**Carlisle Victory Circle**

**School-based Program Coordinator**

**Request for Proposals**

Carlisle Victory Circle, Incorporated (CVC) is a community-driven agency that organized in 1995 with the purpose of making a difference in the lives of minority and under-represented middle and high school students in the Carlisle Area School District (CASD). CVC works in partnership with the CASD, Dickinson College, PSU Dickinson School of Law, Shippensburg University, the Carlisle YWCA and other community groups to provide student programs and activities. The dedicated CVC Board of Directors, parents, teachers and counselors of the CASD enable CVC to impact Carlisle students’ lives by building a better appreciation for academic achievement and community involvement. CVC works to dispel the myths and stereotypes associated with minority youth; minority male students are particularly vulnerable. At Carlisle Victory Circle, the mission is to challenge young people to prepare for their future through education and character development.

CVC programs are designed to teach students to dream dreams, to set goals, to work to achieve those goals, to see themselves as necessary contributors to their community. Carlisle Victory Circle achieves this through a three-pronged approach: school clubs, cultural and educational activities, and community service.

Carlisle Victory Circle has budgeted a total of $15,000 to defray coordinator and material costs during the 2018-2019 academic year. The organization is seeking proposals from applicants who will serve as the program coordinator.

***The program coordinator:***

* is an independent contractor who is expected to provide an average of 30 service hours per month totaling 240 hours per school year (September through May).
* plans club activities to address the subject areas established by the CVC Program Committee. The CVC club activity subject areas for 2018-2019 are:
  + furthering education and job skills
  + drug and alcohol prevention/awareness and programming
  + social skills development
  + healthy choices/decision-making including pregnancy, STD/STI prevention
  + racial justice

Club programming may include presentations by guest speakers who have a demonstrated expertise in their subject area. The CVC Board of Directors can assist the program coordinator in engaging speakers.

* conducts all CVC in-school and after-school club meetings. The CVC high school club meets during the in-school club period at Carlisle Area High School; the high school club meets approximately twice per month based on the high school schedule, 15 total club sessions. CVC middle school clubs meet after school at Wilson and Lamberton Middle Schools. Middle school clubs meet on alternating weeks so that each club meets a minimum of two times per month.
* works cooperatively with the school-assigned faculty advisor (high school) and CVC contracted tutor (middle school). The faculty advisor and CVC contracted tutor attend the club sessions and are available to assist the program coordinator.
* administers club evaluation surveys at the beginning of the school year and the end of the school year.
* works with school administrators and guidance counselors to recruit club members.
* recruits student members, builds and maintains positive relationships with those members as they are engaged in club activities, and sustains student membership and involvement over successive years through their educational experiences.
* cooperates with CVC community partners who host various cultural/educational activities and community service opportunities. The program coordinator will be responsible to engage students to participate in these events and help chaperone students during the activities.
* serves as the representative of the organization to the Carlisle community. This includes presentations that may be made to the CASD School Board, the Carlisle Borough Council, members of the United Way of Carlisle and Cumberland County, and other opportunities that may impact or benefit the students enrolled in Carlisle Victory Circle.
* builds and maintains positive working relationships with CVC Board Members, school personnel, and representatives of various Carlisle community organizations.
* provides monthly reports to the CVC Board of Directors regarding club participation and activities.

Proposals should include:

* timeline and general description of proposed club activities
* qualifications/resume of applicant
* estimated cost of services including personnel, supplies, and student transportation. Justification for costs should be included as part of the estimate.

Carlisle Victory Circle will accept proposals until an acceptable applicant is found. Proposals should be sent to:

Carlisle Victory Circle, Inc.

PO Box 684

Carlisle, PA 17013

Email: [carlisle.victory.circle@gmail.com](mailto:carlisle.victory.circle@gmail.com)

Questions regarding this RFP may be directed to:

Keith Colestock

Principal, Lamberton Middle School

717-240-6800 x 15802

colestok@carlisleschools.org

*The members, officers, directors, committee members, employees and persons served by Carlisle Victory Circle, Inc. shall be selected entirely on a nondiscriminatory basis with respect to age, gender, race, religion, disability, ethnicity, sexual orientation, and national origin.*