

## LIAISON REPORT

AGENCY: \_\_\_RSVP\_\_\_\_\_ LIAISON: \_\_\_\_\_Nikki Fischer\_\_\_\_\_

**1. Need for Program.** Describe who the target population is and whether their numbers are increasing or decreasing. Indicate the source of this information. Also, indicate how the program/service is different and how it is similar to others and what would happen if the program/service ceased to exist. List the priorities established by ASSET Funders, which the programming addresses.

**\_\_\_This program looks to target the 55+ population for their volunteer efforts. They align older community volunteers with tasks that they enjoy. They have seen the numbers stay the same, even with COVID. There are several services that they take on and all are different. They work with other organizations to figure out what their needs are and how the volunteer can help them. They can range from accounting help for an organization to helping local law enforcement with initiatives. They promote health and well-being within the community and help with transportation needs within the community also.**

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**2. Program Strengths.** Pick two to four factors that contribute most importantly to the program/service outcomes. Do not list everything that is satisfactory. We will assume that things not mentioned are okay. For each strength describe some supporting evidence.

**\_\_\_\_\_They work hard to keep up with the volunteer interest and the needs of the organizations. They make sure to stay engaged in the community at the same time. They have a limited staff to get out the financials, newsletter, and organization of the program. They utilize their board with good policy and procedures in place. They have also expanded over the years to include more communities with their work and opportunities. They continue to hold meetings with the board and ensure that work is continuing and the board is approving the actions. The director, Kalen, stays very engaged with all activities and how she can help to improve them with the recommendations from the board. The agendas are set up so that the director is able to provide the business aspect of the program and then the board is allowed to have their time to review other items after they receive any information. The director leaves at this time and allows them to speak freely but stays close by in case there is a question.**

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**3. Program Weaknesses.** Select factors that detract most from the program/service achieving its outcomes. Present details as described above. Recommendations for reducing these weaknesses should follow the discussion of each weakness.

**I did not see any weaknesses, except that of COVID, but they are conquering that with new ideas.**

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**4. Financial Outlook.** Current funding concerns should be described. In addition, the assessment of the program's plan to cope with shrinking resources should be given.

**\_\_\_They are working on ways to find other grants and avenues to help with their funding needs. They do appreciate and look forward to the ASSET funds, but understand COVID has been a hard-hitting item in the community. They discuss all financials as a group also to make sure everyone that has questions/concerns is able to discuss this as a group.**

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**5. Internal Management Practices.** Summarize your assessment of the management of the agency, and the role of the Board. If there are deficiencies, details should be provided. Conclude with recommendations when appropriate.

**\_\_This group is set up with a director and one office person and then the board. The director and office person work very well together on making sure that all office items are taken care of at all times. They have all paperwork and information provided to the board and are able to help with any questions, as the board discusses items. The board is very informed and takes their roll as an important roll. They work very well with the director and office person. The board asks questions and brings up items of concern in a professional way.**

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**6. Agency Suggestions/Comments.** Make note of any suggestions, comments or questions agencies may have with regard to the ASSET process, budget forms and or anything else that relates to the process.

**I think they are doing what they can to keep moving forward with the changes with COVID. They are doing what they can for funds and grants. They also are working with other groups to make sure their volunteers are able to serve the community needs. They were helpful with Derecho and have worked to get their transportation volunteers back to work with other ideas and the correct PPE.**

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**GENERAL ASSESSMENT:**

I enjoyed getting to know more about this program. They are working hard to conquer the issues of COVID. Their volunteers are eager to get back into the community and so they have come up with ideas on how they can still have contact with their community and write with penpals in the school district. As the students are also going through a tough time and would enjoy a positive experience at this time. This group and their board also make sure to do all the work around the community building that they have for an office. They do the outdoor work of gardening and trash pick-up. The communication and paperwork are done in a professionally and organized manner.