

BYLAWS OF THE MONTANA GOVERNOR'S COMMISSION ON COMMUNITY SERVICE

Revisions to the original Bylaws were last adopted by the Commission December 10, 2010. Previous revisions were adopted July 24, 2006.

Article I NAME, MISSION AND PURPOSE

Section A. Name of Organization

The name of the organization shall be the Montana Commission on Community Service, hereafter referred to in this document as the "Commission."

Section B. Mission of Organization

The mission of the Commission is to expand and promote national service and volunteer opportunities in Montana.

Section C. Purpose of Organization

1. To develop and communicate a statewide vision of service and to foster an ethic of service and volunteering throughout the state.
2. To support the Montana Community Service Act, Title 90, Part 1, MCA, the National and Community Service Trust Act of 1993, the Edward M. Kennedy Act of 2009 and the American Recovery and Reinvestment Act of 2009.
3. To advance and support community service, service learning and volunteerism among all Montanans.
4. To renew the ethic of civic responsibility in the state.
5. To encourage the citizens of the state, regardless of age or income to engage in full or part-time service.
6. To call young people to serve in projects that benefit the state and improve their opportunities for success through the acquisition of literacy, job skills and interpersonal skills.
7. To build on the existing organizational framework of state and local governmental entities to expand full-time and part-time service opportunities in a wide variety of programs for all citizens, particularly youth and older Montanans.
8. To involve participants in activities that would not otherwise be performed by employed workers.
9. To establish programs to accomplish labor-intensive improvements to public or low-income properties or to provide services for the benefit of the state, its communities, and its people through service contracts that specify the work to be performed.

10. To promote coalitions and collaborative efforts among public, private and nonprofit entities; and federal, state and local agencies that will advance community service programs and activities in each community of the state.

Article II. Membership

Section A. Powers and Duties

The Commission shall carry out the following responsibilities, including, but not limited to:

1. Assisting in the development and coordination of federal and state community service programs, integration of services, dissemination of information, recruitment and training of volunteers, evaluation and accountability for the services provided.
2. Establishing and developing policy for the operation and governance of the Commission.
3. Carrying out revisions to policies in the manner prescribed by these bylaws.
4. Delegating authority to staff or a committee or work group of the Commission.
5. Making policy and carrying out all statutory responsibilities and acknowledging that the Executive Director is responsible for the management and administration of the Commission office and staff, and carrying out the Executive Director's statutory responsibilities.

Section B. Obligations of the Individual Commission member

By assuming office, a commission member:

1. Acknowledges that no commission member acts alone and exercises authority as a commission member only when acting in a meeting with the full commission or as delegated by the Commission or the Commission Chair.
2. Acknowledges that the best interest of the Commission and of the people of Montana must prevail over individual interest.
3. Respects confidentiality in all matters involving the Commission until there are public records of the matters.
4. Is responsible for exercising due diligence in monitoring and directing the activities of the Commission, including, but not limited to, reviewing information and documentation, reviewing and making recommendations of grants and serving as an ambassador and advocate for the Commission.
5. Is responsible for active participation in the oversight of Commission activities which include, but are not limited to,

- attending meetings, reviewing adequate information and documentations and monitoring delegated activities.
- 6. Is responsible for attending the regularly scheduled meetings. Failure to comply will be reviewed by the Executive Committee and may result in the member being asked to resign from the Commission.
- 7. Is not bound to any geographic area or constituent interest.
- 8. Supports the board's final decisions, even if the member disagrees.
- 9. Shall not act as a commissioner in any political activity.
- 10. Follows ethical requirements for public officers and public employees as outlined in state statute. (**2-2-105, MCA**).
- 11. Observes rules for board and advisory council members and the legislative process contained in the Department Directors, Boards, Commissions, Advisory Councils' Legislative Communications Policy Handbook.

ARTICLE III. COMMISSION COMPOSITION AND TERMS

Section A. Appointment of voting members

The Governor shall appoint up to 15 members for three year terms.

Section B. Appointment of nonvoting members

Upon the Recommendation of the Commission, the Governor may also appoint nonvoting *ex officio* members who may not hold office.

Section C. Qualifications for members

- 1. Members must include:
 - A. A representative from tribal government
 - B. Representatives from at least four state agencies in the following functional areas:
 - a. Natural Resources
 - b. Human Services
 - c. Labor
 - d. K-12 Education
 - e. Higher Education
 - f. Military Affairs
- 2. Members may include representatives of:
 - A. Local Government
 - B. Not-for-profit agencies
 - C. Federal agencies
 - D. Businesses
 - E. Labor Unions
 - F. Volunteer Groups
 - G. Private Citizens

Section D. Political affiliation

Not more than 50% of the voting members, plus one additional member, may be from the same political party.

Section E. Resignation

A member may resign at any time with written notice to the Governor.

Section F. Vacancies

A vacancy on the Commission may be filled for the remainder of the unexpired term by the Governor of Montana.

Section G. Compensation and Reimbursements

1. Unless the Commission member is a full-time salaried employee of this state or any of its political subdivisions, Commission members may receive reimbursement and per diem for their expenses and an amount to be determined by the Executive Director not to exceed \$50 per day in which the member is actually and necessarily engaged in the performance of commission duties. **(2-15-122 (5), MCA)**
2. Commission members may donate their reimbursements or other compensation as in-kind donations.

Section H. Conflict of Interest

1. Commissioners shall sign a conflict of interest form at the beginning of their term of appointment.
2. Commissioners who are employees of an agency receiving a grant from the Commission shall recuse themselves from participation in the grant review and approval process or any action to approve or deny funding by the Commission.
3. Commissioners shall disclose any conflict of interest or potential conflict of interest in any transaction, occurrence of circumstance that exists or may arise with respect to his/her serving as a Commissioner or participating on any work group or committee.
4. Should any Commissioner have a conflict of interest involving personal financial gain or a financial gain for any organization on whose governing board the Commissioner serves, or by whom the commissioner is employed, volunteers, or is otherwise presently associated with or for any other reason is not or does not appear to be impartial with respect to a matter before the Commission (collectively and individually, each of the foregoing constituting a “conflict of interest”) that Commissioner will

- declare such conflict of interest and recuse himself/herself from any vote involving the conflict of interest.
5. If the presiding officer of the Commission declares such a conflict of interest, he/she shall relinquish the Chair during any vote that involves the conflict of interest.
 6. If adherence to the foregoing recusal procedure results in an insufficient number of eligible members to maintain quorum, then the remaining member (s) of the Commission shall have the authority to act by majority vote, unless a unanimous vote of all members is required by applicable law, in which case authority to act shall require a unanimous vote of the remaining members.
 7. Commission members may not, under any circumstances, assist an organization in the preparation of a grant application, except as part of a Commission approved technical assistance program available to all potential applicants.

Section I. Performance of Commission

The Commission shall annually conduct an assessment of its effectiveness.

ARTICLE IV. OFFICERS

The officers of the Commission shall consist of Chair and Vice Chair, who shall serve as the Executive Committee.

Section A. Terms

1. All elected officials shall take office and assume the powers and duties that are associated with their respective position upon the next scheduled meeting.
2. All elective officers shall serve a term of two (2) years and until their successor is duly elected.
3. Elective officers are eligible for re-election for one more successive term.

Section B. Election and duties of the Chair

1. The voting members of the Commission shall elect voting members of the Commission as Chair and Vice Chair.
2. The election of the Chair and Vice Chair shall be held every two years at the October meeting of the Commission, or if there is no October meeting, at the next succeeding meeting.
3. The Vice Chair shall have the same powers and duties as the Chair in the event of the latter's absence.
4. The Chair shall have general charge of the business of the Commission.
5. The Chair shall have official responsibility to sign official records of the commission.

6. Any officer may resign at any time by giving written notice to the Chair and Executive Director. In the event of the resignation of the Chair, the Vice Chair shall serve as Chair, until a new Chair is elected at the next commission meeting, to fill out the balance of the unexpired term.
7. In the event of the resignation of the Vice Chair, a new Vice Chair shall be elected at the next commission meeting to fill out the balance of the unexpired term.

ARTICLE V. COMMISSION STAFF

Section A. Appointment of the Executive Director

The Executive Director must be appointed by the Governor, after consultation with the Commission, and serves at the pleasure of the Governor.

Section B. Duties of the Executive Director

1. Duties of the Executive Director shall be specified in the position description developed by the Office of the Governor and as specified in 90-14-103, MCA.
2. The Executive Director shall serve as the Chief Executive Officer for the Governor’s Office of Community Service and shall implement the policies of the Commission.
3. The Commission staff shall provide administrative support to the Commission.
4. The Executive Director shall attend all Commission and Executive Committee meetings.

ARTICLE VI. EXECUTIVE COMMITTEE

Section A. Composition

1. The officers of the Commission shall serve as the Executive Committee.
2. The Executive Director shall serve as a nonvoting, *ex-officio* member of the Executive Committee.
3. The Chair may appoint a nonvoting, *ex-officio* member to the Executive Committee.

Section B. Duties

1. The Executive Committee shall have general supervision of the Commission between its business meetings and shall have the authority to conduct the business of the Commission between its regular meetings in accordance with the bylaws of the Commission.
2. The Executive Committee shall make recommendations to the Commission.

3. The Executive Committee shall perform other duties as specified in these guidelines.
4. When official action is taken during a meeting of the Executive Committee, minutes from the meeting shall be posted on the Commission's website.
5. Interim Commission actions ratified by the Executive Committee must be ratified at the next Commission meeting.
6. The Executive Committee shall approve agendas for all Commission meetings.

Section C. Meetings

The Executive Committee shall meet by telephone or video conference or in person at least one time prior to each scheduled Commission meeting at the call of the Chair.

Article VII. WORK GROUPS

The Chair shall appoint standing work groups and their chairs, and other work groups and their chairs, as needed.

Section A. Grant Review Work Group

The Grant Review Work Group will participate in grant review, selection and recommendation for funding by the Commission.

Section B. Award Work Group

The Award Work Group will participate in review and selection of the annual award recipients.

Article VIII. Meetings

The word "meetings" as used in these bylaws means "session" and covers all regular meetings, special meetings, annual meetings and adjourned meetings.

Section A. Regular Meetings

1. There shall be at least four (4) regular meetings of the Commission each year, which may be held by telephone or video conference as necessary to conduct Commission business.
2. Unofficial minutes of Commission meetings shall be publicly posted within two (2) weeks following Commission meetings.

Section B. Public Notice

1. Notice of meetings shall be publically noticed in compliance with 2-3-103, MCA and posted on the state calendar at least one (1) week in advance of the meeting.
2. Agendas and material necessary to prepare for the meeting shall be posted on the Commission's website.

Section C. Open Meetings

In accordance with Montana’s 1972 Constitution, (Article II, section 8 and 9) and the state’s open meeting statutes, all meetings and actions of the Commission shall be conducted openly, and are therefore open to the Public, as are any record of the proceedings.

ARTICLE IX. VOTING

Section A. One Commissioner One Vote

Each voting Commissioner shall be entitled to one (1) vote on the commission.

Section B. Conflict of Interest

No Commissioner shall be entitled to vote upon any matter in which the member has perceivably or actually a “conflict of interest” as that term is defined in these bylaws.

Section C. Quorum

A quorum shall be constituted when one-half of the voting members of the Commission is present.

Section D Majority Vote

Actions, including the election of officers, shall require a majority vote of all voting members present and voting.

Section E. Proxy Vote

1. A voting Commission member may delegate his/her voting authority in writing to another voting Commission member.
2. This delegation expires at the conclusion of the designated Commission meeting.
3. The Executive Director must be provided a copy of the proxy and ensures that it becomes part of the official record of the Commission’s actions.

Article X. AMENDMENTS

Section A. Review

The Executive Committee or an ad hoc work group appointed by the Chair shall review the bylaws at least biennially and make recommendations for appropriate changes to the Commission.

Section B. Proposed Amendments

Proposed amendments to these bylaws must be submitted in writing to Executive Committee or to the ad hoc working group designated by the Chair.

Section C. Recommendations

Executive Committee or the ad hoc work group designated by the Chair shall review proposed amendments and send recommendations concerning the proposed amendments to the full Commission with the official notice of the meeting.

Section D. Voting

1. Such proposals shall be presented at the next regular Commission meeting, with a formal vote to follow at the subsequent meeting.
2. Proposed amendments to the bylaws must receive a two-thirds (2/3) majority vote of voting Commission members in attendance in order to be adopted.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order 10th Edition shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Commission may adopt.

ARTICLE XII. FISCAL YEAR

The fiscal year shall be from July 1 through June 30.

FUNDING OVERVIEW
GOVERNOR'S OFFICE OF COMMUNITY SERVICE

Date Prepared: 10/15/12

Source of Funding, Name, and Dates	2011 Funding Amount	2012 Funding Amount	2013 Funding Amount	% Change (2012-2013)
State of Montana Allocation:				
State General Fund (7/1/10 to 6/30/13)	\$123,663.00	\$123,557.00	\$123,922.00	0.3%
Corporation for National and Community Service- AmeriCorps Operations/Program Support				
Administrative (1/1/11 to 12/31/13)	\$298,242.00	\$200,000.00	Pending Award	N/A
Federal Disability (1/1/11 to 12/31/13)	\$106,947.00	\$70,553.00	Pending Award	N/A
Federal PDAT (1/1/11 to 12/31/13)	\$97,750.00	\$33,602.00	Pending Award	N/A
Corporation for National and Community Service - AmeriCorps Program Funding				
Competitive (8/1/10 to 12/31/13)	\$2,511,492.00	\$2,511,492.00	\$1,872,000.00	-25%
Competitive Planning (3/3/11 to 3/2/12)	\$27,445.00	\$0.00	\$0.00	
Formula (9/1/10 to 8/31/13)	\$600,000.00	\$695,132.00	\$681,707.00	-1.9%
Corporation for National and Community Service - Learn and Serve Program Funding				
Learn and Serve (7/1/10 to 6/30/12)	\$25,782.00	\$0.00	\$0.00	N/A
Department of Military Affairs - Operations/Outreach				
Citizen Corps (7/1/10 to 6/30/13)	\$138,248.00	\$111,223.00	\$88,907.00	-20%
Special Needs (12/12/10 to 6/30/13)	\$195,740.00	\$92,000.00	\$0.00	N/A
Department of Labor & Industry - Operations/Program funding				
College Access Challenge Grant (8/3/10 to 12/31/12)	\$250,000.00	\$250,000.00	\$0.00	N/A
Other Sources of Funding				
Youth Serve Montana Scholarships	\$81,500.00	\$36,000.00	\$6,000.00	-83%
Department of Justice & DPHHS - Organ Donor Awareness Program	\$24,637.00	\$34,019.00	\$37,662.00	11%
Serve Symposium	\$8,986.00	\$33,190.00	\$35,702.00	7.6%
State Farm - Global Youth Service Day Scholarships (Lead Agency Award)	\$2,000.00	\$2,000.00	\$2,000.00	0.0%
Total	\$4,492,432.00	\$4,192,768.00	\$2,847,900.00	-32%

Notes:

- 1) Funding decrease from 2012 to 2013 may impact staffing levels depending on "pending awards" and match waiver request.
- 2) Other Sources of Funding - Amounts are based on fund balances

2012 State Service Plan Update

In 2012, the Montana Commission on Community Service and the Governor's Office of Community Service (OCS) expanded volunteer opportunities and trainings across Montana. OCS accomplished 2012 State Service Plan objectives with the help of existing partnerships, the development of new relationships, and by listening to community leaders from across Montana. Governor initiatives, National Service trainings, and additional strategies to engage communities in service and emergency preparedness were implemented. In 2013, OCS will continue to expand opportunities for Montanans to volunteer; build on existing frameworks within local and state government, communities and nonprofits to expand opportunities to serve; and support cross stream National Service activities and programs in Montana to address critical needs in Montana.

Goal #1 Expand opportunities for all Montanans to volunteer	Activity	Status
Objective 1) Promote inclusive volunteer opportunities to encourage citizens to help their community and neighbors	Supported MLK Day of Service, AmeriCorps Week, Global Youth Service Day, and 9/11 Day of Service and Remembrance. Organized AmeriCorps all member service project. Coordinated 52 community emergency preparedness events. Increased awareness through website, newsletters, volunteer recognition events, sports, and 12 community events or conferences.	
Objective 2) Manage National Service programs, promote awareness of National Service and assist with AmeriCorps and Citizen Corps member recruitment to meet critical community needs	Conducted two AmeriCorps State grant funding processes, 3 programmatic site visits, and 4 financial monitoring visits. Held 3 in-person trainings and 6 conference calls. Ran the AmeriCorps recruitment message during the summer Olympics.	
Objective 3) Increase citizens' preparedness for fire and winter seasons	Outreach through radio, TV, print, and social media. FireReady educational nights with Pioneer League baseball. WinterReady emergency preparedness starter bags distributed during Warm Hearts Warm Homes. National Preparedness Month promotions during September.	
Objective 4) Increase the number of Montanans who register as organ, eye, and tissue donors to save lives and improve the quality of life for others	Awareness campaign throughout the state during the month of April. Radio public service announcements and media outreach.	

<p align="center">Goal #2 Provide training and technical assistance on volunteerism and National Service in Montana</p>	<p align="center">Activity</p>	<p align="center">Status</p>
<p>Objective 1) Host annual ServeMontana Symposium</p>	<p>Two day event, February 23 and 24 with 271 attendants, 24 different training topics, and the annual volunteer awards luncheon.</p>	<p align="center"></p>
<p>Objective 2) Provide support for 1,000 AmeriCorps members who will serve Montana Communities</p>	<p>Organized all member service project and recognition gathering February 22. Presented at multiple member orientations and trainings, supported program-organized service projects and coordinated the Montana AmeriCorps Connection group.</p>	<p align="center"></p>
<p>Objective 3) Provide opportunities for citizens to receive training on emergency preparedness</p>	<p>Incorporated Ready Montana and emergency preparedness into the 2012 Serve Symposium. Contracted with the American Red Cross of Montana to provide local trainings on emergency preparedness, response, and recovery. Encouraged citizens to train their neighbors with a Neighborhood Preparedness Party.</p>	<p align="center"></p>
<p>Objective 4) Promote college access and affordability</p>	<p>Awarded 70 Youth Serve Montana Scholarships to high school seniors who volunteered at least 100 hours and are enrolled in a Montana college. Administer Governor Schweitzer's Energy Intern program for 116 Montana students. Promoted AmeriCorps as an opportunity to earn money for college.</p>	<p align="center"></p>

Montana Commission on Community Service

Established in 1993 to expand and promote volunteerism and National Service, the Montana Commission on Community Service has proven to be a consistent and nimble organization in addressing the critical needs of Montana. Volunteers are vital to keeping Montana communities vibrant and strong, by giving time to help others Montanans are creating a great place to live, work, recreate, and raise a family. With a timeless tradition of neighbors helping neighbors, Montanans believe that more can get done when working together.

The 2013 State Service Plan functions as the foundation for the Montana Commission on Community Service 2013-2015 work plan. This plan is based in State Statute with input from our Commission, partners, and using statewide surveys on volunteerism and emergency preparedness. The Governor's Office of Community Service executes the State Service Plan laid out by the Montana Commission on Community Service. Updated annually, the 2013 State Service Plan will be reviewed and revised for 2014 and again in 2015.

The Montana Commission on Community Service adopted the Corporation for National and Community Service's six priority areas: environmental stewardship, education, veteran and military families, disaster services, economic opportunity, and healthy futures. In addition to supporting the state priority to expand and promote volunteerism the Commission has championed the Governor's initiatives. With a solid foundation the Montana Commission on Community Service supports community collaboration, targets rural, tribal or underserved areas of our state and encourages disability inclusion in the design and delivery of all volunteer and National Service programs.

The vision for the Montana Commission on Community Service over the next three years will center on:

- *expanding opportunities for all Montanans to volunteer,*
- *building on existing frameworks within local and state government, communities, and nonprofits to expand opportunities to serve, and*
- *supporting cross stream National Service activities and programs in Montana to address critical needs.*

Mid and end of the year grant progress reports will help the Montana Commission on Community Service continually evaluate advancement towards the three key objectives outlined in the 2013 State Service Plan. Activities, programs, and key objectives will be reevaluated and updated as needed with a complete update at the end of every calendar year.

Vision and Objectives

Expand opportunities for all Montanans to volunteer

- Community Outreach
 - Volunteer recognition
 - Annual survey
 - AmeriCorps Recruitment
 - Youth Serve Montana Scholarships
 - ServeMontana webpage, social media, traditional media
- Inclusive Strategy
- Days of Service
 - MLK Day of Service, Global Youth Service Day, 9/11 Day of Service and Remembrance, and other public days of service
- Ready Montana
 - Individual preparedness and neighbors helping neighbors
 - Fire Ready and Winter Ready

Build on existing frameworks within local and state government, communities, and nonprofits to expand opportunities to serve

- Days of Service
 - MLK Day of Service, Global Youth Service Day, 9/11 Day of Service and Remembrance, and other public days of service
- AmeriCorps State Competitive and Formula funding process
- College and career readiness
 - Service-learning and internship opportunities
- Veterans and Military Families

Support cross stream National Service activities and programs in Montana

- Training and technical assistance
 - ServeMontana Symposium
 - Montana Nonprofit Association Conference
- Provision for AmeriCorps State programs in Montana
 - Reporting, site visits, oversight
- Maintain Montana AmeriCorps Connection

2013 Calendar of Events

National Service Days

- Martin Luther King Jr. Day of Service: January
- Global Youth Service Day: April
- 9/11 Day of Service and Remembrance: September
- National Public Lands Day: September

Volunteer Recognition

- ServeMontana and ReadyMontana Awards: February
- Youth Serve Montana Scholarships: May

Statewide Call to Service Campaigns

- Fire Ready: June to September
- Winter Ready: October to February
- National Preparedness Month: September

Commission Meetings

- Strategic Planning: February
- Formula Funding: June
- State Service Plan: October
- Competitive Funding: December

AmeriCorps Program Training

- In-person training: February and September
- Conference calls: February, April, June, August, October, and December

Conferences

- ServeMontana Symposium: February
- Montana Nonprofit Association: September



serve montana

GOVERNOR'S OFFICE OF COMMUNITY SERVICE

As a first term Republican Governor in January, 1993, I asked, and our legislature approved, a proposal to create a Governor's Office of Community Service intended to enhance the ethic of service and elevate the importance of "community," particularly among our young people. Meaningful service, we believed, would nurture productive young citizens committed to the future of our state because they had invested their sweat and labor in that future. Here in Montana, we sought to encourage service as a life-long "habit of the heart".

- Governor Marc Racicot, July 1998

Introduction

Created in 1993, the Governor's Office of Community Service expands and promotes volunteerism and National Service in Montana. The office has served the state by encouraging citizens to be prepared for emergencies, recognizing outstanding volunteers throughout the state, rewarding youth volunteerism, promoting civic engagement and inspiring people of all ages to engage in service in their communities. Through these initiatives and Montana's AmeriCorps programs, the Governor's Office of Community Service has worked for almost twenty years to develop community capacity, increase citizens' participation in service, and meet local community-identified needs.

AmeriCorps Programs

AmeriCorps is a federally-funded National Service program administered largely through state level commissions. In Montana, the Governor's Office of Community Service administers AmeriCorps State Funding under the guidance of the Governor-appointed Montana Commission on Community Service.

Current AmeriCorps State programs include:

- **Montana Conservation Corps-** maintains and improves Montana's public lands and resources
- **Justice for Montanans Project-** helps low and middle income Montanans access the legal system
- **Montana State Parks AmeriCorps-** increases volunteerism and educational events in Montana's State Parks
- **Big Sky Watershed Corps-** protects and restores Montana's watersheds through community solutions
- **FoodCorps Montana-** provides hands on nutrition education and brings local food into public schools

Ready Montana

Ready Montana encourages citizens to take personal responsibility in preparing for emergencies and to volunteer to help their neighbors before and after disasters. Ready Montana is designed to reach all Montanans, especially those who are not disaster preparedness experts, with resources on how they can prepare their homes and families and promote community planning for disaster response.

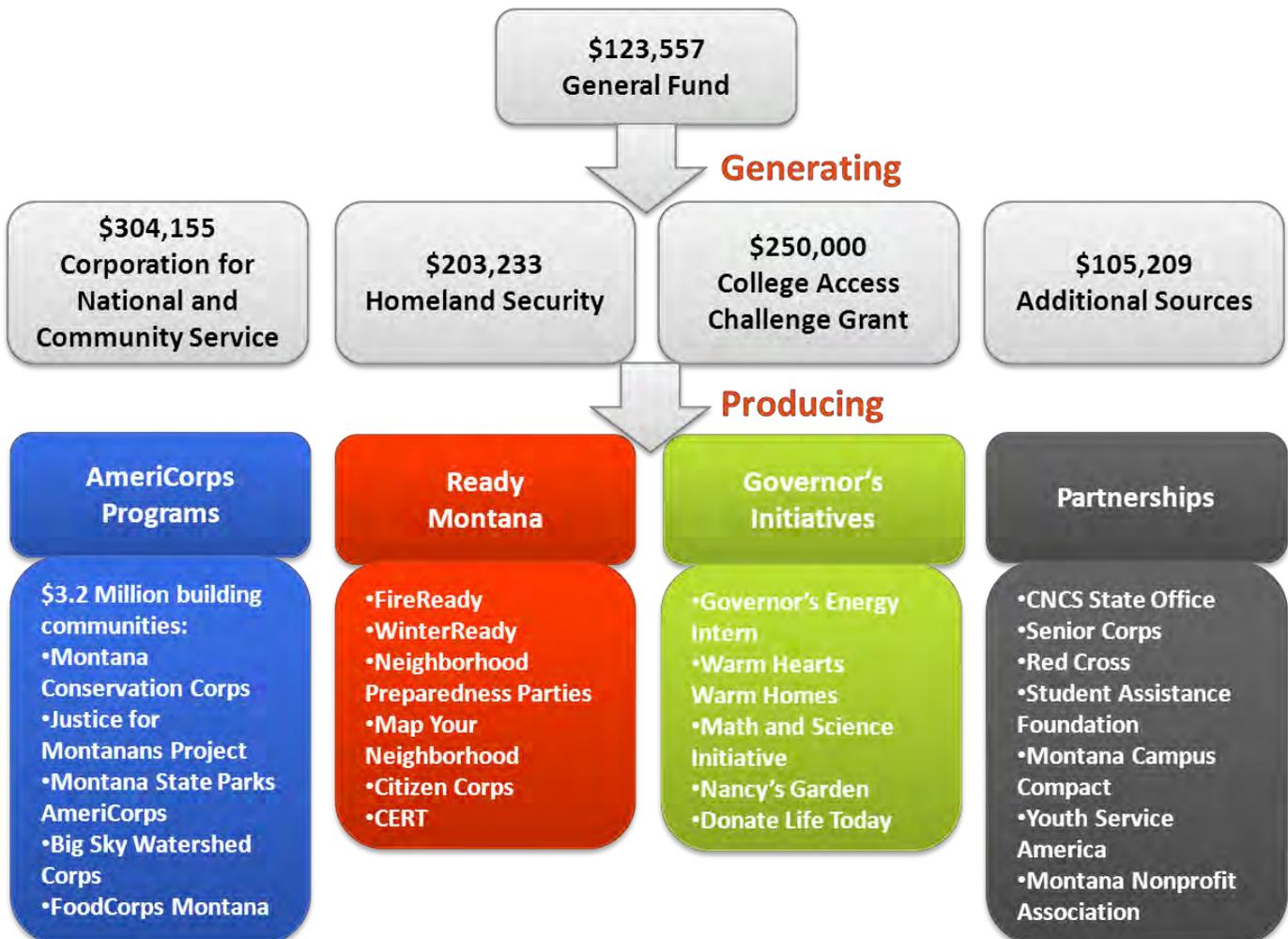
Ready Montana includes two call-to-service campaigns, Fire Ready Montana and Winter Ready Montana. These campaigns encourage citizens to prepare for fire and winter seasons and helps connect citizens with resources from other state agencies and organizations. Ready Montana also provides citizens with the Map Your Neighborhood program and Neighborhood Preparedness Parties as ways to prepare their communities.

Governor's Initiatives

Being part of the Governor's agenda and vision has allowed the office to use volunteers and National Service to support several Governor initiatives. AmeriCorps members have participated in Warm Hearts Warm Homes by weatherizing homes of low-income Montanans in all 56 counties and all 7 reservations. The office has supported the Governor and First Lady's Math and Science Initiative with the presentation of the First Lady's Math and Science Awards and by connecting volunteers with the Nancy's Garden curriculum. During previous administrations, Montana's Promise brought together youth from across the state to develop tomorrow's leaders.

Partnerships and Signature Projects

To promote and expand service and volunteering in Montana, the Governor's Office of Community Service has developed many successful partnerships and collaborations that have resulted in signature projects of the office. Partners include the Student Assistance Foundation, Montana Campus Compact, Montana Nonprofit Association, Prevention Resource Center, the CNCS State Office, Senior Corps programs, Red Cross of Montana, United Way of Yellowstone County and private sponsors such as Target and Northwestern Energy. Projects made possible by these partnerships include the Youth Serve Montana Scholarships, the ServeMontana Symposium, the ServeMontana & ReadyMontana Awards, Global Youth Service Day, and the Veterans Outreach Project.



Office Structure and History

The Governor's Office of Community Service is currently supported with \$123,663 in state general funds which allows for the generation of two federal grant sources from the Corporation for National and Community Service and Homeland Security which primarily fund the office. This funding supports the administration of AmeriCorps State programs in Montana, emergency preparedness outreach that uses volunteers to prepare for and respond to disasters, statewide trainings and technical assistance, and volunteer recognition events. The Office also works to build capacity for citizens to engage in service by being a broker of opportunities and resources, and by helping develop new partnerships.

The Governor's Office of Community Service is led by a Governor-appointed executive director and supported by the diverse Governor-appointed Montana Commission on Community Service. Base staff include, in addition to the executive director, a finance manager, grants manager, and communications manager. Additional staff supported by grants includes three grants coordinators and a program assistant. Since 1997, the Department of Labor and Industry has provided the fiscal and central services support to the Office.

In 1993, the Montana Community Service Act (MCA 90-14-103 to 109) established the Office of Community Service and tasked the office with renewing the ethic of service, engaging all citizens in service to the state, calling young people to serve, building the service of young and old into existing frameworks, and establishing programs that benefit the state and its people. Since that time, the Office has met these goals by administering funding to 31 AmeriCorps programs including 9 that are or have been attached to state agencies, rewarding youth who volunteer with college scholarships, promoting service through volunteer recognition awards, holding conferences on civic engagement, and engaging citizens in emergency preparedness and response efforts that help emergency response organizations.

In 2006, the Governor's Office of Community Service was given funding from Homeland Security to administer Citizen Corps and Community Emergency Response Team (CERT) programs in Montana. This funding has evolved into the Ready Montana initiatives that encourage citizens to take personal responsibility in preparing for emergencies and to volunteer and help their neighbors before and after disasters. The main preparedness efforts out of the Office now include Fire Ready Montana, Winter Ready Montana, and Neighborhood Preparedness Parties.

Being part of the Governor's agenda and vision, has allowed the Office to use volunteers and national service to support Governor's initiatives. The best example of this was the connection of the Montana Conservation Corps AmeriCorps program with the Warm Hearts Warm Homes Initiative. For the last eight years, AmeriCorps members have worked with local HRDCs to weatherize the homes of low-income Montanans in all 56 counties and all 7 reservations. The Office has also provided support to the Governor and First Lady's Math and Science Initiative with the presentation of the Math and Science Awards and the connection of volunteers with the Nancy's Garden curriculum.

In 2010, the Governor's Office of Community Service was tasked with managing Governor Schweitzer's Energy Intern program with support and direction from the Governor's Office of Economic Development and the Department of Commerce's Energy Promotion and Development Division. Funded by a US Department of Education Grant, this program has connected more than 100 students with energy-related internships that result in tuition credits to our Montana colleges and universities.

To promote and expand service and volunteering in Montana, the Office has developed many successful partnerships and collaborations. These include the Youth Serve Montana Scholarships with Montana Campus Compact and the Student Assistance Foundation, Build Montana with the Montana Nonprofit Association, Global Youth Service Day with Youth Service America, emergency preparedness training with the American Red Cross of Montana, and three ServeMontana Symposiums that bring together all types of service programs.

In 2009, the Governor's Office of Community Service rebranded creating ServeMontana and the serve.mt.gov website. This rebranding also created ReadyMontana and ready.mt.gov for emergency preparedness related outreach. The new branding and website has allowed the Office to provide up-to-date information and resources to the public, connect new populations with service through social media efforts, and promote service through media campaigns and public service announcements.

DRAFT

AmeriCorps is a federal National Service program created to give individuals the opportunity to address critical community needs through service. AmeriCorps in Montana started in 1993 with the creation of the Office of Community Service by the Montana Legislature. The year following, the two of the first AmeriCorps programs in the nation were launched in state, the Montana Conservation Corps and Volunteer Montana. While the Volunteer Montana program ended a seven year run in 2000, the Montana Conservation Corps has grown to be one of the premier AmeriCorps programs in the nation. The Montana Conservation Corps is respected not only for their impact on environmental issues in the state but also for their dedication to the development of young leaders. AmeriCorps programs in Montana have changed with the ever changing needs of the state. Programs like Tech Corp, focusing on technology education, have given way to programs like FoodCorps, connecting kids to healthy food.

The consistency among AmeriCorps programs is that each year hundreds of young adults are engaged in serving Montana communities, and developing their skills as future leaders all while earning an education award. In Montana, more than 7,200 AmeriCorps members have had the opportunity to serve and have qualified for more than \$15 million in Segal AmeriCorps Education Awards. More than \$10.5 million in education awards has been paid to Montana Universities, Colleges and lenders.

The goal of AmeriCorps is not just the engagement of AmeriCorps members, but the improvement of Montana communities. Since 2006, AmeriCorps members serving through the Governor's Office of Community Service sponsored programs have recruited more than 40,000 volunteers to help out on projects in their communities. AmeriCorps members have developed community action groups for developing energy efficiency and recycling plans. AmeriCorps members recruit volunteers and procure supplies to build community gardens. AmeriCorps members organize Volunteer Income Tax Assistance (VITA) sites where anyone meeting income qualifications can have their taxes prepared by an IRS certified volunteer free of charge. AmeriCorps members are serving or have served in many of the nonprofits across the state we all support as citizens.

The Corporation for National and Community Service (CNCS), a federal agency, funds National Service programs including AmeriCorps, AmeriCorps VISTA, and Senior Corps. CNCS requires that funding for AmeriCorps State programs are administered through a state-specific Commission and office. Since 1994, the Governor's Office of Community Service has administered funding to 31 AmeriCorps programs in Montana with approval from the Montana Commission on Community Service.

AmeriCorps State programs apply for one of two funding streams that go through this office. Competitive applicants compete nationally for funding with final funding decisions being made by CNCS. Formula funds are allocated to the state and distributed through an RFP process where applicants compete within Montana. Formula final funding decisions are made by the Montana Commission on Community Service and are approved by CNCS.

Montana Conservation Corps

- Since 1994, the Montana Conservation Corps has built or maintained more than 11,000 miles of trail. That much trail reaches from Fairbanks to Cancun and back!

Justice for Montanans Project

- In 2010, the Justice for Montanans Project members helped more than 10,000 citizens find reliable online resources, complete legal forms, and connect with pro bono attorneys.

Montana State Parks AmeriCorps

- In their first year, Montana State Parks AmeriCorps members have reached more than 9,300 youth educating them on Montana's natural history.

Big Sky Watershed Corps

- In their first year, members of the Big Sky Watershed Corps and their volunteers have trained more than 1,800 beneficiaries on watersheds and environmentally conscious practices. These beneficiaries include more than 1,100 youth.

FoodCorps Montana

- Launched as an AmeriCorps State program in fall of 2012, FoodCorps members will bring local food into Montana schools and teach students the joys of healthy food and school gardens.

Ready Montana

Beginning in 2006, the Governor's Office of Community Service has been a grantee of the U.S. Department of Homeland Security through the Montana Department of Military Affairs Disaster and Emergency Services Division. These funds have supported citizen disaster preparedness efforts including Citizen Corps and CERT programs across the state. This funding has evolved to the Ready Montana initiatives that encourage citizens to take personal responsibility in preparing for emergencies and to volunteer and help their neighbors before and after disasters. Ready Montana is designed to reach all Montanans, especially those who are not disaster preparedness experts, with resources on how they can prepare their homes and families and promote community planning for disaster response.

Ready Montana includes two call-to-service campaigns, Fire Ready Montana and Winter Ready Montana. These campaigns encourage citizens to prepare for fire and winter seasons and helps connect citizens with resources from other state agencies and organizations. Ready Montana also provides citizens with the Map Your Neighborhood program and Neighborhood Preparedness Parties as ways to prepare their communities. The Neighborhood Preparedness Parties have been particularly successful strategy that brings together volunteers and community-leaders for emergency preparedness events. The Office has expanded the reach of Ready Montana through key partnerships with the American Red Cross of Montana, local Disaster and Emergency Services coordinators, and the VOAD network to name a few.

Fire Ready

- For four years, the Fire Ready Montana call-to-service campaign has reached out to Montanans through radio and TV spots, a Fire Ready road show, and sponsorships events at the pioneer league baseball stadiums in Montana.

Winter Ready

- The Winter Ready Montana call-to-service campaign has supported coat drives for those in need, distribution hand sanitizer through Thanksgiving baskets from the Montana Food Bank Network, and energy fairs teaching conservation tips.

Neighborhood Preparedness Parties

- Since the launch of Neighborhood Preparedness Parties last year, 76 events have been held and 24,435 emergency supply kit starter bags have been distributed.

Trainings

- Since 2006, Montanans have been trained for emergencies through participation with the Citizen Corps Councils, Community Emergency Response Team (CERT) trainings, and the Map Your Neighborhood Program. In 2012, more than 1,200 Montanans participated in disaster preparedness trainings through a partnership with the American Red Cross of Montana.

Governor's Initiatives

The Governor's Office of Community Service has a unique flexibility to take on special community-based projects of the Governor. Supporting the Montana's Promise Initiative and the Governor's Summit on Youth was one of the early goals of the office. By the end of its third year Montana's Promise had engaged 40,000 youth in the "five fundamental resources of the promise" to mentor, protect, nurture, prepare and serve.

Under Governor Schweitzer, the Office integrated his Initiatives for Math and Science, Clean Energy, and Warm Hearts Homes into the expectations of AmeriCorps programs and Office activities. AmeriCorps members have weatherized more than 10,000 homes in the last eight years as part of Warm Hearts Warm Homes. Three years of the First Lady's Math and Science Awards have been presented at the ServeMontana Symposium. The Nancy's Garden project and the distribution of garden boxes to 179 schools were supported by the Office. The Donate Life Today campaign encouraging Montanans to register as organ, eye, and tissues donors was given to the office upon request of the Governor and Lt. Governor.

Volunteer recognition has been a key focus of the Office under all Governors. Since 2010, volunteers have been recognized during the ServeMontana Symposium with a ServeMontana Award or a ReadyMontana Award. The ServeMontana Awards recognized community volunteers in the areas of education, environmental stewardship, economic opportunity, health futures, and veterans and military families. The ReadyMontana Awards recognize volunteers in the areas of emergency preparedness and response. For the last three years, Volunteers have also been recognized as the "Volunteer of the Game" during the home Bobcat and Griz football games.

Governor's Schweitzer's Energy Intern program has been the most recent initiative tasked to the Office with support and direction from the Governor's Office of Economic Development and the Department of Commerce's Energy Promotion and Development Division. Funded by a US Department of Education Grant, this program connects college students with a 200 hour energy-related internship that results in a \$2,000 tuition credit to Montana colleges or universities.

Governor Schweitzer's Energy Intern Program

- Since January 2011, Governor Schweitzer's Energy Intern program has awarded 73 Montana students with \$140,500 in tuition credits to Montana colleges and universities.

Warm Hearts Warm Homes

- Through the Warm Hearts Warm Homes Initiative, AmeriCorps members have weatherized more than 10,000 homes statewide in all 56 counties and 7 reservations since 2005.

Governor and First Lady's Math and Science Initiative

- Since 2010, 13 First Lady's Math and Science Awards have recognized outstanding individuals and organizations' work promoting math and science education in Montana.

Nancy's Garden

- The Office's support of the Nancy's Garden initiative helped place gardening curriculum at 179 schools reaching 6,956 Montana youth across the state in 2011.

Donate Life Today

- Donate Life Today outreach activities in 2010 and 2011 helped 937 Montanans register or update their organ, eye, and tissue donation wishes.

Partnerships and Signature Projects

To promote and expand service and volunteering in Montana, the Governor's Office of Community Service has developed many successful partnerships and collaborations. Since 2006, with support from the Student Assistance Foundation and Montana Campus Compact, the office has awarded \$1,000 Youth Serve Montana Scholarships to high school seniors who have volunteered more than 100 hours during their senior year. These scholarships reward youth for volunteering and encourage them to attend school in state.

The Rural Veterans Outreach Project brought together the Montana Department of Labor and Industry, Senior Corps Programs and AmeriCorps members to reach veterans in rural communities to ensure they are taking advantage of the services available.

The Build Montana web interface was developed by the Montana Nonprofit Association with support from the Office. This website helps the public find volunteer opportunities, learn about nonprofits, and donate to nonprofits.

The annual ServeMontana Symposium is a collaborative effort that brings together all streams of National Service, volunteer organizations, nonprofits, and community leaders for training, networking, and award presentations. The Symposium has been supported by the Prevention Resource Center's VISTA project under the Montana Department of Health and Human Services, the CNCS State Office, Senior Corps programs, and private sponsors such as Target and Northwestern Energy.

Youth Serve Montana Scholarships

- Nearly \$500,000 has been distributed as Youth Serve Montana Scholarships to Montana Campus Compact colleges and universities since 2006. These scholarships recognized high school seniors who volunteered more than 100 hours in their senior year.

ServeMontana Symposium

- The 2012 ServeMontana Symposium, Growing Montana Communities, brought together 271 service leaders for a two conference that featured 20 breakout sessions, 4 plenaries, 8 service projects, and an awards luncheon.

Volunteer Recognition

- Since 2010, there have been 21 ServeMontana Award recipients, 11 Ready Montana Award recipients, and 34 Volunteers of the Game.

Global Youth Service Day

- Since 2008, the Office has supported 86 Global Youth Service Day projects across Montana. These service projects were organized by youth for youth to serve their communities.

Veterans Outreach Project

- 132 veterans were reached by Senior Corps members through the Rural Veterans Outreach Project.