

TEAMMATESSM

MENTORING

READ Nebraska Chapter Considerations and Benefits

Summary: The READ Nebraska program aims to expand mentorships throughout the state of Nebraska to improve the reading levels of elementary students. To this end, the TeamMates Mentoring Program will match 800 new mentors with students in grades 3-5 who fall below reading proficiency.

Grant Cycle: September 15, 2023 – September 14, 2024.

Point of Contact: Suzanne Osborne-Hince – shince@teammates.org or 402-618-3880

Chapter Considerations:

- **Attend an educational session (via zoom) about READ Nebraska funding.**
 - An email will be sent out to enroll in a zoom session that fits your calendar.
- **Sign the Chapter Agreement**
 - Please review the considerations with your chapter board.
 - A signed chapter agreement by the board president and program coordinator will need to be sent to the TeamMates National Office.
- **Identify students who qualify for the grant.**
 - Students who qualify are those deemed below reading proficiency **by your school district**. This will require interaction with the administration and data collection personnel folks at your school.
 - TeamMates does not need to know specific reading scores of students, just whether they qualify for the grant.
 - If they do qualify, a READ Nebraska dropdown is in CiviCore and the student will need to be tagged in the basic info/grant section of the mentee profile.
 - Go to the Mentee's profile in CiviCore, select "Edit", open the "Grant" section and select "Read Nebraska Grant."
 - Once selected, Start Date and End Date fields will open up. A start date will need to be entered. The start date will be the same as their match date. If the match closes, you will enter an End Date here, which will be the same as the match closure date.

Hide Grant

Grant READ Nebraska Grant InternNE/Aksarben Foundation

Hide READ Nebraska Grant

Start Date

End Date

- It's possible you may have students already matched who qualify for the grant. Please enter their initial start date, which will be the same as their first match date, (regardless of when) so we can identify any student who

is being impacted by mentoring – whether they qualify for the specific grant period or not.

- If you have any mentees who qualify for the grant but their match has closed since September 15, 2023, please tag them as a READ Nebraska Grant mentee and enter their Start Date and End Date.
 - Mentees who qualify for grant funding are those matched at any point between September 15, 2023 through September 14, 2024.
 - Contact [Tori Murphy](#) for any questions regarding Civicore.
 - Contact [Vicky Howick](#) if there are any questions regarding permission for data collection.
- **Match a minimum of five new mentors with students who qualify for the grant.**
 - Students will need to be matched in Civicore to qualify for funding.
 - Mentees who qualify for grant funding are those matched between September 15, 2023 through September 14, 2024.
- **Participate in CollaborNation for mentor training specific to the grant.**
 - CollaborNation is an online training portal that TeamMates has recently launched. Online training will supplement their initial training and can be done at the mentor’s convenience.
 - Contact [Sara Eliason](#) to get enrolled in CollaborNation and for details on how mentors can access this terrific resource.
- **Coordinate a date/time for match training with [Linked2Literacy](#).**
 - Linked2Literacy (L2L) is the organization TeamMates is partnering with who are the experts in literacy. They will be providing a short in person “training” for matches on how to utilize a tote of materials for each student who qualifies for the grant. Chapters will also receive a tote. Book ownership is a big part of L2L’s mission so grant students will have some choice in interests and will be able to take books home as their very own.
 - TeamMates has also set up a [resource area](#) on the website for coordinators and mentors to access for simple ideas of how to incorporate literacy in the match meeting.
- **Provide timely reporting and documentation for fund distribution.**
 - Chapters will have an opportunity once per month to submit receipts, invoices and proof of payment for reimbursement. The monthly reimbursements are due on the 10th of each month. Expenses need to be tracked and reimbursed as they occur. Contact [John Jarrett](#) for further details or questions.
- **Provide TM with one “success” story.**
 - If you have a great story – please share on the DoGoodNews site by using this [link](#).
- **Send a chapter representative to attend the TM Annual Conference**
 - Mark your calendars for **July 10-12, 2024**, in Lincoln, Nebraska for further education and reporting.

Chapter Benefits:

- **Students in great need of support will receive a true gift – a mentor!**
- **Major Statewide Recruiting and Marketing campaign from the National Office.**
 - The national office will be blanketing the state with marketing and recruitment messages to drive mentors to the local chapters.
- **Recruiting, Marketing and Match Support dollars at the chapter level.**
 - \$1,500 per Chapter for marketing in the local community.
 - \$1,500 per Chapter for recruiting efforts – mileage, rental fees, give aways, etc.
 - \$1,000 per Chapter for End of Year celebrations in the local community.
- **Funding for Background Checks for mentors matched with a qualifying student.**
 - Costs covered for new and renewal checks for up to 1200 qualifying mentors.
- **Stipend for Program and/or Building Coordinators directly facilitating grant.**
 - \$600 per coordinator up to 172 participants * **(Pending Approval)**
- **Transportation Costs for grant participants and coordinators.**
 - Up to \$1,000 per chapter to attend match events (Spring Game, Zoo, etc.)
 - Up to \$300 for personal mileage for coordinators to Annual Conference, Regional Conference or Strengths Training.
 - Hotel Accommodations for Annual Conference (1 night).
- **Book ownership for mentees who qualify for the grant.**
 - Linked 2 Literacy will be providing books for each grant student and totes for each chapter participating in the grant.
- **Training from Linked 2 Literacy and CollaborNation for grant participants.**
- **Strength education and free strength codes for grant mentors.**
- **Grant administration by National Office.**
 - All reporting, tracking and accounting from the National Office to the Department of Economic Development.
 - Select chapters who excel beyond the five-match minimum may also benefit from the following:
 - Guest celebrity speakers
 - Book vending machines for the school
 - Swag & More!

If you would like to participate in READ Nebraska, please review these documents with your chapter board and complete the Chapter Agreement on the next page.



READ Nebraska Chapter Agreement

This Agreement is entered into this ____ day of _____, 2024 by and between the TeamMates National office (“TM”) and TeamMates of _____ a chapter of the TeamMates Mentoring Program (“Chapter”).

WHEREAS, the parties desire to set forth their mutual expectations regarding the funding and management of the READ Nebraska grant.

WHEREAS, the READ Nebraska program aims to expand mentorships throughout the state of Nebraska to improve the reading levels of elementary students. To this end, the TeamMates Mentoring Program will match 800 new mentors with students in grades 3-5 who fall below reading proficiency.

NOW, THEREFORE, the parties agree as follows:

1. Duration. This Agreement shall be effective from the date hereof and shall terminate on September 14, 2024.
2. Chapter Responsibilities.
 - a. Attend an educational session (via zoom) about READ Nebraska funding.
 - b. Identify students who qualify for the READ Nebraska grant in the TM Civicore Database.
 - c. Match a minimum of five new mentors with students who qualify for the READ Nebraska grant.
 - d. Participate in CollaborNation online training portal for mentor/mentee training specific to READ Nebraska.
 - e. Coordinate match training with Linked2Literacy.
 - f. Provide TM timely reporting and documentation for fund distribution.
 - g. Provide TM with one “success” story as a result of the READ Nebraska grant if applicable.
 - h. Send a chapter representative to attend the TM Annual Conference July 10-12, 2024 in Lincoln, Nebraska for further education and reporting.
3. TeamMates National Responsibilities.
 - a. Provide the administration, communication, education and technical assistance regarding READ Nebraska.
 - b. Conduct a major recruiting and marketing campaign to realize 800 new mentors for chapters in Nebraska.
 - c. Coordinate recruiting and marketing materials for chapters.
 - d. Provide all grant reporting, data collection, grant fund distribution and accounting on behalf of chapters to the Nebraska Department of Economic Development.
 - e. Provide training for chapters and matches participating in the Nebraska READ grant.
 - f. Partner with Linked2Literacy to provide books and activities for matches participating in the Nebraska READ grant.

- g. Provide strategic planning and logistical support for chapters to successfully serve students in grades 3-5.
 - h. Distribute funding to Chapters for identifying and matching eligible students for READ Nebraska grant funding.
4. Distributions. Distribution of grant funds will take place once an invoice and proof of payment are received by the TM accounting office. Invoices are due on the 10th of each month. Distributions will be made on a quarterly basis.
 5. Reports. The Chapter will provide TM with reporting of any expenditures, data and success stories for READ Nebraska as defined above.
 6. Match Goal. There is a minimum requirement of five new matches between September 15, 2023 and September 14, 2024. Many TeamMates chapters may well exceed this goal. What is your match goal for the grant?_____.
 7. Modification. This Agreement may be modified at any time only by written agreement of the parties.

IN WITNESS HEREOF, the parties have set their hand the ___ day of _____, 2024.

TeamMates of _____

TeamMates National Office

By: _____
TeamMates Board President

By: _____
DeMoine Adams, CEO

By: _____
TeamMates Chapter Coordinator

Please return this form to Suzanne Osborne-Hince via email at shince@teammates.org or by mailing to:

**TeamMates Mentoring Program
Attn: Suzanne Osborne-Hince
121 South 13th Street, Suite 300
Lincoln, Nebraska 68508**