



PARTNER AGENCY APPLICATION GUIDELINES 2019-20

JESUIT VOLUNTEER CORPS NORTHWEST
P.O. BOX 22125
PORTLAND, OR 97269
(503) 335-8202

IMPORTANT INFORMATION ABOUT THE PARTNER AGENCY APPLICATION

Thank you for your interest in partnering with Jesuit Volunteer Corps (JVC) Northwest! Jesuit Volunteers (JVs) are energetic, committed and motivated individuals with fresh perspectives, bringing a strong educational background and goodwill to the agencies they serve. They serve full time in year-long service placements in areas of social and ecological justice, either serving with those who are marginalized in our society or on behalf of vulnerable ecosystems.

JVC Northwest has received for funding from the Corporation for National and Community Service since 2010. Due to this grant from the Corporation for National and Community Service (CNCS), 142 Jesuit Volunteers are also AmeriCorps members. JV AmeriCorps members receive a living allowance for living expenses and after completing their term are eligible to receive an Education Award to put toward school loans or future education. For ease in reading, the term JV/AmeriCorps member is used throughout this document to refer to both JVs who are AmeriCorps members and JVs in independent (non-AmeriCorps) placements.

Agencies interested in having a JV/AmeriCorps member during the 2019-20 service year must submit the Partner Agency application by MONDAY, NOVEMBER 26, 2018.

Potential and current Partner Agencies can apply online, <http://jvcnorthwest.org/get-involved/request-a-volunteer>

A complete application for both new and current Partner Agencies includes:

- An annual Site Visit with a JVC Northwest staff member (Program Coordinator or other staff member)
- Application Form Submitted Online, including the following documents uploaded:
 - o JV Position Description [using our template](#)
 - o Audited financial documents (i.e. Statement of Financial Position and Statement of Activities, also known as a Profit and Loss Statement)

A Note to current Partner Agencies:

- Your agency must resolve any/all outstanding compliance issues relating to the current and recent past program years (2017-18 and/or 2018-19) or jeopardize continued partnership during our 2019-20 program year. Compliance includes having submitted all due payments, contracts, agreements, assessments, etc. to JVC Northwest; meeting with a JVC Northwest staff member for a site visit; and participating in all mandatory webinars and meetings.
- If your agency is currently on a Discernment Year, you will be asked to comment on progress made on the goals outlined in your status letter in the application.

DETERMINING THE ROLE OF A JESUIT VOLUNTEER/AMERICORPS MEMBER AT YOUR AGENCY

Most JVC Northwest Partner Agencies qualify to be AmeriCorps operating sites. **Partner Agencies where the JV/AmeriCorps member is engaged in certain activities such as advocacy and direct Catholic ministry do not qualify to be AmeriCorps operating sites;** however, they may be considered as independent placement sites for a Jesuit Volunteer who is not an AmeriCorps member. It is important that *all* Partner Agencies understand the AmeriCorps requirements and their ability to meet them.

In the Partner Agency Application it is important to demonstrate how the JV/AmeriCorps member will meet critical and compelling needs in the local community and enhance the mission of your agency without displacing or replacing employees or volunteers. By providing accurate and detailed responses in the application, as well as by completing a detailed JVC Northwest Position Description, the Partner Agency provides important information for JVC Northwest as we place JV/AmeriCorps members and provide documentation to AmeriCorps.

In accordance with JVC Northwest and AmeriCorps provisions, JV/AmeriCorps members are distinct from employees and volunteers. While serving at a Partner Agency, JV/AmeriCorps members are not eligible for these activities:

- JV/AmeriCorps members cannot displace an employee or volunteer and/or duplicate services provided by employees of the Partner Agency; this prohibition includes substituting for absent staff and “covering shifts” normally worked by other staff.
- The JV/AmeriCorps member is not to be involved in administrative duties that are not specified in their JVC Northwest Position Description and that are not specifically in support of their direct service.
- The JV/AmeriCorps member is not to be involved in fundraising work, except to spend a minimal amount of time helping secure in-kind donations that directly benefit their program activities. Fundraising includes marketing for fundraising events, researching grant proposals, etc.
- If serving at an AmeriCorps placement site, JV/AmeriCorps members will not engage in Activities Prohibited by AmeriCorps, information about which is available [here](#).

Placements should fit into one (or more) of the following categories:

- **Social Services:** The JV/AmeriCorps member should serve 40 hours per week directly with persons unable to provide for their own basic needs, persons alienated from their family and their larger community, or persons lacking access to personal and professional development that would potentially empower them to be leaders within their tradition and heritage. Direct service in this field includes completing projects that directly build the capacity of these programs, as well as relevant paperwork (i.e. case notes).
- **Education:** The JV/AmeriCorps member serves by providing academic supports to engage students (enrolled in grades K-12 in schools with a majority of economically disadvantaged students and/or a majority of children with special or exceptional needs) for 40 hours per week. Direct service in this field includes completing projects that directly build the capacity of these programs, as well as relevant paperwork (i.e. lesson plans, grading).
- **Health Care:** The JV/AmeriCorps member serves by providing health services for individuals who are uninsured, economically disadvantaged, medically underserved, or living in rural areas, by utilizing preventive and primary health care services and programs for 40 hours per week. Direct service in this field includes completing projects that directly build the capacity of these programs, as well as relevant paperwork (i.e. charting, discharging patients).
- **Advocacy and Structural Change:** Independent (non-AmeriCorps) JVs may serve in a Partner Agency that exclusively practices advocacy, structural change, and policy work. In this case, the JV should serve 40 hours doing community organizing, research, policy making, education, and communication with stakeholders and/or local and governmental organizations.
- **Environmental/Ecological Justice:** A JV/AmeriCorps member in an ecological placement should serve 40 hours per week directly with the local land (i.e. through restoration and conservation efforts) and/or serving the publics with whom the agency collaborates for the purpose of education, and helping build the capacity of these programs. Direct service includes community organizing or education with the local community.
- **Ministry:** A JV may serve in an independent (non-AmeriCorps) placement within a pastoral ministry or religious education role at a Partner Agency. In this case, the JV should serve 40 hours in direct service and capacity building through service in religious education, catechesis, youth groups, sacramental preparation, liturgy, and other projects and tasks related to pastoral ministry.

FINANCIAL COMMITMENTS TO JVC NORTHWEST

In 2018-19, the Placement Fee to have a JV/AmeriCorps member for placement in the Lower 48 States was \$11,652 and for placement in Alaska was \$12,795. The current 2018-19 service year is the final year of our three-year grant cycle for our AmeriCorps program, funded by the Federal Agency of the Corporation for National and Community Service. In January, JVC Northwest will be applying for an additional three-year AmeriCorps grant for years 2019-2022 and we remain hopeful and optimistic this partnership will continue. Please note that the exact cost of Partner Agency Fees is

dependent on renewed AmeriCorps funding. If funding is secured, there will be no more than a 10 percent increase. However, costs to our partner agencies will increase significantly if we are not granted AmeriCorps funding and may vary according to locale. Each service year, regardless of timing in the grant cycle, the AmeriCorps partnership and funding is contingent upon the annual Federal Budget Appropriations Process. **Please note:** All 2019-20 Partner Agencies who are accepted to host a JV will be required to submit a Letter of Support for our grant application. Further details will be provided at the time of Agency Selection.

Partner Agencies pay a **\$140 retreat fee** and **pay for the JV/AmeriCorps member's transportation to their permanent residence or new residence** at the end of the service year (up to \$650), in addition to the placement fee.

If a Partner Agency is hosting a **returning Jesuit Volunteer who is not an AmeriCorps member**, they agree to provide a **\$300 bonus** for a JV serving a second year and a **\$500 bonus** for a JV serving a third year. This bonus is paid directly to the Jesuit Volunteer.

JVC Northwest cannot fully accept your agency as a partner site until a definite commitment is made to provide for the financial obligation.

FREQUENTLY ASKED QUESTIONS

When is the application deadline?

All pieces of the Partner Agency Application – except for the letter of support – are due midnight Monday, November 26, 2018. We encourage early submission to ensure that we can help you troubleshoot any technical difficulties that may arise.

Can I fill the application out in multiple sittings?

Yes. To save and return to the online form later, click the “Save” button in your web browser. Copy and paste the website address that appears. We recommend that you choose to have that web link emailed to you – please fill in your email address if that is the case. An email will be sent to you with further instructions and a link to access your application form at a later time. **Each time** you save and return to your application, you’ll have a new link to follow.

Please note:

- **JVC Northwest is not able to access partially submitted applications or saved links** for partially completed applications.
- The application will NOT save uploaded documents. Please upload documents only when you are finally ready to submit the application.
- After 28 days your saved form will be discarded, once you begin the application and save it for multiple sittings, please be sure to complete the application within 28 days.

What happens when I select the “Submit” button at the end of the application?

Please make sure your application is fully complete and that you are connected to the internet before hitting the “Submit” button. Once this button is clicked, your application will automatically be sent to JVC Northwest. You will then receive an email confirming that your application has been received (this confirmation will go to the email address for application receipt confirmation, as well as to the email address of the agency head). If you accidentally send the form before the application is complete, please email program@jvcnorthwest.org to notify our office.

What if I am applying for multiple JV/AmeriCorps members?

- If you would like to apply for more than one JV/AmeriCorps member serving in the **same program**, with the **same position**, you may fill out **one** application. **For the 2019-20 Application process, returning agencies will be eligible to submit a shortened application, information about this process will be sent to all agencies this applies to after the application launch.**
- If you would like to apply for more than one JV/AmeriCorps member serving in the **same program**, but with **different positions**, you may fill out **one** application and include **additional position descriptions** and additional site supervisor information.

- If you would like to apply for more than one JV/AmeriCorps member with positions in **separate programs**, even if they are within the same larger agency, JVC Northwest requires that you fill out **separate applications** for each program. Since the majority of the information gathered in the application pertains to the specific program where the JV/AmeriCorps member will be serving, we require a separate application.
- If your agency already hosts a JV/AmeriCorps member in a different program or service site, and now *your* program or service site would like an additional JV/AmeriCorps member, **we need to have a separate site visit with you**. Your Program Coordinator acts as your Program Officer, and must visit, and exchange information, with you, before they can represent you during Agency Selection in December.

NOTE: We may not fund all of your requested JV/AmeriCorps positions. If you are applying for more than one JV/AmeriCorps member, please list the requested positions in order of priority for your organization. You will be notified in February 2019 of your status and the number of JV/AmeriCorps member positions funded (if any).

What financial statements should I submit as part of my application?

JVC Northwest is asking Partner Agencies to submit a copy of their agency’s and (if different from agency) program’s most recent financial statements (i.e. Statement of Financial Position and Statement of Activities, also known as a Profit and Loss Statement). At minimum, submit the final financial statements of your last fiscal year and, if possible, include your most recent audited financials. Audited financials are statements that have been prepared and certified by a Certified Public Accountant (auditor). In addition to these statements, please also enter the information for your Agency’s Income, Expenses, and Change in NET Assets from your most recent financial statements.

What position description should I submit as part of my application?

For a full answer to this question, please read the Position Description Guidelines included in this document. While agencies often have their own version of a position description, we require all agencies to submit a [JVC Northwest Position Description using our 2019-20 template](#), which can be downloaded from our website. This helps us streamline our application process and ensure AmeriCorps compliance. Because we use your position description(s) as the basis for our web postings about your position(s), please use compelling language and write in complete sentences. If you have questions or are interested in receiving feedback about how to make your position description more compelling, please reach out to the Program Coordinator for your area:

Communities	Program Coordinator	Email Address
Aloha, Seattle Cherry Abbey, Seattle Mercy, Tacoma	<i>Interim: Sarah Jones, JVPM</i>	sjones@jvcnorthwest.org
Anchorage, Bethel, Juneau, Sitka	Maggie Ayau	mayau@jvcnorthwest.org
Ashland, Billings, Missoula & St. Xavier	Sarah McKay	smckay@jvcnorthwest.org
Bend, Portland Mac, Portland Morris & Woodburn	Ilana Weber	iweber@jvcnorthwest.org
Boise, Omak, Spokane Lavan & Spokane Romero	Greg Ouellette	gouellette@jvcnorthwest.org
Gresham, Hood River/Odell, Wenatchee & Yakima	Kyler Liu	kliu@jvcnorthwest.org

What information goes on the JVC Northwest website to advertise my position(s)?

We use information including the brief position description, essential tasks, requirements, preferences, mental/physical performing elements, and language needs on our website.

Tips for a successful position description:

- Offer a compelling and accurate “brief position description” that enables a JV/AmeriCorps applicant to understand the service entailed. This will appear on our website and can make or break a position’s popularity with applicants.
- Indicate the percentage of time for each essential and marginal task; any single category you list should be less than 70 percent (be specific), and all percentages together should add up to 100 percent.
- Please read the language assessment to accurately represent the language level needed or preferred to perform the duties of the position.
- Please be as accurate as possible. The position description helps our JV applicants discern whether to join our program and accept a position within your agency. It’s important that the position description gives them a clear

picture of the actual service you'd like them to perform, including the amount of time spent directly with people on the margins.

- Include the position title (subject to approval by JVC Northwest). Create a position title that is clearly distinct from staff, such as Coordinator, Educator, Specialist, or Project Coordinator. Avoid the words “assistant,” “manager,” and “advocate.” Since JV/AmeriCorps members should be in support roles to staff, professional titles such as Manager, Director, and Teacher are generally not appropriate.

Whom should I contact if I have further questions?

Please contact JV Program Manager, Sarah Jones at sjones@jvcnorthwest.org or 503-335-8202 with further questions

PARTNER AGENCY APPLICATION TIMELINE 2019-20

October 9	Partner Agency Application available online
November 26	Application Deadline for Partner Agencies All Partner Agency Application materials are to be received online by the JVC Northwest office via Formstack (online application platform).
December	JVC Northwest staff begins Partner Agency Selection Process JVC Northwest JV Program Manager will begin following up with applicants regarding Position Descriptions.
January 31	Partner Agency Selection Complete Partner Agencies will be informed by email of their selection results, as well as whether the service placement qualifies as an AmeriCorps operational site.
February	Status Letters Emailed to Partner Agencies
Late January to Mid-July	JV/AmeriCorps member Screening and Placement Process Starting in January, JVC Northwest staff screens prospective JV/AmeriCorps members for suitability to the JVC Northwest program. In late February through mid-July, Partner Agencies begin reviewing applicants for suitability for the JV/AmeriCorps member positions. More information about this process is available in our Partner Agency & Site Supervisor Handbook.
June/July	Mandatory, Annual Site Supervisor Training Webinar AmeriCorps sites return completed Site Supervisor Contracts to JVC Northwest
July 1	Signed Site Supervisor Contracts, Placement Agreements, Memoranda of Understanding and Certificates of Liability Insurance MUST be sent to JVC Northwest
August 4-10	JVC Northwest JV/AmeriCorps member Orientation This required five-day training near Portland, OR, is an opportunity for the JV/AmeriCorps members to prepare for their year, to learn more about JVC Northwest, and to meet those with whom they will share their experience.
August 10-11	JV/AmeriCorps members transition to locales. JV/AmeriCorps members travel from the JVC Northwest Orientation site to their placement locales. They settle into their new living situations and become oriented to the area.
August 14	First day of service for all JV/AmeriCorps members
During the Year	There are three JVC Northwest retreats during the year, which the JV/AmeriCorps members are expected to attend. Usually, these are in early November, early February, and April/May/June. These retreats are typically from Friday through Monday, and will require a minimum of two days off from service per retreat. (Montana retreats take place Thursday through Sunday.)
June 30 & July 31	Last Day of Service for 2019-20 JV/AmeriCorps members. June 30 th for 11 month JV positions and July 31 for 12 month JV positions.