**Please ask chairperson to fill out for each individual program. Due date for these forms is Feb. 21, 2020.**

Chapter \_\_\_Albany\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Program \_\_\_Comfort Bags\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson \_\_\_Jeanette May\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email \_\_\_\_\_\_\_\_\_\_\_Jeanette1@nycap.rr.com\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Timing, duration, frequency of program**

When does the program occur (eg monthly; annually from August-December; once per year)?\_\_\_\_\_\_\_\_ongoing\_each agency up to four times annually\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many times per your fiscal year does the program occur? \_\_\_\_\_\_quarterly for each of six locations\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fiscal Information**

Budgeted expense total for program last year\_\_\_\_\_$798.00\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Value of in-kind donations (estimated total) \_\_\_\_\_\_\_\_\_$7,261\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Partnerships**

Do you partner with another organization/agency for this program? Yes X No

If yes, list name(s) of all partner(s) \_\_\_\_

A “working partner” is the Hillside Scouts.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What role does your partner(s) have in the program? Before t pandemic the Hillside Scouts come once a month and pack comfort bags for our program. They also collect supplies for us to use. In 2020-21 they were not able to participate. We had three new members join in the last few months and they have been introduced to the program.

**Clients**

Number of children/families served your last fiscal year\_\_505 bags distributed\_\_to domestic violence shelters and a foster care program.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age range of clients served \_\_\_\_\_newborn to age 17\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteers**

How many volunteers participate in this program (planning and working) \_15 (adults and children)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What roles do the volunteers have in this program? \_\_Inventory, pack and supervise scouts\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Program Description**

Circle or highlight the term that best defines the **kind of program** this is:

 Educational in general Family empowerment

 Reading/ Literacy Self-esteem building for children

 X**Providing Basic Needs**  Motherhood support

**Program Description**

Overall goal of this program \_\_\_Provide a “welcome” bag for children with personal care products, reading book, stuffed animal (frequently handmade bears using the AZ pattern) and crayons and coloring book.\_\_We have just added a new location and this site has run away kids as well as the people served by the domestic violence shelter. Special bags for these kids were prepared and delivered.

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What service/materials do you provide to your clients? \_noted above\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Write a **1-2 paragraph description** of what happens in your program (planning/purchasing, activities, process…)

We serve six agencies. Schenectady YWCA, Albany Mercy House (affiliated with Catholic Charities), Amsterdam Catholic Charities, Unity House in Troy (affiliated with Catholic, Marrilac House

Charities) and Northeast Parent and Child Foster Program in Johnstown.

Once a month we pack comfort bags as in-kind contributions are collected. Each agency receives 50 bags/ four times a year. Volunteers distribute the bags when needed.