

Invitation to Apply for Technical Assistance

Attached please find an application to participate in our TA outreach. The Administration on Developmental Disabilities will fund a limited number of technical assistance seed visits around the country, with the objective of promoting and facilitating the implementation of the project. Requesting organization must fund transportation, hotel and travel expenses. Preference will be given to high school projects that demonstrate strong service learning history or infrastructure, youth programs that are currently working in the community with viable agency connections to children with developmental disability and unique requests not otherwise anticipated but which meet ADD objectives. Deadline for application is closing soon. Outreach travel will commence in January 2005 and be completed by April 2005.

Technical Assistance will consist of:

Prior to visit:

1. Telephone and electronic planning prior to the site visit.
2. Transmission of materials for reproducing by the applicant organization for participants.
3. Advance brainstorming and networking about material and community resources for training and sustenance.

Site visit of up to four days (three⁺ nights depending on distance and travel logistics), consisting of:

- a. One-half day orientation of site staff and students to the project, and initial train-the-trainer session. This cadre may consist of adult as well as youth members who will carry the project forward in their community.
- b. 2-day training of youth who will be involved in your service learning. Resource people who will be professional contacts

going forward must be available during the segment that addresses their specialty. The purpose of this is to engage local professionals in the process, as well as to introduce youth to the allied health professional careers in their school systems, and familiarize them with the actual people who do those jobs, and who can be reached later for informational interviews or interning.

- c. One-half day assisting with connectors, re-capping and refining with your particular needs addressed, other details that develop on-site, or presenting the project to a target group of your choosing.

**Return application to: Kathleen Samways
Learning Through Assisting
RI Developmental Disabilities Council
400 Bald Hill Road, Ste 515
Warwick, RI 02886**

Technical Assistance Proposal

Requesting Organization: _____

Contact person: _____

Contact information: _____

Mail address **City** **Zip**

Phone: (____) _____ **Fax:** (____) _____

e-mail: _____ **Mobile:** _____

Work Plan:

Environment: Where will the initial technical training take place?

Partners: Who are pilot service learners, who are pilot service group?

Who will work on the sustaining team? What are their qualifications and relationship to the target population(s). Does anyone on your team have experience with alternative assessment for students with disabilities?

Portfolio assessment?

History: What is the current service learning experience of the school or school system with which you propose to collaborate? What is the infrastructure of the current service learning program?

Lead Teacher:

School:

Project Name:

Need – Why this project is needed in your community:

Purpose – How this plan will help:

Participation - Who will help; what will they do?

Students:

Teachers:

Other adults:

Organizations or groups: Please include a list of potential sources of letters of support from school administration, service groups, other potential partners.

Outcomes - What we expect will happen as a result of our work:

How will we check our outcomes – What evidence will we collect and how will we use it:

Resources – What we need to get the job done.

What dates are you considering for a technical assist visit?