Utica Safe Schools
Healthy Students

Clearing paths to achievement

Utica Safe Schools Healthy Students

Clearing paths to achievement

Carrie McMurray, Director of Account Services – Paige Group

Joelle Taylor, Rome SS/HS Project Director

Nancy Kelly, Technical Assistance Specialist – Education Development Center, Inc.

Utica Safe Schools Healthy Students

Clearing paths to achievement

- Benefits of a 501c3

- How to establish a 501c3

- Organizational Structure

- Communications Plan

Utica Safe Schools
Healthy Students
Clearing paths to achievement

Benefits of a 501c3

- Allows for expansion of services

- Separates vision from individual district responsibilities

- Ensures sustainability through district contracts for services

- Provides access to NSFA resources

- Creates development opportunities

- Streamlines communications efforts

How to form a 501c3

Utica Safe Schools
Healthy Students
Clearing paths to achievement

- File the certificate of incorporation

- Select board of directors members

- Develop vision and mission statements

- Establish bylaws and board policies

- Obtain an employer identification number (EIN)

- Open a bank account and establish check signing procedures

- File for federal tax exemption

How to form a 501c3

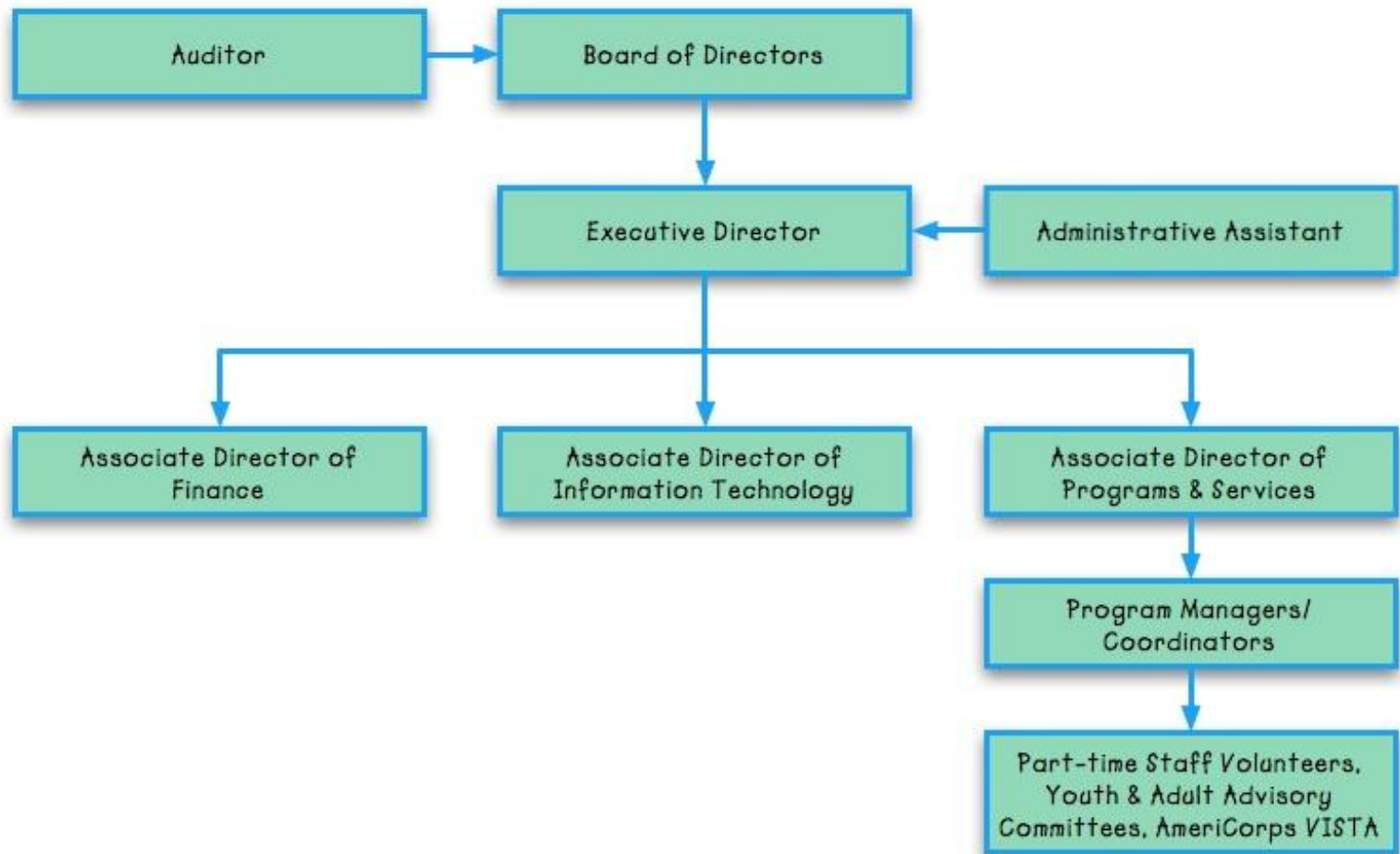**Utica Safe Schools Healthy Students**

Clearing paths to achievement

- Follow state and local nonprofit regulations

- Find office space and obtain office equipment

- Recruit staff and prepare a personnel manual

- Establish a payroll system and procure necessary insurance coverage

- Develop an overall fundraising plan

Organizational Chart

Utica Safe Schools
Healthy Students

Clearing paths to achievement

Executive Director

- Manages grant dollars

- Supervises management team and support staff

- Liaison between program and board of directors

- Serves as organizational spokesperson

Utica Safe Schools Healthy Students

Clearing paths to achievement

Associate Director of Programs & Services

AASP Manager

- **Part-time staff**
- **Volunteers**

Truancy Prevention Coordinator

Underground Café Manager

- **Part-time staff**
- **Adult and Youth Advisory Committees**
- **Volunteers**
- **AmeriCorps VISTA workers**

Safe School Coordinators (11 Utica/11 Rome)

Utica Safe Schools Healthy Students

Clearing paths to achievement

Evaluator

- Tracks outcomes versus goals
- Conducts periodic community needs assessment
- Provides quantitative results
- Conducts student, staff and family surveys

![Utica Safe Schools Healthy Students — Clearing paths to achievement]

Communications Plan

- Establishes role of partnership in the education process

- Ensures accountability and transparency

- Educates community regarding its role and responsibility and changes perceptions

- Encourages participation

- Supports district, state and federal mandates

Lessons Learned

- Commit to long-term outcomes

Lessons Learned

- Commit to long-term outcomes

- Must be a community effort

Lessons Learned

- Commit to long-term outcomes

- Must be a community effort

- Conduct full needs assessment and establish community partners prior to application

Lessons Learned

- Commit to long-term outcomes

- Must be a community effort

- Conduct full needs assessment and establish community partners prior to application

- Build sustainability into signed partner contracts

Utica Safe Schools Healthy Students
Clearing paths to achievement

Lessons Learned

- Commit to long-term outcomes

- Must be a community effort

- Conduct full needs assessment and establish community partners prior to application

- Build sustainability into signed partner contracts

- Create opportunities for natural sustainability

Utica Safe Schools Healthy Students
Clearing paths to achievement

Lessons Learned

- Commit to long-term outcomes

- Must be a community effort

- Conduct full needs assessment and establish community partners prior to application

- Build sustainability into signed partner contracts

- Create opportunities for natural sustainability

- Must be data driven and allow for adjustments

Discussion

- **Contact Information**
  - Carrie McMurray – carrie@paigegroup.com
  - Joelle Taylor – jotaylor@romecsd.org
  - Nancy Kelly – nkelly@edc.org