



## Application for Ohio History Service Corps 2024-2025 Host Sites

|                         |  |              |  |
|-------------------------|--|--------------|--|
| Host Organization:      |  |              |  |
| Primary Contact Person: |  |              |  |
| Mailing Street Address: |  |              |  |
| City:                   |  | Zip Code +4: |  |
| Phone:                  |  | Email:       |  |
| Website:                |  |              |  |

**Be sure that you have read and understand the document Information for Host Sites and Site Supervisor Position Description sent along with this application.**

**Applying for (check appropriate box):**  Local History Member  Community Surveyor Member

### Application Contents

Along with this cover page, a complete application will include all of the sections listed below.

- Organizational Information
- Goals and Objectives
- Impact and Outreach
- Member Work Plan & Activities during service year
- Ohio History Service Corps Site Supervisor
- Training
- Resources
- Signatures

### Submission Instructions—**Deadline Monday, March 4, 2024**

Applicants should treat the Application as they would a grant. All sections are required. Answers should be thorough, free from grammatical and spelling errors. Completed and signed applications should be returned electronically via e-mail. Applications must be received no later March 4, 2024.

**Betsy Hedler**  
**Ohio History Service Corps Program Manager**  
**Ohio History Connection**  
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Adapted from: Family-School-Community Partnerships (Madison, WI). An EnCorps resource. Please retain the original program attribution when adapting or using this resource. Rev. January 2008.

## Organizational Information

### Organization mission, vision, programming structure (200-350 words)

Describe your organization's mission, vision, activities and other pertinent information about your institution.

### Experience with Ohio History Service Corps and/or AmeriCorps (200-350 words)

Describe why your organization wants to serve as an Ohio History Service Corps (OHSC) host site. Please provide detail regarding any previous engagement with OHSC members. If your organization has not hosted a member, or served as an outreach site, please describe your experience with interns and volunteers.

## Goals and Objectives

The Ohio History Service Corps is a program representing AmeriCorps's focus area of capacity building. Capacity Building is defined as activities that expand an organization's scale, reach, efficiency, or effectiveness. These activities enable organizations to provide expanded, better, and sustained direct services to their audiences and stakeholders in sustainable ways.

### Organizational Needs

*Organizations applying for a Local History Member:* Of the following six areas, in which can the member provide assistance in enhancing or improving your organization OR your services to other organizations in your area: Mission, Vision, and Governance; Audience; Interpretation; Stewardship of Collections; Stewardship of Historic Structures and Landscapes; Management? (These areas are taken from AASLH's STEPS program. Visit <https://aaslh.org/programs/steps/> for more information.)

What role will the AmeriCorps Member play in meeting those needs? Please include enough detail to allow the reviewers to assess the reasonableness and achievability of the member's project(s).

*Organizations applying for a Community Surveyor Member:* What are two areas that need a historic building survey and their significance? How will having an AmeriCorps Member conduct this survey help your organization meet its mission, achieve its objectives, and sustain and improve historic preservation efforts in your area of service?

## Impact and Outreach

### Impact on Community

How will/has having an OHSC member at your site allowed you to sustain and improve your community engagement? How will/do you measure success? In your answer, remember to define the community or communities the member will impact, such as near neighbors, underserved audiences, local history organizations, etc.

### Equitable History Impact

What will be/has been the impact of having an OHSC member for your ability to spotlight the people and stories that have been excluded from the national or local narrative using the principles of restorative history? Restorative History is a theory, a method, and a practice. It leverages the past to understand the root causes of historical harms and turns to community-based knowledge to define the best path to telling a more complete Ohio history. Read more at <https://americanhistory.si.edu/restorative-history>

**Outreach**

Local History members are required to spend 50% of their time working with organizations, in the same community/region as the host site. Community Surveyor members are strongly encouraged to engage with community partners and volunteers as part of their service. Please detail how the Site Supervisor will facilitate and assist the member in establishing connections with other organizations and carry out this part of their service.

**Work Plan & Service Year Activities**

**Local History Member Work Plan** - Please provide a general outline of your vision of the member’s activities for your site during each OHSC program quarter. (The first quarter often includes time in training and orientation to the site and the region, as well as time finding outreach projects.)

**Local History Member Work Plan/Activities**

|  |  |
|--|--|
| <p><b>Sept – Dec</b><br/>Quarter 1</p>   |  |
| <p><b>Jan – March</b><br/>Quarter 2</p>  |  |
| <p><b>April – June</b><br/>Quarter 3</p> |  |
| <p><b>July – Aug</b><br/>Quarter 4</p>   |  |

**Community Surveyor Member Work Plan** – The provided outline for Surveyor projects is determined by the State Historic Preservation Office, who will conduct the official review of member submissions. Please provide

a general outline of site-specific activities including training, on-site orientation, community engagement initiatives, etc.

**Community Surveyor Member Work Plan/Activities**

|                                  |  |
|----------------------------------|--|
| <b>Sept – Dec</b><br>Quarter 1   | Training in field survey work from the Ohio Historic Preservation Office, produce Research Design/Survey Methodology and working bibliography, complete at least 5% of required OHI forms, complete 2 National Register Questionnaires or Local Designation applications |
| <b>Jan – March</b><br>Quarter 2  | Completion of at least 50% of required OHI forms by late March, complete 3 National Register Questionnaires or Local Designation applications  |
| <b>April – June</b><br>Quarter 3 | Completion of all required OHI forms by mid-May, draft survey report, training for completing survey report, complete 3 National Register Questionnaires or Local Designation applications, site visit scheduled with SHPO/Host at SHPO’s discretion                     |
| <b>July – Aug</b><br>Quarter 4   | Final revisions of all OHI forms and survey report, complete 2 National Register Questionnaires or Local Designation applications  |

**Site Supervisor**

**About the Supervisor**

Host sites are required to identify a Site Supervisor who will provide day-to-day supervision to the OHSC member. This person must be available to meet, at minimum, biweekly (weekly is recommended) with the OHSC member to discuss projects, goals, and actions. *See Site Supervisor position description for full account of supervisor requirements. (Preference will be given to organizations with at least one full-time staff member to serve as the member’s site supervisor.)*

|   |  |
|---|--|
| <b>Name of Site Supervisor:</b>   |  |
| <b>Title:</b>   |  |
| <b>Is this person a full-time or part-time staff member? (If part-time, please explain their schedule.)</b> |  |
| <b>How much of this person’s time will be spent in AmeriCorps supervision?</b>                              |  |

**Supervisor Commitment to Trainings**

Please acknowledge the Site Supervisor’s commitment to attend the following trainings/workshops:

|   | <b>Supervisor’s Initials</b> |          |
|---|------------------------------|----------|
| <b>Orientation for OHSC Host Site Supervisors</b><br>To be announced – mid-September 2024 | Yes _____                    | No _____ |
| <b>Quarterly Zoom Meetings</b><br>Approximately 1 hour, quarterly                         | Yes _____                    | No _____ |

**Working with Other Staff**

If the OHSC member will be working closely with staff other than the supervisor, please provide the name(s) of the staff and explain the capacity in which the member will work with them. Please ensure that these staff members understand the member’s role and activities at the site.

| Name: | Capacity/Role: | Email Address: |
|-------|----------------|----------------|
|       |                |                |
|       |                |                |
|       |                |                |
|       |                |                |

\*Individuals listed above will be expected to complete a 40-minute webinar conducted by the program which will provide information about the role of the member and the history of AmeriCorps. This is to ensure that the burden of program compliance is not solely on the supervisor and will provide greater support for supervisor and member throughout the program year.

**Training**

**On-Site Orientation and Training**

As part of the onboarding process for a new OHSC member, Site Supervisors must acquaint the new member with the staff, community, and initial work plan. This orientation should begin as soon as the new member starts at the site. Please note that these hours can be counted by the member as training hours on their time sheet. Some examples of appropriate onboarding sessions include (but are not limited to):

- Organization policies and procedures for employees
- Overview of your organization’s workplace culture
- Tour of the facilities or host site program sites
- Informal introductions to staff
- Staff meetings
- Staff in-service trainings
- Introduction to community volunteers and partners

**Below, please provide a list of activities that you plan to include on the On Site Orientation and Training:**

## Resources

### Supplies

Host sites are required to make available all of the following items to their OHSC member. Please acknowledge and agree to this commitment by checking whether the member's access to each item will be on an individual basis or shared.

|                      | Individual               | Shared                   |
|----------------------|--------------------------|--------------------------|
| Dedicated Work Space | <input type="checkbox"/> | <input type="checkbox"/> |
| Telephone            | <input type="checkbox"/> | <input type="checkbox"/> |
| Voicemail            | <input type="checkbox"/> | <input type="checkbox"/> |
| Printer              | <input type="checkbox"/> | <input type="checkbox"/> |
| Computer w/ Internet | <input type="checkbox"/> | <input type="checkbox"/> |

## Signatures

The applicant certifies that to the best of their knowledge that the information provided is true and correct, that the filing of this application has been duly authorized by the governing body of the applicant, and that the applicant will comply with the assurances required in the Ohio History Service Corps Memorandum of Understanding if the host site is approved. E-signatures are acceptable.

### Site Supervisor

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Authorized Organizational Representative

\*This person must have authority to sign agreements on behalf of the host site/applicant. May be the same as Site Supervisor.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_