.

_____ **Building Local Partnerships.** Assessing existing networks within the community or service delivery area, including identification of gaps in these networks that AmeriCorps can help to fill; importance of and advice on coalition building and community organizing.

_____ **Team Building.** Developing and promoting a common vision and sense of unity within the Team; identifying common interests and aptitudes while encouraging expression of individual gifts/talents/desires for the enhancement of the group as a whole; minimal discussion of conflict resolution (see below for more on that topic).

☒ **Administrative Issues.** Basic requirements for program managers and project directors; required forms; site Identification Numbers; budget development and oversight; and a variety of other issues necessary to efficient administration of an AmeriCorps/USDA project.

_____ **Evaluations.** Necessary components of the required independent program evaluation; time period to be covered; expected scope of the evaluation; technical assistance in preparing the RFP for an evaluator.

Quarterly Reports, Community Service Objectives, and Workplans. More in-depth discussion of material introduced during the opening session; explanation of the importance of each document, as well as how they all fit together; USDA's and the Corporation's expectations for each one; intended use of reports; guidance on setting realistic goals and then tracking progress toward those goals.

National Identity. How to instill a sense of camaraderie beyond your individual project's team Members; discussion of national goals and nationwide activities (Launch, Youth Service Day, World Food Day, etc.); uniforms; developing and maintaining meaningful working relationships with neighboring AmeriCorps programs.

Personnel Issues. Guidance for program managers on how to manage people in order to achieve established goals; importance of setting high standards and expectations for Members; fostering a sense of ownership and responsibility among Members; basic personnel requirements; discipline and diplomacy.

Hunger Issues for Non-Anti-Hunger Projects. General guidance for Public Lands/Environment and Rural Development program managers; food assistance and other program referrals that may be appropriate as Members encounter families and individuals in need of help in these areas; including grassroots anti-hunger groups in local coalitions and partnerships.

Working with State Commissions. Fostering good working relationships with State Commissions on National Service; coordinating projects; sharing resources; avoiding duplication of effort.

Member Services. Health care, child care, food stamp eligibility, loan deferment, etc.

Education component of the Year of Service. Corporation and USDA expectations; helping Members obtain GED's, college preparation, etc; literacy and other lifeskills training; good ideas for Member education that have been successful.

✓ * Recruitment. How to reach under-represented groups; when and how long to recruit Members; Federal requirements and restrictions; measuring success of recruitment efforts.

— **Graduation/Recognition.** Guidance/suggestions for effective ways to recognize Members who successfully complete their Year of Service.

— **Conflict Resolution/Crisis Management.** This workshop will be led by a professional trainer skilled in providing AmeriCorps/USDA program managers with tools to help them deal effectively with the wide variety of conflicts and crises that arise throughout the year.

— **Regional/State Facilitators.** Discussion of topics specifically pertinent to those AmeriCorps/USDA managers who work with facilitators in any capacity, including the roles of the facilitator, state coordinator, and site supervisor, and how these roles combine to produce a cohesive program.

✓ *** Managing Diverse Members.** Coping with issues of racism, sexism, age disparity, and how to avoid such problems; fostering cultural diversity and awareness; building team unity from widely diverse individuals.

— **Congressional/Intergovernmental Affairs.** How what Congress does affects AmeriCorps/USDA projects; building effective relationships with your Congressional delegations; capitalizing on such relationships to generate positive attention to AmeriCorps/USDA; limitations on lobbying, and/or other restrictions.

— **"Teachable Moments" for Service Learning.** Making the most of every opportunity to help Members learn more about the work they do and the communities they serve through AmeriCorps/USDA; methods of experiential learning; reinforcement of lessons learned.

— **Planning Community Signature Projects.** Explanation of just what a signature project is; successful examples; identifying opportunities for signature projects; promoting and coordinating the projects through creative coalitions.

— **Effective Interaction with Members Experiencing Problems.** Helping Members who come into the program with "baggage"; ways to bring difficulties into the open (without violating confidentiality); warning signs of impending problems; resources and support to resolve these problems.

— **Recruiting and Managing Members with Disabilities.** Nontraditional resources with access to larger numbers of potential Members with special challenges; Federal requirements for "reasonable accommodation"; integrating these Members smoothly into the team; dealing with the unique needs of physically-challenged Members.

— **Motivating Members.** Ensuring that Members develop a sense of ownership in the AmeriCorps/USDA program; keeping them interested and enthusiastic, even when roadblocks arise; giving Members the challenges they need to keep them alert.

— **The Art of Being a Team/Crew Leader.** Leadership among peers; how to lead by example; dealing with resentments and prejudices within the Team; setting daily/weekly schedules; reporting requirements; on-site diplomacy; (small) crisis management.

— **Rural Development Issues.** Discussion of situations and challenges faced by AmeriCorps/USDA Members and their Federal counterparts in rural areas, focusing on outreach for RECD programs, working with community organizations, and working with EZ/EC Champion and Designated communities.

— **Building Team USDA through AmeriCorps/USDA.** Success stories, such as the flood relief work accomplished in Louisiana, that demonstrate how AmeriCorps/USDA continues to foster the concept of Team USDA through exemplary cooperation and coordination.



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ADDENDUM

Attached is the Texas tax-exemption form you must present when you check in at the Doubletree Hotel in Houston, in order not to have to pay the sales tax there.

This was received after the information packets were already assembled.



TEXAS HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE

NOTE: This certificate is for business only, not to be used for private purposes, under penalty of law. The hotel operator may request a government ID, business card or other identification to verify exemption claimed. Certificate should be furnished to the hotel or motel. DO NOT send the completed certificate to the Comptroller of Public Accounts. The certificate does not require a number to be valid.

Check exemption claimed:

- ☐ Federal or Texas government agency or agency employee or diplomatic personnel (state, city and county tax exemption)
- ☐ Religious, charitable or educational organization or employee (state tax exemption only)

Name of exempt organization	Organization exempt status (Religious, charitable, educational, government)
Address of exempt organization (Street and number, city, state, ZIP code)	

GUEST CERTIFICATION: I declare that I am an occupant of this hotel/motel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct.

sign
here

Guest

Date

FOR HOTEL/MOTEL USE ONLY (OPTIONAL)

Name of hotel/motel			
Address of hotel/motel (Street and number, city, state, ZIP code)			
Method of payment (Cash, personal check or credit card, organization check or credit card, direct billing, other)			
Room rate	Tax	Exempt status tax	Amount paid by guest

May 8, 1995

To: National Staff Training Task Force
From: Joel JB
Subject: Comments on Draft Agenda (5/8/95)

Excellent work. Guess what?? -- I have some suggestions.

I suggest clearly creating a two-track approach, differentiating between renewing project staff and new project staff. Perhaps Tuesday morning could have an "AmeriCorps 101" session for all new project managers.

I also suggest perhaps three mandatory workshops, that could be repeated until everyone attending the training has attended each: 1) "Community Service Objectives, Workplans, and Quarterly Reports," 2) "Recruitment," and 3) "Managing Diverse Members." Each of these workshops could also be split in two levels, between renewal and new projects. I would like to personally participate in each "Community Service Objectives, Workplans, and Quarterly Reports" workshop.

I suggest that the recognition ceremony be moved to either the opening general session, or to a lunch or dinner. If this ceremony is important to us --- and it is --- that we shouldn't wait to the last day when many people will be gone.

Some other suggestions for workshop topics:

Congressional and intergovernmental affairs

Utilizing "teachable moments" for service-learning

Planning "signature projects" in the community

Interacting with Members with Problems

Recruiting and Managing People with Disabilities

How to Motivate members

The Art of Being a Crew Leader

Good ideas for Education Days

My last suggestion --- on the last workshop, take out the word "benevolent." You'll see just how good my sense of humor is after the mass beheadings.

Workshop Schedule

Day/Time	Room:LaSalle A	Room:Dezavala / Fannin/ Granger B	Room:LaSalle B	Room:Travis I & 2
Tuesday 1:00 pm	Conflict Resolution	Effective Interaction with Members Experiencing Problems (30min. max)	Administrative Issues	Recruitment
Tuesday 3:00 pm	Conflict Resolution	Working with State Commissions		Recruitment
Wednesday 8:30 am	Conflict Resolution	Evaluations	Administrative Issues	Team Building
Wednesday 10:30 am	Conflict Resolution	Evaluations		Team Building
Wednesday 1:00 pm	Building Local Partnerships	Educational Component of the Year in Service	Managing Diverse Members	Recruitment
Wednesday 3:00 pm	Building Local Partnerships	Teachable Moments in Service Learning	Managing Diverse Members	Recruitment
Thursday 8:30 am	Objectives Development and Progress Reporting	Dealing with the Media	Administrative Issues	Member Service / Recognition
Thursday 10:30 am	Objectives Development and Progress Reporting	Managing Diverse Members		Building Team USDA through AmeriCorps / USDA
Thursday 1:00 pm	Personnel Issues	Interagency Coordination	Congressional / Intergovernmental Affairs	Motivating Members
Thursday 3:00 pm	Personnel Issues	Rural Development Issues	Managing Diverse Members	Planning Community Signature Projects

BAD BOYS

~~Tommy Boy~~

OUTBREAK

Don Juan Demario

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Names for AmeriCorps/USDA National Training

<u>NAME</u>	<u>AGENCY</u>	<u>CITY</u>
BARI GLADSTONE	VAHC	Vermont
GINA PURTELL	VAHC	Vermont
LISA GUCCIONE	VAHC	Vermont
HOLLY HAMMOND	VAHC	Vermont
ROBIN DUBIN	DCSC	Washington, D.C.
GRACIELLA DREW	DCSC	Washington, D.C.
TONY PEREZ	MCSC	Wisconsin
DANIEL TAYLOR	MCSC	Wisconsin
ROGER TIETZ	MCSC	Wisconsin
ALFRED MARTIN	GJYSC	Mississippi
JANICE TILLMAN	GJYSC	Mississippi
GLORIA DRAKE	GJYSC	Mississippi
EVELYN BANKHEAD	GJYSC	Mississippi
SARAH HOOD	GJYSC	Mississippi
EDWARD WARNER	GJYSC	Mississippi
ELIZABETH RILEY	So. Cal. IHC	California
CAROLYN OLNEY	So. Cal. IHC	California
FRANK TAMBORELLO	So. Cal. IHC	California
CARLOS RODRIGUEZ	So. Cal. IHC	California
DIONNE KYLE	So. Cal. IHC	California
RODNEY SPROTT	So. Cal. IHC	California
MINDY MARTIN	FS	Oregon
GARTH HEATON	FS	Utah
PAT BICONDOVA	FS	California
ALAN PIGG	FS	Georgia
LUANA KITCHENS	FS	Georgia
DAVID GROSS	FS	Oregon
DAVE JOHNSON	FS	Washington
LONI DUNNIGAN	FS	
MIKE BACA	FS	Arizona
TERRY MURPHY	FS	California
TONY MONTANA	FS	California
REBECCA ORESKES	FS	New Hampshire
RICHARD HEASLIP	FS	Mississippi
JOAN McCLOUD	FS	Vermont
PEGGY ST. PETER	FS	Montana
TIM ALDRICH	FS	Montana
MICK BARRUS	FS	Wyoming
DAVE CUNNINGHAM	FS	Wyoming
ROBIN JENKINS	FS	Idaho
PATTY BATES	FS	California
WENDY EVANS	FS	Oregon
R. MANN	FS	Kentucky
FRED FOSTER	FS	North Carolina
BOB DETTMAN	FS	Colorado
JAMES (WES) HARVEY	FS	Utah

LARRY ROYBAL	FS	New Mexico
LEW McCREERY	FS	West Virginia
DRINDA LOMBARDI	FS	Oregon
CAL JOYNER	FS	Arizona
BRAD BRADDY	FS	Georgia
REBEKAH BOWMAN WHITEHEAD	FS	Kentucky
PHIL CLARK	NYC	Washington
KATHY PREDDY	RECD	Louisiana
LORRAINE CLEMENTS	RECD	Texas
BONNIE FRICKS	RECD	Arizona
DEBRA NESBITT	RECD	North Carolina
RICHARD HOFFPAUIR	RECD	Louisiana
BETTYE OLIVER	RECD	Mississippi
LOUIS ELLIOTT	RECD	Kentucky
RHONDA LAMPKIN	RECD	Mississippi
RICHARD BURKE	RECD	Massachusetts
FRANK MUNCY	RECD	Alabama
DAN FRASIER	RECD	Idaho
TONI SYMONDS	RECD	California
PAUL DENDIS	RECD	New York
JIM ANDERSON	RECD	Virginia
CHARLES SPECHT	RECD	Illinois
KATHY BEISNER	RECD	Delaware
JEANIE GRAHAM	RECD	Florida
SHIRLEY TUCKER	RECD	Arkansas
JOE HALL	RECD	Oklahoma
SHIRLEY BOWDEN	RECD	South Dakota
DUANE TUTTLE	RECD	Pennsylvania
TIM GREGORY	RECD	Tennessee
CHERYL CORBETT	RECD	North Carolina
GREGG WHITE	RECD	South Carolina
ANA CHALLIS	RECD	West Virginia
DORMAN OTTE	RECD	Iowa
JOHN THOMAS	RECD	New Mexico
MARY McBRIDE	RECD	Washington
BUD FISHER	RECD	Oregon
TINA KING	RECD	Kentucky
MONA POWELL	RECD	Kentucky
PAUL BUZBEE	RECD	Oklahoma
DONNIE THOMAS	RECD	Georgia
GERALD RUTLAND	RECD	Alabama
ALLEN TURNBULL	RECD	Ohio
SANDI ELY	RECD	Louisiana
JAMES ROSENTHAL	RECD	Louisiana
LaDONNA GULLEY	RECD	Mississippi
SHELLEY FOUTZ-LOWE	RECD	Mississippi
CHANEL RICHARDS	RECD	Mississippi
ROCHELLA COLE	RECD	Mississippi
EUGENE McKINLEY	RECD	Arkansas
ANABELLE ALVAREZ	RECD	California
ZILPA ALVARADO	RECD	Texas
ANA GARCIA	RECD	Texas
TERRI RIOS	RECD	Texas

JIMMIE LUCAS	FSA	Washington, D.C.
BEVERLY PRITTS	FSA	Washington, D.C.
MARC SMITH	FSA	New York
TOM DELLA ROCCO	FSA	New York
WILLIAM MOIRS	FSA	Maine
MICHAEL TARDY	FSA	Maine
ROD ATTERBERRY	FSA	Illinois
PATRICIA SEITES	FSA	Rhode Island
SCOTT HALLETT	FSA	Washington
ROBERT EADDY	FSA	South Carolina
LISA SAUER	FSA	Oklahoma
JIM MEISENHEIMER	FSA	Kansas
JOHN ROGERS	FSA	South Carolina
VIRGINIA SHORT	FSA	Kentucky
LLOYD WILHELM	FSA	New Mexico
KEVIN FITZPATRICK	FSA	Iowa
CINDY WHITE	FSA	Missouri
FRANK RODGERS	FSA	Tennessee
JOHN CAMERON	FSA	Pennsylvania
PAUL BRULE	FSA	Rhode Island
DIANE CLAYTON	FSA	South Dakota
RICKEY DEES	FSA	Tennessee
LARRY ALBIN	FSA	Washington
LARRY WINSTON	ARS	Washington, DC
TIM CATTRON	NRCS	California
GARY JENNINGS	NRCS	Colorado
CARZELLA PRITCHETT	NRCS	Illinois
DAVE KREFT	NRCS	Washington
JIMMY SANDERS	NRCS	South Carolina
HOLLY MARTIEN	NRCS	Louisiana
MICHAEL PRICE	NRCS	Minnesota
JOHN HARRIS	NRCS	Tennessee
CRAIG DERICKSON	NRCS	Nebraska
LARRY MILES	NRCS	Kansas
JOHN WHITNEY	NRCS	New York
MARK FREEMAN	NRCS	Texas
DICK BENTAAS	NRCS	North Dakota
CINDY CARR-HAYGOOD	NRCS	Georgia
MARC McQUEEN	NRCS	Massachusetts
ARLENE TUGEL	NRCS	Oregon
LEROY TULL	NRCS	Oklahoma
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LEON MARTINEZ	NRCS	New Mexico
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conveys
list

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JIM COYLE	USDA/RHCDS	Washington, D.C.
DAVID GIBSON	USDA/RECD	Wisconsin
DONNA HINES	USDA/FCS	Washington, D.C.
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WORKSHOP FACILITATORS AND PANELISTS
AmeriCorps/USDA National Staff Training
July 17-21, 1995
Houston, Texas

Monday Morning (new managers)

"A Walk through Your First Year in AmeriCorps"

Panelists: Michael Price, NRCS/MN
Gloria Drake, Anti-Hunger, MS
Dave Kreft, NRCS/WA
Dave Johnson, FS/WA

Monday Afternoon (general session)

"Objectives, Workplans, and Quarterly Reports"

Panelists: Paula Cole Jones, NRCS/HQ
Donna Hines, Anti-Hunger/HQ
David Gibson, RECD/HQ

* * * * *

Tuesday Afternoon (workshops)

1:00 p.m. Conflict Resolution

Judy Milton, United Way of St. Louis, MO

Effective Interaction with Members Experiencing Problems

Robin Dubin, Anti-Hunger/DC

(NOTE: This workshop has a maximum capacity of 30 participants)

Administrative Issues

Dee DeFiore, NRCS/HQ

Ron DeMunbrun, USDA National Service

(NOTE: Because of the extensive material that will be covered,
this workshop will be a 3-hour session.)

Recruitment

Dave Johnson, NRCS/WA

Katherine Gibney, USDA National Service

Joel Berg, USDA National Service

3:00 p.m. Conflict Resolution

Judy Milton, United Way of St. Louis, MO

Working with State Commissions

Randi Shade/Tany Norwood, Texas State Commission

LeRoy Tull, NRCS/OK

Kevin Fitzpatrick, FSA/IA [to be confirmed]

Representative from the Corporation [to be confirmed]

Recruitment

Dave Johnson, NRCS/WA

Katherine Gibney, USDA National Service

Joel Berg, USDA National Service

Wednesday Morning (workshops)

8:30 a.m. **Conflict Resolution**

Judy Milton, United Way of St. Louis, MO

Team Building

Paula Cole Jones, NRCS/HQ

Administrative Issues

Dee DeFiore, NRCS/HQ

Ron DeMunbrun, USDA National Service

(NOTE: Because of the extensive material that will be covered,
this workshop will be a 3-hour session.)

Evaluations

Marc McQueen, NRCS/MA

Joel Berg, USDA National Service

Alfred Martin, Anti-Hunger/MS

10:30 a.m. **Conflict Resolution**

Judy Milton, United Way of St. Louis, MO

Team Building

Paula Cole Jones, NRCS/HQ

Evaluations

Marc McQueen, NRCS/MA

Joel Berg, USDA National Service

Alfred Martin, Anti-Hunger/MS

Wednesday Afternoon (workshops)

1:00 p.m. **Building Local Partnerships**

Alan Pigg, FS/GA

John Whitney, NRCS/NY

Frank Tamborello, Anti-Hunger/CA

Managing Diverse Members

Elizabeth Riley, Anti-Hunger, CA

Lloyd Wilhelm, RECD/NM

John Seymour, FS/HQ

Education Component of the Year of Service

Tony Perez, Anti-Hunger/WI

Gloria Drake, Anti-Hunger/MS

[needs balance]

Recruitment

Dave Johnson, NRCS/WA
Katherine Gibney, USDA National Service
Joel Berg, USDA National Service

3:00 p.m. **Building Local Partnerships**
Alan Pigg, FS/GA
John Whitney, NRCS/NY
Frank Tamborello, Anti-Hunger/CA

Managing Diverse Members
Elizabeth Riley, Anti-Hunger, CA
Lloyd Wilhelm, RECD/NM
John Seymour, FS/HQ

Teachable Moments in Service Learning
Bettye Oliver, RECD/MS
Eddie Seidenstricker, NRCS/TX

Recruitment
Dave Johnson, NRCS/WA
Katherine Gibney, USDA National Service
Joel Berg, USDA National Service

Thursday Morning (workshops)

8:30 a.m. **Objectives Development and Progress Reporting**
Mindy Martin, FS/OR
Bari Gladstone, Anti-Hunger/VT
Jim Coyle, RECD/HQ

Dealing with the Media
Katherine Gibney, USDA National Service
Carolyn Olney, Anti-Hunger, CA
Michael Price, NRCS/MN

Administrative Issues
Dee DeFiore, NRCS/HQ
Ron DeMunbrun, USDA National Service
(NOTE: Because of the extensive material that will be covered,
this workshop will be a 3-hour session.)

Member Services/Recognition
Donna Hines, Anti-Hunger/HQ
Patricia Seites, FSA/RI
Gina Purtell, Anti-Hunger/VT

10:30 a.m. **Objectives Development and Progress Reporting**
Mindy Martin, FS/OR
Bari Gladstone, Anti-Hunger/VT
Jim Coyle, RECD/HQ

Managing Diverse Members
Elizabeth Riley, Anti-Hunger, CA
Lloyd Wilhelm, RECD/NM
John Seymour, FS/HQ

Building Team/USDA through AmeriCorps/USDA
Holly Martien, NRCS/LA
Merlin Berg, NRCS/AZ
Bettye Oliver, RECD/MS

Thursday Afternoon (workshops)

1:00 p.m. **Personnel Issues**
Phil Clark, Northwest Youth Corps (FS)/WA
Lorraine Clements, TX

Interagency Coordination (formerly "Regional/State Facilitators")
Rod Atterberry, FSA/IL
Rhonda Lampkin, RECD/MS [needs balance?]
Jim Meisenheimer, FSA/KS
Robert Eaddy, FSA/SC

Congressional/Intergovernmental Affairs
Elizabeth Jones, USDA National Service
Joel Berg, USDA National Service

Motivating Members
Carzella Pritchett, NRCS/IL
Jimmy Sanders, NRCS/SC
Dave Kreft, NRCS/WA
Dionne Kyle, Anti-Hunger/CA

3:00 p.m. **Personnel Issues**
Phil Clark, Northwest Youth Corps (FS)/WA
Lorraine Clements, TX

Managing Diverse Members
Elizabeth Riley, Anti-Hunger, CA
Lloyd Wilhelm, RECD/NM
John Seymour, FS/HQ

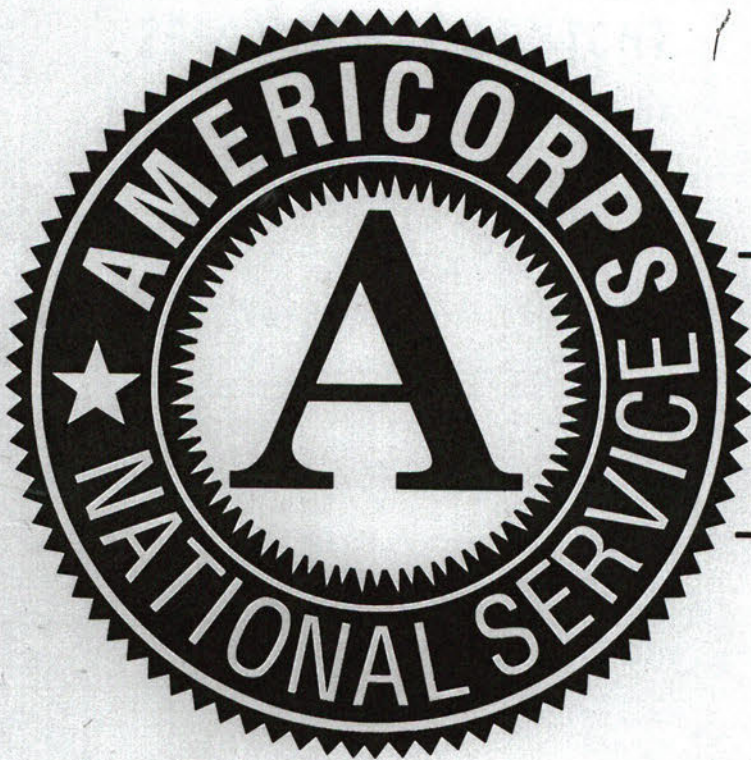
Rural Development Issues
David Gibson, RECD/HQ
Bettye Oliver, RECD/MS

Planning Community Signature Projects
Joshua Yates, Anti-Hunger, HQ
LaDonna Gulley, RECD/MS
Lisa Guccione, Anti-Hunger, VT

See the Force

USDA/AMERICORPS NATIONAL TRAINING

***Houston, Texas
July 17-21***



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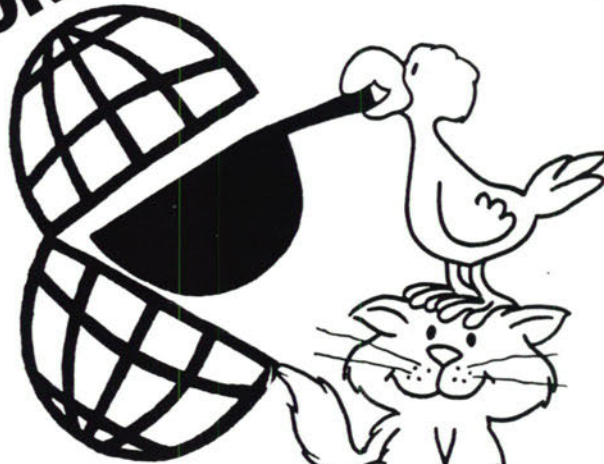
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WORKING TOGETHER WORKS



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WORLD FOOD DAY

OCTOBER 16th

World Food Day, now in its 15th year, is observed worldwide. In the U.S., the 450 private, voluntary organizations which make up the National Committee work together with more than 20,000 community organizers to increase awareness, understanding and year-around action on the complex issues of food security for all. To find out how you or your organization can become involved contact:

U.S. National Committee for World Food Day

1001 22nd Street, N.W. • Washington, D.C. 20437 • 202-653-2404



WORLD FOOD DAY

October 16

FIFTY YEARS OF EFFORT

October 16, 1995 -- World Food Day -- will commemorate the 50th anniversary of the founding of the UN Food and Agriculture Organization (FAO). It will also serve as a benchmark for a half century of effort by the international community, by national governments and by a great number of private non-governmental organizations to build a global infrastructure of food for all. Such a system would include household security, national security and global security. All countries would strive for food self-reliance, but would also have ready access to world food surpluses in times of emergency. Every individual and family would have a realizable **right to food** through land to grow or money to buy the food they need to live a healthy life.

That was the goal -- and the human dream -- embodied in FAO's founding charter, but it remains a promise unfulfilled.

Great progress has been made in these 50 years in food production, early warning and rapid response to food emergency and famine, creation of the World Food Program linking food aid to self-help, programs of agrarian reform and rural development, land and water management, sanitation, health, child nutrition and many more. But at its most basic level food security has to mean hunger eradication, and in that most vital sense we have failed. We have even lost ground.

WORLD HUNGER TODAY

More than 800 million people -- one in seven of the world's total population -- suffer chronic hunger and malnutrition. Almost 200 million of these are young children, and UN agencies estimate that more than 3 million children die each year from hunger-related causes. Huge numbers of those who survive are mentally or physically impaired.

The great majority of the hungry live in countries that do not grow enough food to meet their own needs and cannot readily afford to fill the gap with imports from food surplus areas. For all the gains in food production, these 50 years have also seen the world's population nearly triple, with the greatest rate of increase coming in the 88 countries which fall into the category of "low-income, food-deficit."

THE CHALLENGE AHEAD

According to current estimates, the world's population will grow from 5.5 billion today to 9 billion by the year 2030. In other words, the amount of arable land **per capita** will be reduced by nearly half. The human pressures that lead to deforestation, water shortage, land degradation and air pollution will mount steadily, and they will mount especially fast in precisely those countries least able to cope with them -- those which are "low-income, food-deficit" -- the poorest of the poor of the Third World.

This is the challenge that lies ahead. The events and seminars and ministerial meetings marking FAO's 50th anniversary this October will also be a time for appraisal -- an opportunity to measure and analyze what has worked well and what badly and to plan strategies for the 50 years that lie ahead. It will be a time for a new commitment by governments and individuals, a commitment that we will do everything we can to free the world from the pain, sickness and despair of hunger.

THE ROLE OF FAO

The UN Food and Agriculture Organization is at the center of this struggle. At FAO's global headquarters in Rome, Italy, national agriculture ministers and an international staff of experts work together on programs of appropriate technology, environmental protection, sustainable agriculture, fishing and forestry, information sharing, fair trade, biotechnology, international food safety, response to food emergencies and many more.

In the developing countries, FAO technical assistance staff work with their national counterparts to turn policies and goals into better lives for people -- teaching the use of new, high-yielding seeds, planting trees for food, forage, fuelwood and flood control, organizing small farm, fishing and forestry co-ops, designing agricultural education and extension systems and much more.

Learn more about FAO, and how it works completely outside of politics to help people all over the world improve their lives. Write for the special folder **FAO: What It Is, What It Does** to FAO, 1001 22nd Street, N.W., Washington, D.C. 20437 or call 202-653-2402 or Fax 202-653-5760.

FOR MORE INFORMATION ABOUT WORLD FOOD DAY CONTACT

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October 16



WORLD FOOD DAY 'CATECHISM'

What Is World Food Day?

WFD is a worldwide event designed to increase awareness, understanding and informed, year-around, long-term **action** on the complex issues of food security for all.

When Is World Food Day?

WFD is observed each **October 16th** in recognition of the founding — in 1945 — of the UN Food and Agriculture Organization (**FAO**), the lead agency of the UN system for technical assistance, research and policymaking in world agriculture, fishing, forestry and rural development. The first World Food Day was in 1981.

Why Should I Be Involved?

Each person who cares — and becomes involved — helps build a more food-secure world. A society that guarantees the basis of life — food — is offering hope, to all, that other blessings of peace and justice are attainable as well.

Who Else Is Involved?

WFD is observed in 150 nations. In the United States it has the support of more than 400 sponsoring organizations, and **WFD** planning groups can be found in almost every community.

How Can World Food Day Make A Difference?

WFD combines all those who care — wherever they are. It is a "tripartite" effort by private voluntary organizations, governments and the international system, carrying out myriad programs and projects, and working in a hundred different ways to build public will — the element so often named as the "missing ingredient" in the struggle for hunger alleviation and world food security.

Where Can I Get Help? How Do I Find Others That Are Involved?

Use the **WFD** letterhead list as the basic resource for discovering committed, interested persons, ideas, resources and materials. Call or write the national office for the **WFD Resource List** and for possible contacts or help. You can be sure that others near you — in schools, offices, faith groups and civic organizations to which you may already belong — will share your hunger concerns and will want to work with you. Remember, "Two and two and fifty make a million ..."

What Do People Do On World Food Day?

WFD is observed in hundreds of ways around the world. There is no one way. Each nation, each community, each person is free to choose and plan the most **USEFUL/EFFECTIVE** ways to **increase informed action**. Here are just a few:

Increase Awareness —

arrange media coverage or concentrate on increasing the understanding of persons in the media.

Increase Understanding —

plan education efforts from nursery schools to colleges and universities to senior citizen centers.

Increase Information —

conduct research and publicize findings on local situations through use of documentaries, graduate school projects, public surveys and government task forces (all levels).

Increase Services —

establish or strengthen services, from emergency food pantries to comprehensive food/nutrition/health programs.

Increase Support —

make **WFD** a common fundraising opportunity for domestic as well as international programs and projects.

Increase Advocacy —

launch campaigns to demonstrate a **CARING, INFORMED CONSTITUENCY** for policies (from local to international) that place food security issues on the "front burner" ... seeking commitments from candidates and/or public officials ... from the town council to the "leader of the free world."

Increase Networking —

use **WFD** to find ways to make the thousands of local-global links among people and between issues. Use **WFD** to discover almost infinite combinations of people, ideas and resources.

Increase Impact —

design an annual "assessment" regarding your **WFD** work so you will have a benchmark to measure the difference you are making.

How Do We Determine What Is The Best Way To Observe The Day In Our Community?

Request the **WFD** booklet **Ideas in Action** to learn what others are doing. Form a committee or coalition ... develop a consensus about what to do ... divide the responsibilities and go to work! The national office can often put you in touch with others who have tried what you want to do and thus help you skip some trials and errors.

These questions are quite prosaic queries addressing the observance of World Food Day in practical ... useful ... meaningful ... ways. Behind them all is the much deeper question:

Why Does Our World Allow Hunger, Homelessness, Violence, Oppression, War?

One answer is that not enough people care enough. Another answer is that the many who care are not working together as effectively and creatively as possible. **WFD** can be used to change concern into action, observance into substance, a one-day focus into year-around programs. Certainly **WFD** cannot perform miracles ... there are no simple or magical solutions, but we can make a magical effort. **In the beginning a movement is as much spirit as it is substance ... in the end it is both ... multiplied sevenfold!**



Patricia Young
National Coordinator

For further information, contact.

The National Committee for World Food Day at
1001 22nd Street, N.W.
Washington, D.C. 20437
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UNITED
STATES
DEPARTMENT
OF AGRICULTURE

WORKSHOP FACILITATORS AND PANELISTS
AmeriCorps/USDA National Staff Training
July 17-21, 1995
Houston, Texas

Monday Morning (new managers)
"A Walk through Your First Year in AmeriCorps"

Panelists: Michael Price, NRCS/MN
Gloria Drake, Anti-Hunger, MS
Dave Kreft, NRCS/WA
Dave Johnson, FS/WA

Monday Afternoon (general session)
"Objectives, Workplans, and Quarterly Reports"

Panelists: Paula Cole Jones, NRCS/HQ
Donna Hines, Anti-Hunger/HQ
David Gibson, RECD/HQ

Tuesday Afternoon (workshops)

1:00 p.m. Conflict Resolution
Judy Milton, United Way of St. Louis, MO

Effective Interaction with Members Experiencing Problems
Robin Dubin, M.S.W., L.C.S.W., Anti-Hunger/DC
(NOTE: This workshop has a maximum capacity of 30 participants)

Administrative Issues
Dee DeFiore, NRCS/HQ
Ron DeMunbrun, USDA National Service
(NOTE: Because of the extensive material that will be covered,
this workshop will be a 4-hour session.)

Recruitment
Dave Johnson, NRCS/WA
Katherine Gibney, USDA National Service
Joel Berg, USDA National Service

3:00 p.m. Conflict Resolution
Judy Milton, United Way of St. Louis, MO

Working with State Commissions
Randi Shade/Tany Norwood, Texas State Commission
LeRoy Tull, NRCS/OK
Kevin Fitzpatrick, FSA/IA
Representative from the Corporation [to be confirmed]

Recruitment
Dave Johnson, NRCS/WA
Katherine Gibney, USDA National Service
Joel Berg, USDA National Service

Wednesday Morning (workshops)

- 8:30 a.m. **Conflict Resolution**
Judy Milton, United Way of St. Louis, MO
- Team Building**
Paula Cole Jones, NRCS/HQ
Patricia Johnson, Professor of Sociology and Social Work, NRCS/HQ
- Administrative Issues**
Dee DeFiore, NRCS/HQ
Ron DeMunbrun, USDA National Service
(NOTE: Because of the extensive material that will be covered,
this workshop will be a 4-hour session.)
- Evaluations**
Marc McQueen, NRCS/MA
Joel Berg, USDA National Service
Alfred Martin, Anti-Hunger/MS
- 10:30 a.m. **Conflict Resolution**
Judy Milton, United Way of St. Louis, MO
- Team Building**
Paula Cole Jones, NRCS/HQ
Patricia Johnson, Professor of Sociology and Social Work, NRCS/HQ
- Evaluations**
Marc McQueen, NRCS/MA
Joel Berg, USDA National Service
Alfred Martin, Anti-Hunger/MS

Wednesday Afternoon (workshops)

- 1:00 p.m. **Building Local Partnerships**
Alan Pigg, FS/GA
John Whitney, NRCS/NY
Frank Tamborello, Anti-Hunger/CA
- Managing Diverse Members**
Elizabeth Riley, Anti-Hunger, CA
Lloyd Wilhelm, RECD/NM
John Seymour, FS/HQ
- Education Component of the Year of Service**
Tony Perez, Anti-Hunger/WI
Phil Clark, Northwest Youth Corps (FS)/WA
Gloria Drake, Anti-Hunger/MS
- Recruitment**
Dave Johnson, NRCS/WA
Katherine Gibney, USDA National Service
Joel Berg, USDA National Service
- 3:00 p.m. **Building Local Partnerships**
Alan Pigg, FS/GA
John Whitney, NRCS/NY
Frank Tamborello, Anti-Hunger/CA

Managing Diverse Members

Elizabeth Riley, Anti-Hunger, CA
Lloyd Wilhelm, RECD/NM
John Seymour, FS/HQ

Teachable Moments in Service Learning

Bettye Oliver, RECD/MS
Eddie Seidenstricker, NRCS/TX

Recruitment

Dave Johnson, NRCS/WA
Katherine Gibney, USDA National Service
Joel Berg, USDA National Service

* * * * *

Thursday Morning (workshops)

8:30 a.m. Objectives Development and Progress Reporting

Mindy Martin, FS/OR
Bari Gladstone, Anti-Hunger/VT
Jim Coyle, RECD/HQ

Dealing with the Media

Katherine Gibney, USDA National Service
Carolyn Olney, Anti-Hunger, CA
Michael Price, NRCS/MN

Administrative Issues

Dee DeFiore, NRCS/HQ
Ron DeMunbrun, USDA National Service
(NOTE: Because of the extensive material that will be covered,
this workshop will be a 4-hour session.)

Member Services/Recognition

Donna Hines, Anti-Hunger/HQ
LaDonna James, RECD/MS
Gina Purtell, Anti-Hunger/VT

10:30 a.m. Objectives Development and Progress Reporting

Mindy Martin, FS/OR
Bari Gladstone, Anti-Hunger/VT
Jim Coyle, RECD/HQ

Managing Diverse Members

Elizabeth Riley, Anti-Hunger, CA
Lloyd Wilhelm, RECD/NM
John Seymour, FS/HQ

Building Team/USDA through AmeriCorps/USDA

Holly Martien, NRCS/LA
Merlin Berg, NRCS/AZ
Bettye Oliver, RECD/MS

Thursday Afternoon (workshops)

1:00 p.m. Personnel Issues

Terry Murphy, FS/CA
Lorraine Clements, RECD/TX
Joshua Yates, Anti-Hunger/HQ

Interagency Coordination (formerly "Regional/State Facilitators")

Rod Atterberry, FSA/IL
Rhonda Lampkin, RECD/MS
Jim Meisenheimer, FSA/KS
Robert Eaddy, FSA/SC

Congressional/Intergovernmental Affairs

Elizabeth Jones, USDA National Service
Joel Berg, USDA National Service

Motivating Members

Carzella Pritchett, NRCS/IL
Jimmy Sanders, NRCS/SC
Dave Kreft, NRCS/WA
Dionne Kyle, Anti-Hunger/CA

3:00 p.m.

Personnel Issues

Terry Murphy, FS/CA
Lorraine Clements, RECD/TX
Joshua Yates, Anti-Hunger/HQ

Managing Diverse Members

Elizabeth Riley, Anti-Hunger, CA
Lloyd Wilhelm, RECD/NM
John Seymour, FS/HQ

Rural Development Issues

David Gibson, RECD/HQ
Bettye Oliver, RECD/MS

Planning Community Signature Projects

LaDonna Gulley, RECD/MS
Lisa Guccione, Anti-Hunger, VT

AGENDA
AMERICORPS/USDA STAFF TRAINING
HOUSTON DOUBLETREE
400 DALLAS STREET
HOUSTON, TEXAS
July 17-21, 1995

Sunday, July 16

6:00 - 9:00pm Registration

Monday, July 17 (am)

8:30 - 1:00 Registration (con't)

9:00 - 10:00 "AmeriCorps "101" for First Year AmeriCorps Participants"
(Joel Berg)

10:00 - 10:30. Break

10:30 - 12:00 "A Walk Though Your First Year In AmeriCorps"
(AmeriCorps Panel)

Monday, July 17 (pm)

GENERAL SESSION

1:00 - 2:00 Welcome & Introductions
(Keynote USDA & CNCS Speaker(s))

2:00 - 2:30 Break

2:30 - 3:00. Plans for Tuesday's Service Project
(Benny Billington/Kathy Dean, NRCS)

3:00 - 4:30 Quarterly Reports, Community Service Objectives, and Workplans
(*"Team USDA"* Panel)

4:30 - 5:00 Questions & Answers
(AmeriCorps/USDA Staff)



AGENDA
AMERICORPS/USDA STAFF TRAINING
HOUSTON DOUBLETREE
400 DALLAS STREET
HOUSTON, TEXAS
July 17-21, 1995

Tuesday, July 18 (am)

SERVICE PROJECT

7:30 - 11:30. *Group Service Project*
(Optional but Highly Recommended!)

11:30 - 1:00. *Lunch*

Tuesday, July 18 (pm)

AMERICORPS WORKSHOPS

[Participants will select the AmeriCorps workshops they will attend. (See attached list.) Workshop topics indicated below are examples only.]

1:00 - 2:30 *"AmeriCorps/USDA Administrative Issues"*

2:30 - 3:00 *Break*

3:00 - 4:30 *"Managing A Diverse AmeriCorps Team"*

4:30 - 5:00 *Questions & Answers*
(AmeriCorps/USDA Staff)



AGENDA
AMERICORPS/USDA STAFF TRAINING
HOUSTON DOUBLETREE
400 DALLAS STREET
HOUSTON, TEXAS
July 17-21, 1995

Wednesday, July 19 (all day)

AMERICORPS WORKSHOPS

[Participants will select the AmeriCorps workshops they will attend. (See attached list.) Workshop topics indicated below are examples only.]

8:30 - 10:00 "Recruiting AmeriCorps Members"

10:00 - 10:30 Break

10:30 - 12:00 "Quarterly Reports, Community Service Objectives, and Workplans"

12:00 - 1:00 Lunch

1:00 - 2:30 "Building Local Partnerships"

2:30 - 3:00 Break

3:00 - 4:30 "Working with State Commissions"

4:30 - 5:00 Questions & Answers
(AmeriCorps/USDA Staff)



**AGENDA
AMERICORPS/USDA STAFF TRAINING
HOUSTON DOUBLETREE
400 DALLAS STREET
HOUSTON, TEXAS
July 17-21, 1995**

Thursday, July 20 (all day)

AMERICORPS WORKSHOPS

[Participants will select the AmeriCorps workshops they will attend. (See attached list.) Workshop topics indicated below are examples only.]

8:30 - 10:00 "Crisis Management/Conflict Resolution"

10:00 - 10:30 Break

10:30 - 12:00 "Congressional/Intergovernmental Affairs"

12:00 - 1:00 Lunch

1:00 - 2:30 "Dealing with the Media"

2:30 - 3:00 Break

3:00 - 4:30 "Rural Development Issues & EZ/EC"

4:30 - 5:00 Awards and Recognition
(AmeriCorps/USDA Staff)

6:00 (or thereabouts). Group Dinner at Pappasito's



AGENDA
AMERICORPS/USDA STAFF TRAINING
HOUSTON DOUBLETREE
400 DALLAS STREET
HOUSTON, TEXAS
July 17-21, 1995

Friday, July 21 (am)

AGENCY BREAKOUT SESSIONS

8:30 - 11:00 RECD Agency Representatives meet
with EZ/EC Staff; Anti-Hunger
Representatives discuss plans for
"World Food Day"; etc.

GENERAL SESSION

11:00 - 11:30 Break

11:30 - 12:00 Closing Remarks and Adjournment

HAVE A SAFE TRIP HOME !!





UNITED
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OF AGRICULTURE

DON'T LET THE HEAT GET TO YOU!!!

Of course it's hot; it's July in Houston! However, we really don't want anyone to suffer unnecessarily from the heat, particularly during the service project. There are three major types of heat-related syndrome: **HEAT CRAMPS**, **HEAT EXHAUSTION**, and **HEATSTROKE**. Needless to say, your skin doesn't need to be overexposed to the sun's rays, either, so be sure to wear a hat and to apply some sunscreen (SPF 15 or greater) to your face, and to your arms, and legs if they aren't covered by clothing.

HEATSTROKE, the most serious heat-related illness, usually occurs on hot, humid days when you work or play too hard. **HEATSTROKE** occurs when your body can't lose heat. You may get dizzy, nauseated, and the muscles in your legs and abdomen may cramp. Your pulse may race, your vision may get blurry, or you may have trouble focusing. The whole time **you may never break a sweat!** Your skin will feel hot and dry and look red, and your body temperature goes up. If you don't get treatment, you will become disoriented, pass out, and could even die.

Please review the attached chart to familiarize yourself with the symptoms of heat cramps, heat exhaustion, and heatstroke. If you start to feel dizzy, be sure to let one of the team leaders know, but try not to overreact.

Luckily, you can prevent **HEATSTROKE**. Health professionals recommend the following steps to avoid heat-related illnesses:

- * **Avoid strenuous activity during the hottest part of the day.**
- * **Drink plenty of water; don't wait till you get thirsty.**
- * **Avoid alcohol and drinks with caffeine; they may be cold and refreshing, but they dehydrate your body. Sports drinks also work well, but plain water is best.**
- * **Wear light clothing and a hat with a brim.**
- * **If you feel like you're getting overheated, stop what you're doing and GET OUT OF THE SUN IMMEDIATELY! Let someone, preferably one of the team leaders, know that you don't feel well, then try to cool down by putting a wet cloth (tepid is better than icy-cold) on your forehead and wrists.**

Following these simple precautions will help us all to enjoy a safe and meaningful service project!

HOW TO MANAGE HEAT SYNDROME

TYPE AND
PREDISPOSING
FACTORSSIGNS AND
SYMPTOMS

MANAGEMENT

Heat cramps

- Commonly affect young adults
- Strenuous activity without training or acclimatization
- Normal to high temperature or high humidity

- Muscle twitching and spasms, weakness, severe muscle cramps
- Nausea
- Normal temperature or slight fever
- Normal CNS findings
- Diaphoresis

- Hospitalization usually unnecessary.
- To replace fluid and electrolytes, give salt tablets and balanced electrolyte drink.
- Loosen patient's clothing, and have him lie down in a cool place. Massage his muscles. If muscle cramps are severe, start an I.V. infusion with normal saline solution.

Heat exhaustion

- Commonly affects young people
- Physical activity without acclimatization
- Decreased heat dissipation
- High temperature and humidity

- Muscle cramps (infrequent)
- Nausea and vomiting
- Decreased blood pressure
- Thready, rapid pulse
- Cool, pallid skin
- Headache, mental confusion, syncope, giddiness
- Oliguria, thirst
- No fever

- Hospitalization usually unnecessary.
- *Immediately* give salt tablets and balanced electrolyte drink.
- Loosen patient's clothing, and put him in a shock position in a cool place. Massage his muscles. If cramps are severe, start an I.V. infusion, as ordered.
- If needed, give oxygen.

Heatstroke

- Exertional heatstroke commonly affects young, healthy people who are involved in strenuous activity.
- Classical heatstroke commonly affects elderly, inactive people who have cardiovascular disease or who take drugs that influence temperature regulation.
- High temperature and humidity without any wind

- Hypertension, followed by hypotension
- Atrial or ventricular tachycardia
- Hot, dry, red skin, which later turns gray; no diaphoresis
- Confusion, progressing to seizures and loss of consciousness
- Temperature higher than 104° F. (40° C.)
- Dilated pupils
- Slow, deep respiration; then Cheyne-Stokes

- Initiate ABCs of life support.
- To lower body temperature, cool rapidly with ice packs on arterial pressure points and hypothermia blankets.
- To replace fluids and electrolytes, start an I.V. infusion, as ordered.
- Hospitalization needed.
- Insert nasogastric tube to prevent aspiration.
- Give diazepam to control seizures; chlorpromazine I.V. to reduce shivering; or mannitol to maintain urine output, as ordered.
- Monitor temperature, intake, output, and cardiac status. Give dobutamine, as ordered, to correct cardiogenic shock. (Vasoconstrictors are contraindicated.)

**Workshops
for
AmeriCorps/USDA National Training
July 17-21, 1995**

NOTE: These topics are not listed in any particular order. An asterisk (*) beside a topic indicates a required workshop for all USDA trainees; all others are elective, and should be selected based on your specific needs as an AmeriCorps manager. Each workshop will last approximately 90 minutes. All workshops, including the mandatory ones, will be repeated as often as necessary to accommodate need and/or preference.

*** Administrative Issues**

Basic requirements for program managers and project directors; required forms; site Identification Numbers; budget development and oversight; and a variety of other issues necessary to efficient administration of an AmeriCorps/USDA project.

*** Recruitment**

How to reach under-represented groups; when and how long to recruit Members; Federal requirements and restrictions; measuring success of recruitment efforts.

*** Managing Diverse Members**

Coping with issues of racism, sexism, age disparity, and how to avoid such problems; fostering cultural diversity and awareness; building team unity from widely diverse individuals; dealing with the unique needs of physically-challenged Members; recruiting and integrating these Members smoothly into the team.

Dealing with the Media

Includes developing effective media contacts, helpful hints for promoting AmeriCorps/USDA through press releases, feature articles, etc.; discussion of USDA's basic media policy for AmeriCorps projects.

Building Team USDA through AmeriCorps/USDA

Success stories, such as the flood relief work accomplished in Louisiana, that demonstrate how AmeriCorps/USDA continues to foster the concept of Team USDA through exemplary cooperation and coordination.

Building Local Partnerships

Assessing existing networks within the community or service delivery area, including identification of gaps in these networks that AmeriCorps can help to fill; importance of and advice on coalition building and community organizing.

Team Building

Developing and promoting a common vision and sense of unity within the Team; identifying common interests and aptitudes while encouraging expression of individual gifts/talents/desires for the enhancement of the group as a whole; minimal discussion of conflict resolution (see below for more on that topic).

Evaluations

Necessary components of the required independent program evaluation; time period to be covered; expected scope of the evaluation; technical assistance in preparing the RFP for an evaluator.

Quarterly Reports, Community Service Objectives, and Workplans

More in-depth discussion of material introduced during the opening session; explanation of the importance of each document, as well as how they all fit together; USDA's and the Corporation's expectations for each one; intended use of reports; guidance on setting realistic goals and then tracking progress toward those goals.

Personnel Issues

Guidance for program managers on how to manage people in order to achieve established goals; importance of setting high standards and expectations for Members; fostering a sense of ownership and responsibility among Members; basic personnel requirements; discipline and diplomacy.

Working with State Commissions

Fostering good working relationships with State Commissions on National Service; coordinating projects; sharing resources; avoiding duplication of effort.

Member Services

Health care, child care, food stamp eligibility, loan deferment, etc.

Education component of the Year of Service

Corporation and USDA expectations; helping Members obtain GED's, college preparation, etc; literacy and other lifeskills training; good ideas for Member education that have been successful.

Conflict Resolution/Crisis Management

This workshop will be led by Judy Milton, a professional trainer with the United Way in St. Louis, who is both skilled and experienced in providing AmeriCorps/USDA program managers with tools to help them deal effectively with the wide variety of conflicts and crises that arise throughout the year.

Regional/State Facilitators

Not for current facilitators only!! Discussion of topics specifically pertinent to those AmeriCorps/USDA managers who work with facilitators in any capacity, including the roles of the facilitator, state coordinator, and site supervisor, and how these roles combine to produce a cohesive program.

Congressional/Intergovernmental Affairs

How what Congress does affects AmeriCorps/USDA projects; building effective relationships with your Congressional delegations; capitalizing on such relationships to generate positive attention to AmeriCorps/USDA; limitations on lobbying, and/or other restrictions.

"Teachable Moments" for Service Learning

Making the most of every opportunity to help Members learn more about the work they do and the communities they serve through AmeriCorps/USDA; methods of experiential learning; reinforcement of lessons learned.

Planning Community Signature Projects

Explanation of just what a signature project is; successful examples; identifying opportunities for signature projects; promoting and coordinating the projects through creative coalitions.

Effective Interaction with Members Experiencing Problems

Helping Members who come into the program with "baggage"; ways to bring difficulties into the open (without violating confidentiality); warning signs of impending problems; resources and support to resolve these problems.

Motivating Members

Ensuring that Members develop a sense of ownership in the AmeriCorps/USDA program; keeping them interested and enthusiastic, even when roadblocks arise; giving Members the challenges they need to keep them alert.

The Art of Being a Team/Crew Leader

Leadership among peers; how to lead by example; dealing with resentments and prejudices within the Team; setting daily/weekly schedules; reporting requirements; on-site diplomacy; (small) crisis management.

Rural Development Issues

Discussion of situations and challenges faced by AmeriCorps/USDA Members and their Federal counterparts in rural areas, focusing on outreach for RECD programs, working with community organizations, and working with EZ/EC Champion and Designated communities.

Little Pappasito's

To Go menu prices include a service charge in order to ensure that our food quality is the same at home as when you dine with us.

ANTOJITOS (Appetizers)

Nachos beef, beans & cheese	7.65
Nachos Al Carbon beef fajita, beans & cheese	10.95
Nachos Al Carbon de Pollo chicken fajitas, black beans & cheese	10.95
Quesadillas grilled tortillas filled with choice of beef or chicken fajitas & a medley of cheeses	9.85
Tamales choice of pork or spinach (six per order)	6.90
Ceviche with fresh fish, shrimp & scallops	6.35
Chile con Queso rich, spicy Mexican cheese dip	4.95
Sopa de Tortilla our hearty Mexican vegetable soup	4.95
Little Sito's Salad a bed of fresh greens and vegetables with beef or chicken fajitas	9.20

ENCHILADAS

Served with rice & frioles a la charra.

Cheese & Onion Enchiladas topped with chile con carne & cheese	8.75
Beef Enchiladas topped with chile con carne & cheese	9.20
Chicken Enchiladas salsa verde, sour cream, or authentic red sauce	9.85
Combination Enchilada Platter beef, chicken & cheese enchiladas	9.85

SITO'S STACK

Served with rice & black beans.

Chicken & Spinach Stack	9.85
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PLATILLOS DE TACOS (Taco Platters)

Served with rice & frioles a la charra.

Crispy Taco Dinner your choice of beef or chicken	7.45
Soft Flour Taco Dinner your choice of beef or chicken	8.65
Flauta Dinner choice of chicken or beef with guacamole & sour cream	8.65
Chiles Rellenos two spicy poblano peppers filled with beef or chicken & topped with a zesty ranchero sauce and Monterrey Jack cheese	10.35
Pobano Marisco poblano peppers filled with crawfish & shrimp stuffing, topped with our special sauces	11.45

A LA CARTE (Side Orders)

Rice and Beans	1.25	Guacamole	3.25
Single Tamale	1.85	Sour Cream	1.05
Single Taco al Carbon	6.00	Grated Cheese	1.05
Single Enchilada	3.80	Single Crispy Taco	2.50
Single Chile Relleno	4.60	Single Soft Flour Taco	3.05

POSTRES (Desserts)

Sopapillas	4.15	Half Order	3.05	Coffee, Tea, Lemonade	1.40
Flan	3.25			Soft Drinks	1.40
Cajeta	5.45			Mineral Water	2.15
Blue Bell Ice Cream	2.15				

PAPPASITO'S LUNCH SPECIALS

Available Monday thru Friday 11:00 a.m. - 3:00 p.m.

Lunch Fajita sizzling fajitas, guacamole, pico de gallo & fresh flour tortillas. Served with rice & beans. Perfect for one!	Chicken	9.10
Grilled Chicken Taco Salad mesquite-grilled breast of chicken brushed with barbecue sauce, whole wheat tortilla strips, avocado & Mexican cheeses in a honey mustard dressing on a bed of fresh greens	Beef	9.85
Pappasito's Mixed Grill a skewer of mesquite-grilled beef & chicken fajita, bacon-wrapped shrimp and fresh vegetables on a bed of Mexican rice. Served with pineapple pico de gallo		6.55
Grilled Chicken & Spinach Quesadilla grilled flour tortillas filled with fresh sautéed spinach, grilled chicken fajita, and a medley of cheeses. Served with guacamole & sour cream		8.75
Plato Chapala homemade tamale and your choice of one (1) enchilada and one (1) taco. Served with rice and beans.		9.85
		8.75

*Prices are higher on this menu because it is a to go menu. In-store everything is about \$1 less

Little Pappasito's

PLATILLOS COMBINADOS (Combination Platters)

Served with rice, beans & fresh flour tortillas

Reynosa Grande two chicken enchiladas, chicken taco & tamale	9.85
Little Sito's Superior two chicken enchiladas, beef taco al carbon & tamale (with cheese chile relleno, add \$1.95)	11.50
El Paso Deluxe two beef enchiladas, beef taco & tamale	10.45
Laredo Plate beef enchilada, chicken enchilada, chicken taco & tamale	10.45
Guadajajara Plate two cheese enchiladas, beef taco & tamale	9.85
Rio Grande beef fajitas & pchuga de pollo (chicken breast)	15.95
Matamoros chicken or beef fajitas & agujas (pork ribs)	16.45
Tijuana chicken or beef fajitas & broiled, sizzling jumbo shrimp	16.80
Plato Picante chicken fajitas, beef fajitas & spicy Mexican link sausage, with choice of pork ribs or sizzling jumbo shrimp	17.55

"Ask your server about our Loco and Fiesta Platters; they're perfect for groups of four or more!"

ESPECIALIDAD DE PAPPASITO'S

Fajitas al Carbon we give you all you'll need to roll your own... a sizzling pound of fajitas, fresh flour tortillas, rice, beans, pico de gallo & guacamole. (\$1.95 for additional guacamole & pico de gallo)	Chicken	18.65
Tacos Al Carbon flour tortilla filled with beef or chicken fajita (we roll 'em for you)	Beef & Chicken	19.55
Carne Asada our famous fajitas served as a steak	Beef	19.75
Agujas tender, slow-smoked pork ribs basted with our brown sugar barbecue sauce	Additional 1/2 pound	10.35
Charbroiled Quail	Three	12.75
Pechuga de Pollo a tender, grilled chicken breast	Two	11.50
Camarones Brochette jumbo shrimp stuffed with cheese & jalapeño, wrapped in bacon, then mesquite-grilled & served on a sizzling platter		10.75
Especial de Hoy (daily specials)	Ask Your Server	17.00
Camarones Diablo jumbo shrimp seasoned with a variety of spices, then broiled & served on a sizzling platter with Mexican butter		16.45

Re-heating Suggestions

Chips: Chips can be warmed in an oven pan at 250 degrees for 3-5 minutes. To microwave, place chips in a microwave safe dish and heat for 45 seconds. Serve immediately.

Salsa: Heat salsa on the stove or in the microwave until warm only. Our salsa is homemade without preservatives, therefore it is best if used within 5-8 hours of pickup. If the salsa is not going to be used immediately upon pick up, please refrigerate.

Tortillas: Put a moist kitchen towel over the tortillas and place them in a warm oven (150 degrees) for five minutes. To microwave, place 6 tortillas in plastic wrap and microwave for 30-45 seconds.

Fajitas and Broiled items: In an oven safe container the fajitas and broiled items will stay warm up to 1 hour if placed in a 150 degree oven.

Enchiladas: In an oven safe container the enchilada selections will stay warm for up to one hour if placed in a 175 degree oven.

Rice: Rice may be re-heated in a double boiler on the stove or in a plastic wrap-covered bowl in the microwave. Heat until desired temperature is reached.

Please pay Server. One check per table. No substitutions please. Thank you.
15 % gratuity on groups of 10 or more. American Express, Visa & MasterCard welcome.
Ask about our Pappasito gift certificates. Proper identification required on gift certificates prior to payment.

CAUTION: There may be small bones in some dishes. Varying amounts and nearly all items contain sodium agents to protect flavor and color. Certain ingredients may be allergic to specific types of food. Ingredients include food items (e.g. MSG). We are not responsible for any allergic reactions to our food or ingredients used in food items. Please alert your server of any food allergies prior to ordering.

Thank you for dining with us...it's always a pleasure to serve you. 1/65 LPCO © 1993 PAPPAS RESTAURANTS, INC.



UNITED
STATES
DEPARTMENT
OF AGRICULTURE

July 10, 1995

Meg Maguire
Senior Program Officer
Corporation for National Service
1201 New York Avenue, NW
Washington, DC 20525

Dear Meg:

Thank you for your July 3, 1995, letter outlining concerns that must be addressed by the Department of Agriculture (USDA) in developing our 1,500-Member AmeriCorps program for next year. The Department takes your concerns very seriously and will work diligently to address them.

We greatly appreciate that you and your staff have taken so much time to thoughtfully review all the details of our voluminous application.

We will discuss your concerns in great depth with over 150 AmeriCorps USDA site managers from throughout the country who will be in Houston next week to attend our second annual staff training.

Subsequent to this training --- by July 31, 1995 ---the Department will present CNS with a detailed description of the revised objectives, cluster locations, and site supervisors for each AmeriCorps USDA operating site.

In the meantime, this letter responds to each major concern outlined in your letter:

A) USDA Agencies Involved

We agree with the Corporation that there is a need to reduce the number of information sources and management contacts for the agencies involved in USDA AmeriCorps projects. That is why we are recommending a new management structure --- outlined below --- that will providing CNS one point of contact per state covering all USDA agencies instead of current system of up to dozens of contacts in each states representing various USDA agencies.

However, USDA believes it would be extremely unwise to limit only four USDA agencies to involvement in AmeriCorps, given that a total of eleven different USDA agencies --- Natural Resources Conservation Service (NRCS), Forest Service (FS), Food and Consumer Service (FCS), Rural Housing and Community Development Service (RHCDS), Rural Business & Cooperative Development Service (RBCDS), Farm Service Agency (FSA), Rural Utilities Service (RUS), Agricultural Research Service (ARS), Cooperative State Research, Education, and Extension Service (CSREES), Agricultural Research Service (AMS), and Food Safety Inspection Service (FSIS) --- are actively involved in supporting AmeriCorps by providing funding and/or technical assistance. This diversity and depth of support greatly aids the quality of the USDA AmeriCorps program. Also, by tapping issue experts already within the Department, we are able to get double the "bang for the buck" for taxpayer dollars already spent on USDA and CNS.

Given that the Farmer Service Agency has developed a tremendous amount of institutional knowledge about AmeriCorps by providing facilitators in every state during our first program year, we feel very strongly that the agency is highly qualified to directly fund projects this year as part of joint management teams with other agencies in each state.

Also, we strongly support continuation of the program funded by the Agricultural Resources Service at the National Arboretum. This project works on one of the most under-funded by highly-visited areas of public lands in the nation -- providing an unparalleled treasure for residents of a very poor neighborhood of the District of Columbia. Furthermore, the Members in this project receive considerable technical training in botany and provide service far more sophisticated and educational than could be provided by a seasonal work crew. In order to meet the concerns of CNS about the service ethic of this site, we will increase the already-frequent interactions between this site and our other environmental and our anti-hunger team in the District of Columbia.

B) Management Structure

The Department intends to institutionalize a new management structure at the state level that will ensure joint management of all of AmeriCorps USDA projects by an interagency Coordination Team composed of the state AmeriCorps USDA project directors, who represent each of the involved USDA agencies.

The basic concept of jointly managing all USDA projects has already succeeded this year in South Carolina, the Four Corners, and Louisiana, where our field staff themselves took the initiative to cooperatively coordinate AmeriCorps/USDA projects.

By empowering rank-and-file career employees at the local level, such joint management structures will institutionalize the long-term success of AmeriCorps within USDA and have many benefits for CNS, the state commissions, the host communities, and the Members themselves.

Some of the expected benefits of this new approach:

- 1) Providing CNS and USDA with one point of contact per state -- instead of dozens -- with whom to interact on pressing matters such as problem solving, long-term project planning, Member complaints, site visits, Congressional inquiries, joint service days, etc.
- 2) Ensuring that USDA rapidly responds to all challenges and can continuously improve all projects throughout the service year in a manner that is consistent with the vision of AmeriCorps, the agency's internal culture and resources at the local level.
- 3) Providing CNS and USDA with one set of aggregated quarterly reports by state, instead of handfuls of separate, site-specific quarterly reports for each state.
- 4) Ensuring an accurate and timely distribution and collection of all required CNS and USDA forms for Members and sites, resulting in compatible CNS and USDA databases that are maintained throughout the service year.
- 5) Reducing the confusion to CNS and to the state commissions as to which USDA agency or employee is ultimately responsible for the proper functioning of each site.
- 6) Increasing the number and quality of the interactions among AmeriCorps/USDA Members and between AmeriCorps/USDA Members and Members of other AmeriCorps programs.
- 7) Ensuring that all AmeriCorps/USDA Members --- no matter how rural their placement --- are continually educated on the full context of the program through regular trainings, frequent joint service activities, consistent distribution of the weekly AmeriCorps/USDA newsletter, and full use of modern telecommunications technologies.
- 8) Providing a "fail-safe" method for USDA agencies to "pick up the slack" if one agency either loses its AmeriCorps site managers or otherwise fails to provide the resources to effectively manage the program in the state.

- 9) Expanding the pool of rank-and-file career employees who are experienced in, and dedicated to, the Department's AmeriCorps program. These employees will thus be able to continue to effectively manage Americorps/USDA projects, regardless of potential future changes in political leadership in the Department.
- 10) Providing a model of realistic methods to reinvent government for other Federal agencies.
- 11) Reducing the roles of top-heavy Washington-based or regionally based bureaucracies that inhibit the free flow of information between CNS, USDA, and local project managers.
- 12) Avoiding both the duplication of effort and the waste of taxpayer dollars that occur when different agencies simultaneously perform overlapping duties in the states.
- 13) Utilizing the AmeriCorps experience of state and regional facilitators by more fully integrating the agencies into funding and managing AmeriCorps/USDA on an equal basis.
- 14) Bolstering the overall "Team USDA" reorganization efforts, which already combines USDA support functions in field offices throughout the country.
- 15) Expanding and improving media coverage for each project in a way that is consistent with the overall message of both USDA and AmeriCorps.
- 16) Better coordinating interactions with state commissions, Congressional offices, state and local governments, and interest groups.

Here's how the new structure will work:

- * Each agency operating the program in any given state will assign one employee to be the "State AmeriCorps Project Director." These Project Directors will either directly supervise that agency's AmeriCorps/USDA Members throughout the state or supervise the work of all operating site managers in the state who will directly supervise AmeriCorps/USDA Members.
- * Each agency's State AmeriCorps Project Director --- or a designated representative --- will participate in an "AmeriCorps/USDA State Management Team" which will meet at least once a month, either in person or by conference call.

- * Each Team meeting will have a formal agenda prepared by one of the Team members. Staff representing Anti-Hunger projects and Public Lands and Environment projects will participate equally in this Team.
- * Any agency that fails to provide a participant for these meetings for two consecutive months will be notified that it may lose AmeriCorps/USDA authorization the following year. If the situation is not resolved by the third monthly meeting, the agency in the state will be automatically eliminated for consideration for AmeriCorps/USDA projects the future year. While this measure may seem harsh, it is designed to guarantee that all agencies in a state that desire to benefit from the participation of AmeriCorps/USDA Members are willing to devote the staff resources necessary to manage those Members. Any agency may designate a representative of a sub-grantee or another governmental or non-profit agency to represent that agency on the AmeriCorps/USDA State Management Team, provided that the representative is qualified and able to fulfill all the duties of Team Membership.
- * All major decisions in a state that affect more than one agency AmeriCorps/USDA program --- such as decisions involving recruitment, joint service projects, launch activities, joint training activities, etc --- will be determined by a consensus of the AmeriCorps/USDA State Management Team.
- * As long as decisions are permissible based on law, regulations of CNS, and budgetary restrictions, the USDA Director of National Service and the AmeriCorps USDA Working Group will work with the Office of the Secretary, Under and Assistant Secretaries, Agency Administrators and Chiefs, and regional and state agency leadership to ensure that the decisions of the AmeriCorps/USDA State Management Team are supported by every level of the Department.
- * While each participant in an AmeriCorps/USDA State Management Team will individually answer to their individual supervisors in the state or region, the Team as a whole will report to the national AmeriCorps/USDA working group, composed of the USDA Director of National Service, his staff, and the national AmeriCorps coordinators for each agency funding projects. Anytime a State Management Team fails to reach a consensus on an important issue, the Team can request that the issue be resolved by the national AmeriCorps/USDA working group. The national AmeriCorps USDA Working Group will have frequent conference calls with the State Management Teams.
- * Each AmeriCorps/USDA State Management Team will self-select Team participants to serve in each of the four following functions:

Project Management Liaison - This person will serve as the prime contact with CNS, state commissions, the USDA Director of National Service, and agency national AmeriCorps/USDA coordinators. A finalized list of Project Management Liaisons will be provided to CNS in advance of the launch of next year's program; all complaints or questions about individual AmeriCorps/USDA projects should be made directly to the Liaison in each state. The Liaison will have broad knowledge of all AmeriCorps/USDA projects in the state and will coordinate overall project planning, problem solving, and continuous improvement activities.

Data Reporting Liaison - The Data Reporting Liaison will be responsible for distributing, explaining, and collecting all forms and reports required by CNS and USDA for both Members and operating sites. This Liaison will compile all quarterly reports in the state.

Cluster Meeting Liaison - The Liaison will coordinate all cluster meetings for the Rural Development Team, all joint signature service projects, and Member "swaps" between programs within the state or nationally. The Liaison also coordinate all joint Member and staff training activities. Additionally, the Liaison will be responsible for preparing the monthly staff meetings of the AmeriCorps/USDA State Management Team and distributing meeting agendas.

External Affairs Liaison - This individual will coordinate all outreach to the media, local Congressional offices, state and local governments, and interest groups. The Liaison will coordinate all joint recruitment activities.

In addition to creating these new AmeriCorps/USDA State Management Teams, the Headquarters AmeriCorps/USDA leadership will improve management of the program by developing new ways to communicate directly with site managers. For example, each operating site will be placed on a speed fax to obtain the weekly newsletters and important updates from CNS and USDA.

All AmeriCorps/USDA Members will participate in a national training conference in person or by satellite.

As for the organizational chart, the following personnel currently will be interacting with both the State Management Teams and the local site supervisors:

USDA Director of National Service -- Joel Berg
 USDA Coordinator of Administration for National Service - Ron DeMunbrun
 USDA Coordinator of Communications for National Service - Katherine Gibney

Arboretum AmeriCorps Coordinator - Larry Winston
 Farmer Service Agency AmeriCorps Coordinator - Charles Simms
 FCS Anti-Hunger AmeriCorps Coordinator - Donna Hines
 Forest Service AmeriCorps Coordinator - John Seymour
 FSIS Food Safety Education Coordinator - Marjorie Davidson
 NRCS AmeriCorps Coordinator - Paula Cole Jones
 RECD Rural Housing Coordinator - Jim Coyle
 RECD Community Development Coordinator - Dave Gibson

At the local level, AmeriCorps project managers report to the following supervisors:

Farmer Service Agency - FSA State Executive Director
 FCS - National AmeriCorps Anti-Hunger Coordinator Donna Hines
 Forest Service Public Lands - Forest Supervisor
 Forest Service Rural Development - Regional AmeriCorps Coordinator
 NRCS - NRCS State Conservationist
 RECD - RECD State Director

C) Cluster Locations

The cluster configurations in the RECD application were difficult to discern in some cases because the USDA members will be clustered with non-USDA AmeriCorps projects that were not listed in the Department's application.

All clusters will be clearly listed in the updated objectives and site information USDA will be presenting to CNS.

D) Joint Training Activities

All AmeriCorps USDA Members nationally will participate together in a national training session, either in person or by satellite.

In addition, all AmeriCorps USDA Members in a given state will attend a comprehensive training program together.

E) Joint Monitoring and Evaluation Activities

As described in the section on "Management Structure," all the quarterly reports will be compiled jointly by state.

In addition, all other internal and external monitoring and evaluation activities will be completed jointly by state --- or jointly across issue area. Although USDA has placed significant resources into site visits and extensive evaluation of the quarterly reports, we are in the process currently of establishing a more comprehensive protocol for the scientific evaluation of our projects nationally.

USDA is also developing common units of measurement for all agencies --- that will be calculated, sorted, and reported on one single database for the entire Department --- to measure how each sites individually and all sites in aggregate are making progress towards meeting the Department's community service objectives.

F) Coordination with State Commissions

USDA has already established highly productive partnerships with state commissions in many states, including Vermont, Kansas, and New Hampshire. Unfortunately, in some states, the Department's repeated entreaties to the state commissions have been virtually ignored.

Still, the Department intends to pay even closer attention to communication with state commissions. Once CNS approves our final site locations and community service objectives, we will send those to each state commission. In addition, we will make a practice of sending each of our projects' quarterly reports to the relevant state commissions. We will increase our efforts to work with state commissions on recruitment activities, orientation and training, and joint service activities.

G) Coordination of Messages to the Press

The message of AmeriCorps will be a prime topic of the staff training in Houston.

As described above under Management Structure, the Department will designate one media coordinator by state, simplifying our efforts to communicate one unified message as a Department.

Furthermore, the revised AmeriCorps USDA Operations Manual mandates that all USDA press releases, brochures, and recruitment materials include a standard two paragraphs about the overall AmeriCorps program. The manual also specifically relates "dos" and "don'ts" for communicating about AmeriCorps.

Lastly, the Department will provide each local site manager with sample press releases on a wide variety of topics such as recruitment, the release of quarterly reports, the launch, and the National Day of Service.

H) Rural Economic and Community Development

No USDA AmeriCorps Member ---- even those being renewed--- will spend the bulk of next year grant writing or fundraising, assisting for-profit businesses, coordinating meetings, developing plans, and or/producing economic development promotional materials. In fact, the Department made it clear to RECD **this year** that such activities were unacceptable for the bulk of a service year. In only a few cases did some project slip through the cracks and nevertheless focus on such activities; next year, none will do so.

While the Department's quarterly reports clearly demonstrate how Rural Development Team Members perform direct community service, many of our objectives in the application do not communicate this as clearly. We will clarify and or totally re-vamp such objectives.

All RECD-sponsored Members will engage in direct service that achieves concrete, measurable results in communities addressing human, environmental, educational, and/or public safety needs.

In the case the few projects that may indirectly benefit for-profit business, USDA will ask the CNS Office of General Counsel to review the projects' community service objectives before the Department approves the project.

I) Food and Consumer Service

The community service objectives for Los Angeles and the Member Development Objectives for Jackson will be clarified in the updated objectives and site listings document.

J) Natural Resources Conservation Service

In the case of problematic NRCS projects in Atlanta, Boston, Grants Pass, Oregon, New Jersey, South Dakota, and Wisconsin, the projects are either being eliminated or entirely revamped. The updated objectives and site listings document will clarify these issues.

Both the Deputy Under Secretary for Natural Resources and the Environment and the Chief of NRCS have pledged to clarify the AmeriCorps line management structures of NRCS to ensure that both CNS and USDA are satisfied that all potential problems encountered with NRCS projects are immediately and substantively addressed.

K) Forrest Service

The updated objectives and site listings document will clarify how all Forest Service projects will relate to either the environment, sustainable agriculture, or other direct service meeting human or educational needs.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joel Berg', is positioned above the printed name.

Joel Berg
Director of National Service

Week of October 10 - National Opening Ceremony for 1995-1996 project year

October 20 - Fourth quarter and end-of-year reports due for all 1994-1995 project year

Week of November 13 - National video teleconference for all AmeriCorps/USDA Members; national training for all RECD-sponsored AmeriCorps Members

Week of December 4 - Agencies begin internal application process for 1996-1997 AmeriCorps project year

Dec 31 - End of reporting period for first quarter reports

1996

January 10 - First quarter reports due to the Department

January 15 - Martin Luther King Jr. Federal Holiday (service project) *

March 31 - End of reporting period for second quarter reports

April 10 - Second quarter reports due to the Department

April 22 - 28 - National Volunteer Week

April 23 - National Day of Service (joint service projects) *

June 30 - End of reporting period for third quarter reports

July 10 - Third quarter reports due to the Department

June - August - Member graduation ceremonies

September 30 - End of fourth quarter reporting period

October 20 - Fourth quarter and end-of-year reports due for 1995-1996 project year

** Sites are encouraged to use both of these days to organize special "signature" service projects which recruit large numbers of community volunteers to work side-by-side with the AmeriCorps Members for the day.*

IMPORTANT DATES IN THE AMERICORPS/USDA **1995-1996 PROGRAM YEAR**

1995

July 17 - Sites begin drafting or refining recruitment plans and work plans

July 24 - States begin calling qualified applicants from the Department's national database

July 26 - Final revisions of community service objectives for each operating site due to the Department

Week of July 31 - Final operation sites approved by the Department and the Corporation for National and Community Service; local Congressional offices notified; agencies issue one joint press release per state announcing recruitment

By August 5 - All sites finalize recruitment plans

By August 10 - Department orders complete set of uniforms for all Members

By September 11 - All sites submit Member assessment forms to the Department for approval before final Member selection

By September 15 - All sites complete workplan for the year

By September 18 - Department approves Member assessment forms; sites formally accept or reject applicants; Members signs contracts and complete enrollment forms

By September 25 - All sites submit site operating form

Week of September 25 - National teleconference for training of site supervisors (tentative)

September 18 - October 10 - All sites begin joint Member orientation and training for all Members in the state; operations manuals distributed to all Members

September 25 - October 16 - Members at all sites begin actual service projects

September 29 - Close of 4th quarter reporting period for 1994-1995 project year

October 1 - Start of Fiscal Year 1996



UNITED
STATES
DEPARTMENT
OF AGRICULTURE

July 17, 1995

To: AmeriCorps/USDA Staff

From: Joel Berg, Director of National Service, USDA *JB*

Subject: **17 "GOLDEN RULES" FOR SUCCESSFUL AMERICORPS PROJECTS**

(Or How to Get Things Done, Stay Out of Trouble, Have Fun, Advance Your Career, Stay Sane, and Serve Your Country --- All While Keeping Your Agency, Your Community, and Your AmeriCorps Members Ecstatic)

1) Recruit Members from a wide diversity of backgrounds.

Projects work best when members learn from the varying life experiences of each other. Vigorously seek out energetic and service-minded Members who are diverse by family income, gender, educational level, race, and physical abilities.

2) Communicate clearly and honestly to potential Members about the true nature of the work of be performed.

The greatest single determinant of whether Members will do a good job, enjoy their service, and serve the full term is whether they had a realistic understanding during recruitment about what they should expect in the project. Don't gloss over hardships. If most of the year will be spent in back-breaking, physical environmental work outdoors during both searing heat and biting cold, say so up front. If much of the service will be in crime-ridden neighborhoods, admit it. If Members will spend part of the year living in primitive cabins or spike camps, explain the reality that the "adventure" of such an experience often wears off quickly.

3) Engage Members in productive work that achieves concrete, measurable results in the community on a daily basis.

Plan carefully so that --- from the first to the last day of the term of service -- all the Members are busy performing challenging and important work. Make sure that you obtain the needed tools, equipment, and materials --- and provide the necessary training -- well in advance of the start of each new task.

4) Provide continual supervision and guidance to all Members.

Even the older and better-educated Members of the Rural Development Team need constant management, encouragement, and aid. Be clear with your own supervisors that you will need to spend massive amounts of your time on the AmeriCorps program to meet your legal and programmatic management responsibilities. However, you are likely to find that, the greater investment of your time and energy in the program, the greater dividends for your agency and community.

5) Balance direct service activities with adequate training and education.

AmeriCorps projects may spend up to 20% of their time in training and educating Members --- most successful projects set aside the equivalent of one day a week to specifically focus on training and educating Members. In addition, continually look for "teachable moments," that is, times during the actual service work that you can highlight a specific aspect of the work to educate about a related topic.

6) Place all service activities in perspective to ensure that Members understand why those activities are important.

Nobody likes to feel they are engaged in pointless or futile activities. Thus, if Members must engage in seemingly mundane or especially difficult tasks, fully explain why those tasks are critical to achieving the greater goal of protecting the environment, fighting hunger, or re-building rural communities. AmeriCorps members will do almost any task asked of them --- if only that task is placed in context. Continually remind Members that they are getting important things done, while strengthening their community, expanding their own educational opportunity, and learning the importance of personal responsibility. Also, allow Members to have time for "critical reflection" and discussion about the meaning of their service.

7) Treat AmeriCorps Members as peers, not as children.

Actively engage Members --- perhaps through formalized committees --- in helping plan projects, set disciplinary procedures, and create education programs. Treat all Members with respect and dignity, even as you are strict about enforcing the rules of the program. Be sensitive to cultural differences. And remember -- it wasn't that long ago that YOUR parents thought your hair was too long and your music was too loud.

8) Continually bolster the AmeriCorps "spirit or service."

Focus on always building among the Members a spirit of commitment to national service, the community, and each other. One good way to do this is to coordinate frequent interactions between your members, those of other USDA agencies, and those non-USDA projects. (For ideas, refer to pages 127 - 129 of the operations manual).

9) Create projects that flow logically from community service objectives to workplans to quarterly reports.

Each operating site should have its own community service objectives that explain specifically and clearly in non-technical language precisely what service will be accomplished and how that work will benefit the surrounding community; these objectives should have concrete, numerical goals. Each operating site should have its own workplan that explains precisely how --- on a weekly basis --- that work will be carried out. Subsequently, each operating site needs to report each quarter exactly what numerical progress how has been achieved towards meeting the site's community service objectives. (See chapter starting on page 137 of operations manual.)

10) Involve the local community in every aspect of the program.

Include community-based organizations, local elected officials, and community residents in every step of recruitment, project planning, evaluation, and media outreach.

11) Do not allow members to displace existing workers or duplicate the typical work of either the government agency or non-profit organization for whom they service.

AmeriCorps Members may not be used to perform service or duties performed by current or former employees of the sponsoring organization. Additionally, AmeriCorps Members "may not be used to duplicate an activity that is already available in the locality in the program." In other words, if an office is already performing a certain function, AmeriCorps Members cannot be used to perform more of that function. On the other hand, the service performed in each USDA AmeriCorps project must carry out both the general mission of the Department and the specific mission of the USDA agency funding that project. The best way to deal with this paradox is to ensure that all our AmeriCorps Members are engaged in creative new projects which our Department would not normally be able to support, but nevertheless directly meet critical community needs.

12) Rapidly discover -- and fix --- problems.

All sites will have unforeseen problems sometime in the course of the service year --- we promise it. The real question is whether the sites discover the difficulties, admit them, and take rapid and constructive steps to correct them. The best sites are the best problem solvers.

13) Work as a team with all other USDA agencies.

This year, the Department is more fully empowering our field staff throughout the country by institutionalizing a new management structure at the state level that will ensure joint management of all of AmeriCorps USDA projects by an inter-agency Coordination Team composed of each agency's AmeriCorps project directors.

All major decisions in a state that affect more than one agency AmeriCorps program --- such as decisions involving recruitment, joint service projects, launch activities, coordinated training activities, etc --- will be determined by a consensus of the AmeriCorps/USDA State Management Team. (Please refer to a July 10 letter from myself to Meg Maguire of the Corporation for National service.)

14) Know the legal requirements and restrictions of AmeriCorps.

The good news is that AmeriCorps has relatively few legal restrictions and regulatory burdens. However, it is critical for you to be extremely familiar with all the laws, rules, and regulations that do exist --- especially since AmeriCorps is so very different legally and structurally from any other USDA program. Please pay special attention to the restrictions on service activities (p. 11 of the operations manual) and the personnel requirements for AmeriCorps Members (chapter starts on page 69 of operations manual).

15) Pay careful attention to required paperwork.

Yes, paperwork is a royal pain in the anatomy, but the paperwork required for AmeriCorps is vital. Make sure that all your sites and all your Members have the proper forms completed to ensure official registration or exit from the program. Make sure you write and submit your quarterly site reports in a timely and complete manner. Include your "Operating Site ID" on all forms.

16) Always reinforce the central message of AmeriCorps.

Work hard to make sure that neither your members, your community, nor your agency lose site of the overall mission of AmeriCorps: Getting Things Done While Strengthening Communities, Expanding Opportunity, and Demanding Responsibility. Please make sure to include the two standard paragraphs about the program (p. 133 of operations manual) in any press releases, brochures, or recruitment information, or promotional materials you produce. Be careful to always point out that the USDA AmeriCorps program is only a small part of the overall AmeriCorps program. Be careful to never imply that AmeriCorps is either a "jobs" program or that AmeriCorps Members are agency employees.

17) Constantly document your successes.

Comprehensively collect thank you letters from every person or organization your members service. Produce "before and after" photographs and videotapes of projects. Ask members to keep personal journals of their achievements. Make copies of all newspaper articles, audio tapes of all radio reports, and videotapes of all television reports. Force yourself and your AmeriCorps Members to shed much of your usual modesty ---- take credit for all your wonderful accomplishments.

Surely, there are countless other factors that produce effective AmeriCorps projects, but these top 17 are a good start.

Thank you again for all your hard work in building and expanding this exciting new program!

AMERICORPS/USDA STAFF TRAINING EVALUATION

July 17-21, 1995

1. What were your expectations for this training?
2. On a scale of 1-5 with 5 being the highest, how well did we meet your expectations?
3. What were the strengths of the training?
4. What were the weaknesses?
5. If you could have changed one thing, what would it be?
6. Please provide additional comments.

AMERICORPS/USDA STAFF TRAINING EVALUATION

July 17-21, 1995

In an effort to gauge your satisfaction with this training, we would like your feedback on each of the workshops you have completed. Please rate the following:

Name(Optional)_____

Monday, July 17

AmeriCorps "101"

Poor
0 1

Fair
2 3 4

Good
5 6 7

Excellent
8 9

A Walk Through Your First Year in AmeriCorps

Poor
0 1

Fair
2 3 4

Good
5 6 7

Excellent
8 9

Quarterly Reports, Community Service Objectives, and Workplans

Poor
0 1

Fair
2 3 4

Good
5 6 7

Excellent
8 9

Comments:

Name (Optional): _____

Tuesday, July 18 (am)

Service Project

Poor
0 1

Fair
2 3 4

Good
5 6 7

Excellent
8 9

Tuesday, July 18(pm)--Please provide the name of the workshops you attended.

1:00 - 2:30 _____

Poor
0 1

Fair
2 3 4

Good
5 6 7

Excellent
8 9

3:00 - 4:30 _____

Poor
0 1

Fair
2 3 4

Good
5 6 7

Excellent
8 9

Comments:

Name(Optional): _____

Wednesday, July 19(all day)

8:30 - 10:00 _____

Poor
0 1

Fair
2 3 4

Good
5 6 7

Excellent
8 9

10:30 - 12:00 _____

Poor
0 1

Fair
2 3 4

Good
5 6 7

Excellent
8 9

1:00 - 2:30 _____

Poor
0 1

Fair
2 3 4

Good
5 6 7

Excellent
8 9

3:00 - 4:30 _____

Poor
0 1

Fair
2 3 4

Good
5 6 7

Excellent
8 9

Comments:

Name(Optional): _____

Thursday, July 20(all day)

8:30 - 10:00 _____

Poor
0 1

Fair
2 3 4

Good
5 6 7

Excellent
8 9

10:30 - 12:00 _____

Poor
0 1

Fair
2 3 4

Good
5 6 7

Excellent
8 9

1:00 - 2:30 _____

Poor
0 1

Fair
2 3 4

Good
5 6 7

Excellent
8 9

3:00 - 4:30 _____

Poor
0 1

Fair
2 3 4

Good
5 6 7

Excellent
8 9

Friday, July 21 (am)

Agency Breakout Sessions--*please indicate agency name*

Poor
0 1

Fair
2 3 4

Good
5 6 7

Excellent
8 9

Comments (Please use back) :