

District Grant-Final Report Form 2015-16

(File Online- <http://www.matchinggrants.org/district>)

Return this completed form to your District Rotary Foundation Grant Sub-Committee Chair(DSGC). Do not sent this form directly to Rotary International.

Rotary Club: Mid-Cities Pacesetters

Project Title: Job Skills Training

Project Number: P-1058

Final Report

Project Description

1. Briefly describe the project. What was done, when and where did project activities take place, and who were the beneficiaries?

The project is a two year pilot program called Professional Office Skills Training (POST). The program was designed to provide the identified skills needed to obtain entry level professional skills. These skills were identified through focus groups with graduates from the Basic Computer Skills Training program, surveys and phone calls with employers.

Each group of students (maximum 20) commits to 16 weeks of training where they attend class 5 days a week for 5 hours each. They will learn advanced computer skills, business communications and customer service skills. Microsoft Word, Excel, PowerPoint and Outlook are the programs that students will learn advanced features of. In business communications, the main focus is being able to write effectively. They will also make a presentation using PowerPoint.

The customer service portion of the program is being taught by instructors at Tarrant County College. This is a certified class and students will earn a certificate of completion from the college. These skills were an identified need of employers.

The last two weeks of classes is spent at the Women's Center where students will attend their Jobs NOW program. This is a very effective program teaching them job acquisition skills as well as students will receive intensive help with job placement.

The group funded through this grant began September 14 and completed January 15. Eighteen students started with 14 completing. All classes with the exception of the last two weeks were held at The Ladder Alliance facility. The last two weeks were spent at the Women's Center as they attended their Jobs NOW program.

At the graduation luncheon held the last week of class, 3 students already had jobs. There were another 8 in an interview process. There are currently 10 of the 14 employed.

2. How many Rotarians participated in the project?

8

3. What did they do? Please give at least two examples.

The main way that members of Mid-Cities Pacesetters Rotary Club help on a continuous basis is collecting computers to be given to graduates of the job skills programs. Students that achieve certain milestones such as overall grades, typing speed and attendance "earn" a computer at graduation. There are two different milestones where the student will earn either a desktop or a laptop. Not only do the computers need to be acquired, they also have to be loaded with appropriate software. There were 25 students that earned a computer in 2015.

The second example of Rotary service is the help received through one of the quarterly donations of women's clothing from JC Penney, a corporate partner of The Ladder Alliance. The donation they

helped with was about 1,250 items. These items stock the Success Store, an onsite boutique, where students earn the ability to "purchase" clothes simply by showing up and being on time. These characteristics are critical in maintaining a job. These clothes also solve a barrier many of the students have which is not having professional clothing needed for professional office jobs.

The Rotarians helped unload the rented truck. They also helped sort the clothes into appropriate groupings for either display or storage.

4. How many non-Rotarians benefited from this project? 18

5. What are the expected long-term community impacts of the project?

Over 75% of the clients of The Ladder Alliance fall into the lowest poverty category as defined by HUD. Many of them receive federal aid as well as need assistance from food pantries and other social service agencies for survival. The goal of the POST program is to see graduates obtain an entry level professional job that can lead to advancement and greater earning potential. As they attend the program, they are also encouraged to obtain additional education. In fact, a representative from Tarrant County College meets with them to talk to them about certificate programs as well as an associate degree to increase their earning potential. The long-term benefit to Tarrant County will be fewer citizens in need of governmental and social service assistance.

6. If a cooperating organization was involved, what was its role?

There are several. The main two organizations have already been identified and they are Tarrant County College and the Women's Center. Other agencies such as Family Pathfinders of Tarrant County and the Tarrant Area Food Bank provide seminars. Some of these are financial literacy and how to eat healthy on a budget.

Financial Report (District must retain receipts of all expenditures)

7. Income

	Amount
1. District Grant funds received from the District	1,000
2. Other funding (specify) Donation from Mid-Cities Pacesetters	1,000
3. Heidi Jo Diesslin Foundation	2,550
Total Project Income	4,550

8. Expenditures (please be specific and add lines as needed)

Salaries	2,790
Tarrant County College (Customer Service Cost)	600
Student materials (training materials/Flashdrive/healthy snacks)	540
Gas cards and buss passes	620
Total Project Expenditures	4,550

9. By signing this report, I confirm that to the best of my knowledge these District Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines, and that all of the information contained herein is true and accurate. I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant RI and TRF a royalty free irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses and in any medium now known or later developed. This includes the right to modify the photograph(s) as necessary in RI's sole discretion. This also includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of RI and TRF

Certifying Signature

Sharon Cox

Date: 2/7/16

Print name, Rotary title, and club

Sharon Cox, Foundation Chair, Mid-Cities Pacesetters

To be completed by the District Rotary Foundation Grant Sub-Committee Chair (DGSC):
District Simplified Grant # _____