

January 27, 1999

MEMORANDUM

To: Federal Agency Officials/Representatives (See Distribution List attached)

From: John Arbogast^{gm} (State Dept./Office of Legal Adviser)

Re: The Feb. 25 "Literacy Summit" and Promoting Literacy in the District --
Creation of Tutoring Partnerships Between Federal Agencies and Targeted
D.C. Elementary Schools

Dear

Hopefully your agency will be among those that will "step up" to meet this challenge.

Accompanying fyi are four items on this subject: (1) a January 18 memo to the White House; (2) a September 29, 1998 State Department Notice announcing to all employees the formation of a partnership with Miner Elementary School; (3) the underlying, September 10 "Action Memorandum" which authorized the partnership, in the context of the April 22, 1998 Presidential Memorandum on Service and OPM's implementing guidance; and (4) the list of the 20 District elementary schools (including Miner) whose kids have been identified as most in need of help, in terms of reading skills, by the America/D.C. Reads program and city school officials.

As is pointed out in the memo to the White House, while D.C. Reads is a great program, it only meets a fraction of the need at these schools. The federal agency partnership approach is a way of helping to provide the more massive response that is really required. This approach seeks to take advantage of one of the features of Washington that makes it unique among American cities, i.e., the presence of many large federal headquarters, each full of hundreds of good people. The idea is that through these partnerships (Dream Teams?), government agencies can saturate these schools/kids with caring people/tutors, excess computers, etc. and an array of enrichment activities -- all on a volunteer/donation basis. The institution-to-institution format has the advantage of creating/inspiring meaningful linkages, teamwork, and a real spirit which fosters further participation as well as creative ideas for additional activities.

That's the way it has worked out in State's partnership with Miner Elementary, which has been a rousing success. Under the partnership, some 80 Department employees (a number growing all the time) provide tutoring both after school (Tuesdays and Thursdays) and Saturday morning. State volunteers have also started a

drama club and a dance class at the school, and computer and language classes are being considered. Miner's glee club, signing choir and cheerleaders gave a wonderful performance in the State cafeteria before the holidays, and all the tutorees will come to the Department in the near future for a program of activities. (Also in the works, in New York City, is a program modeled after D.C.'s successful Embassy Adoption Program in which many of the 185 missions to the United Nations will team up similarly with NYC elementary schools.)

Creating such partnerships (or bolstering existing ones) would also serve as one way of responding and contributing to **the Washington, D.C. Family, Youth and Adult Literacy Summit set to be held February 25 at Gallaudet University.** (Convenors of the summit include the Corporation for National Service, the Department of Education, the National Institute for Literacy, Georgetown University and many others.) Another goal that federal agencies/workers could help meet is School Superintendent Arlene Ackerman's desire to have a tutor/mentor assigned to each of the some 3000 elementary schoolkids who were held back last year.

It would really be great, for example, if a good number of federal agencies could commit to the partnership idea, at least in principle, in time for the Literacy Summit. Regardless of timing, however, your serious consideration of this proposal would be much appreciated, and any comments or questions most welcome. I can be reached via phone (202-647-2860), fax (736-7028), or e-mail (arbogastjr@ms.state.gov).

Attachments: As stated, plus Distribution List.

cc: D.C. Public Schools - Sue Deerin

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January 18, 1999

To: Maria Echaveste, Deputy Chief of Staff
The White House

From: John Arbogast ^{ga} (State/Office of Legal Adviser)

Re: State of the Union Address & Education -- Mention of Presidential Request to Federal Agencies to Form Tutoring Partnerships with America Reads -Targeted D.C. Elementary Schools

Dear Ms. Echaveste:

This is further to the side note I gave you during our meeting several weeks ago concerning the

For your consideration: As a way of further dramatizing the Administration's commitment to education/literacy, particularly the key role that tutoring/mentoring plays in that commitment, the President could announce (whether in tomorrow's address or some other) that he is requesting the federal agencies located in our nation's capital to form tutoring partnerships with the District elementary schools (now totaling 20) whose kids have been identified as most in need of help by the America/D.C. Reads program. (While D.C. Reads is a great program, it only meets a fraction of the need at these schools. The federal agency partnership approach is a way of providing the more massive response -- in the form of volunteer tutors, etc. -- that is really required, as the State Department itself has demonstrated; see below.)

This would also be a way of further dramatizing the Administration's commitment to volunteerism, as well as to the city of Washington -- much as the President is doing today on MLK day by appearing at a senior citizens' center in the District.

As an example: We at State launched such a tutoring partnership last fall with one of the targeted schools, Miner Elementary. (See accompanying Department Notice which announces and describes the partnership -- in the context of the President's Memorandum on Service.) It has been a rousing success. Under the partnership, some 80 Department employees provide tutoring both after school and Saturday morning. State volunteers have also started a drama club and a dance class at the school, and computer and language classes are being considered. Miner's glee club, signing choir and cheerleaders gave a wonderful performance in the State cafeteria before the holidays, and all the tutorees will come to the Department in the near future for a program of activities. (Also in the works, in New York City, is a program modeled after D.C.'s successful Embassy Adoption Program in which many of the 185 missions to the United Nations will team up similarly with NYC elementary schools.)

We are now in the process of contacting other federal agencies with a view toward getting similar, major-scale partnerships formed -- this school year -- with each of the other 19 targeted assistance schools. However, it would obviously be much more effective if this request came from the President (or the First Lady).

cc: Gene Sperling; Paul Glasris; Ben Johnson; Neera Tanden, Tanya Martin; Thurgood Marshall, Jr.; Melanne Verveer; Charles Duncan; Ann O'Leary; Karen Hallerman; Susan Deerin (D.C. Schools)

Department Notice



All Employees: State

September 29, 1998

State Department Forms Partnership with D.C. Elementary School

WANTED: 100 GOOD PEOPLE WHO WANT TO MAKE
A DIFFERENCE IN YOUNG LIVES

On April 22, 1998, a Presidential Memorandum was issued directing Federal agencies to explore additional measures to expand service opportunities for Federal employees and, to the maximum extent possible, to allow employees to take time off to perform community service as the public business permits. OPM subsequently issued guidance as to the wide range of scheduling options available to supervisors in this regard.

In the spirit of the President's Memorandum, and in support of efforts to help the young people of the city where we work, the Department intends to enter into a partnership arrangement with Miner Elementary School, located at 601 15th Street, N.E. (just a few blocks off Constitution Avenue). Miner, which has 525 students, is one of the 16 "targeted assistance" public elementary schools in the District. These schools are those whose kids have been identified as most in need of help, in terms of reading skills, by D.C. school officials. (As of last November, 40 percent of 2nd and 3rd graders in the D.C. public schools, system-wide, read too poorly to be promoted to the next grade.)

There is therefore a massive need for tutoring in reading (and other subjects), as well as other enrichment assistance, that requires a massive response. An effort is underway to get other agencies to form similar partnerships with the other 15 targeted schools. The proposal for State Department and other agency involvement seeks to take advantage of one of the features of Washington that makes it unique among American cities, i.e., the presence of many

Office of Origin: PER/ER/WFP

Please turn the page for more information



large federal headquarters, each full of hundreds of good people. The idea is that through these partnerships (Dream Teams?), State and other agencies could saturate these schools/kids with caring people/tutors, excess computers, etc. and an array of enrichment activities--all on a volunteer/donation basis.

The commitment involved is one day a week (any day), after school, beginning at approximately 3:30. A tutoring session would not exceed 45 minutes. Volunteers would, of course, be free (and encouraged) to have more than one tutoring session, or to engage in other activities at the school. Tutoring on Saturday mornings is another option. Tutoring training will be provided either at the school or at the Department. Miner Elementary's very talented and committed principal, Angela Tighlman, is very excited about the prospect and potential of partnership with the Department and its employees, and stands ready to be accommodating in every way possible.

What is needed now is your expression of interest, as soon as possible (Miner Elementary and the other District schools began the school year September 1). Please do so by e-mailing (preferred) or calling John Arbogast, L/UNA (ext. 72860). Details will be provided as to both the partnership (organization, timing, etc.) and "time off" issues to those who respond. It is noted that participation will be based on individual arrangements to be worked out between employees and their supervisors so that no charge to leave should be necessary.



September 10, 1998

MEMORANDUM

TO: M/DGP - Mr. Edward W. Gnehm, Jr.

THROUGH: DGP/PER - Ms. Gretchen G. Welch ^{9/14}

FROM: PER/ER - Sally M. Light *Sally M. Light*

SUBJECT: ACTION MEMORANDUM: Implementing the President's Memorandum on Service -- Creation of a Tutoring "Partnership" Between the State Department and a D.C. Elementary School

ISSUE FOR DECISION

Whether to approve the attached Department notice (Tab A) soliciting volunteers to tutor students at a D.C. elementary school (Miner Elementary), in reading, and other subjects, on an after-school and Saturday morning basis. In line with the President's Memorandum and OPM's implementing guidance, employees volunteering for the after-school program (one day a week) would be able to do so under flexible arrangements to be worked out with their supervisors.

Time is of the essence with respect to this proposal. It is important that such an arrangement be in place as early as possible in the District's school year (which began September 1) so that it will have maximum effect. Other federal agencies will also be encouraged to form similar partnerships (for which there is ample precedent).

ESSENTIAL FACTORS

On April 22, 1998, President Clinton signed a Presidential Memorandum (Tab D) directing Federal agencies to explore additional measures to expand service opportunities for Federal employees, and to make maximum use of existing flexibilities to allow employees to take time off to perform community service as the public business permits. On the same date, OPM Director Janice Lachance sent a Memorandum to agency heads providing guidance on the range of options that may be used for granting time off to Federal employees for this purpose (Tab C).

Now that the Presidential memo and implementing guidance have finally been issued, we would like to proceed with the arrangement outlined in the material at Tab D (from last November), which proposed that State (and each of the other D.C.- based federal agencies) form a partnership with one of the 16 "targeted assistance" public elementary schools in the District of Columbia. These 16 elementary schools (see list at Tab E) are those whose kids have been identified as most in need of help, in terms of reading skills, by D.C. schools officials. As noted, the Washington Post reported last November that, system-wide, 40 percent of 2nd and 3rd graders in the D.C. public schools read too poorly to be promoted to the next grade.

During the past school year, work-study college students from area universities began serving as reading tutors in the 16 targeted schools under the America/D.C. Reads program. This is President Clinton's initiative aimed at ensuring that every child reads well by the end of the third grade. While D.C. Reads is a successful program, and will continue operating at the same schools during the upcoming school year, it provides only 10-15 tutors per school. Therefore, only 20-30 kids from each of the schools benefit from this program. Any other such assistance, where it exists, is marginal. Therefore, the need for tutoring assistance is overwhelming in all of these schools.

The proposal for State Department (and other agencies) involvement seeks to take advantage of one of the features of Washington that makes it unique among American cities, i.e., the presence of so many large federal headquarters, each full of hundreds of good people' (many of whom, if preliminary soundings in the Department are an indication, would be willing to help these kids). The idea would be that through these partnerships (Dream Teams?), State and other agencies could saturate these schools/kids with caring people/tutors, excess computers and library materials, etc. and an array of enrichment activities-- all on a volunteer/donation basis. This could have a major positive impact and would be a significant step in support of the President's literacy initiative, which has widespread support.

D.C. school officials recommended Miner Elementary, located at 601 15th Street, N.E. (just a few blocks off Constitution Ave.), as the school with which the Department should launch this partnership program. Miner has approximately 525 students, from the pre-kindergarten through the sixth grade level. We have visited the school, whose motto is "Reading is The Key." Its talented and very committed principal, Angela Tilghman, was recently named the District Head Start Program's Principal of the Year. She is very enthusiastic about the prospect of such a partnership with State, and is willing to provide tutoring training either at the school or the Department. Her initial thinking is to have the State contingent focus on a particular grade level, but she will remain flexible on this score and as accommodating as possible to all State volunteers.

There are precedents for such arrangements between federal agencies and D.C. schools. For example, principals at two of the elementary schools on the targeted assistance list, Van Ness and LaSalle, report that they have been "adopted" in the past by the USDA and Federal Energy Regulatory Commission, respectively, and that scores of employees from those agencies have provided tutoring during the regular school day as well as before or after school and on Saturdays mornings. These principals, and each of the

DC Reads - Targeted Assistance Schools

- | | |
|--|---|
| <p>1. Bowen Elementary School
101 M Street, SW, 20024-3600
Rosalie Huff - Principal
202-724-4871</p> <p>2. Miner Elementary School
601 15th Street, NE, 20002-4599
Angela Tilghman - Principal
202-724-4565</p> <p>3. J. O. Wilson Elementary School
660 K Street, NE, 20002-3530
Erma Fields - Principal
202-724-4707</p> <p>4. Van Ness Elementary School
5th Street, SE, 20003-3485
Cassandra Butler - Principal
202-724-4698 <i>George Moore</i></p> <p>5. Hendley Elementary School
425 Chesapeake St., SE, 20032-3699
Michael Hollomon - Principal
202-645-3450</p> <p>6. Birney Elementary School
2501 MLK Avenue, SE, 20020-5209
Yvonne Morse - Principal
202-645-3680
202-645-3675 (fax)</p> <p>7. M.C. Terrell Elementary School
3301 Wheeler Road, SE, 20032-4197
Dr. Dennis Johnson - Principal
202-645-3740/41</p> <p>8. Stanton Elementary School
2701 Naylor Road, SE, 20020-7223
Frances Robinson - Principal
202-645-3255/59</p> | <p>9. Drew Elementary School
5600 Eads Street, NE, 20019-6900
Regina Rutledge - Principal
202-724-4922 <i>Steven Roseman</i></p> <p>10. P.R. Harris Elementary School
4600 Livingston Road, SE, 20032-3136
Linda McKay - Principal
202-645-3490 <i>Theodore Hinton</i></p> <p>11. Nalle Elementary School
219 50th Street, SE, 20019-7606
Gloria Dobbins - Principal
202-645-7300</p> <p>12. Webb Elementary School
1375 Mt. Olivet Road, NE, 20002-2599
Mary Dotson - Principal
202-724-4543</p> <p>13. Noyes Elementary School
2725 10th Street, NE, 20002-2599
Isaac Jackson - Principal
202-576-6071</p> <p>14. LaSalle Elementary School
501 Riggs Road, NE, 20011-2598
Earle Bannister, Sr. - Principal
202-576-6120 <i>Corliss Grimes</i></p> <p>15. Clark Elementary School
4501 7th Street, NW, 20011-7295
Lydia Moss - Principal
202-576-6219</p> <p>16. Garrison Elementary School
1200 S Street, NW, 20009-4393
Andrea Irby Robinson - Principal
202-673-7263 <i>Diane Worthy</i></p> |
|--|---|

Turner Elementary
3264 Stanton Rd., S.E.
645-3077

Walker-Jones Elementary
100 L St., N.W.
724-4894

Tyler Elementary
1001 G St., S.E.
724-4739

(list subject to change)

Fascimile: Please deliver immediately!

CORPORATION
FOR NATIONAL
SERVICE

TO: Tanya Martin
WITH: White House
FAX: 456-7028
DATE: 10/13/98
TOTAL PAGES 16
(incl. cover)

FROM: Jill Sander Bennett
WITH: Office of Public Affairs
FAX : 202-565-2794
PHONE: 202-606-5000 ext. 293
ADDRESS: 1201 New York Ave., N.W.
Washington, D.C. 20525

Message:

*John asked
me to fax this to
you.*

*Drag
Chuck Merr*



PRESIDENT'S

Student Service Challenge



Student



Service

Scholarship and Award Information and Applications

THE WHITE HOUSE
WASHINGTON

Service to the community is one of our deepest national traditions, and people of all ages can make a difference by serving others. As teachers, administrators, youth service coordinators, parents, and others know, young people are playing a vital role in improving our communities through service.

Across our nation, millions of young people are setting an example for others by giving their time to tackle critical needs in areas such as literacy, the elderly, the environment, housing, and health. We should applaud these young people and encourage other citizens of all ages to follow their lead.

The President's Student Service Challenge is an opportunity to honor these outstanding young Americans. Through the President's Student Service Scholarship program, high school students who perform exemplary service may be selected to receive a \$1,000 scholarship for college. And any student in kindergarten through college may receive the President's Student Service Award for 100 hours of service.

With your help, we can recognize the contributions of those who serve and reinforce the ethic of civic responsibility among all Americans. I hope you will encourage all young people to meet the President's Student Service Challenge and to make service to the community a lifelong commitment.

Bill Clinton





PRESIDENT'S STUDENT SERVICE CHALLENGE

Millions of students volunteer every day — improving communities and making America stronger. Launched this year, the **President's Student Service Challenge** is an opportunity for schools, colleges, and community organizations to recognize these young people for their outstanding community service and to encourage more young people to serve.

WHAT IS THE PRESIDENT'S STUDENT SERVICE CHALLENGE?

The President's Student Service Challenge consists of two programs:

- *President's Student Service Scholarships*
- *President's Student Service Awards*

Through the *President's Student Service Scholarship* program, exemplary juniors or seniors in each high school may receive a \$1,000 scholarship for outstanding service (see page 2). Youth ages 5 to 25 may receive a *President's Student Service Award* for 100 hours of service to their community (see page 3).

WHAT TYPES OF SERVICE QUALIFY?

The President's Student Service Challenge is intended to reward and encourage activities that have a significant impact in meeting the needs of local communities. Types of service could include:

- service with community or religious organizations;
- service through school- or community-based service-learning projects; or
- individual efforts to help others and improve the local community.

Fundraising, lobbying, proselytizing, and paid or stipended service do not qualify for these awards.

WHAT TYPES OF SCHOOLS, COLLEGES, AND COMMUNITY ORGANIZATIONS MAY PARTICIPATE?

All schools, colleges, nonprofit organizations, civic groups, religious organizations, unions, or businesses may certify students for the *President's Student Service Awards*. These same organizations may provide funds for the *President's Student Service Scholarships*. Public, private, charter, and parochial schools with an 11th and 12th grade from one of the 50 states, the District of Columbia, an Indian tribe, or a U.S. territory, as well as Department of Defense schools, may award *President's Student Service Scholarships*.

WHY 100 HOURS?

Recent research indicates that students benefit much more from sustained service activities than a one-time service project. The 100-hour award level was established to encourage ongoing community service by youth. Some schools and organizations discourage counting hours as a part of service-learning projects and place greater emphasis on the outcomes of the project. In this case, local selection committees may estimate the number of hours students have devoted to those service-learning activities. All preparation and related follow-up or reflection activities can be included in the tally. (You may choose to use the optional tracking form on



"THROUGH THE PRESIDENT'S STUDENT SERVICE CHALLENGE, SCHOOLS AND COMMUNITY ORGANIZATIONS CAN LET YOUNG PEOPLE KNOW THAT THEIR SERVICE IS IMPORTANT TO THEIR COMMUNITY AND TO THE ENTIRE NATION."

Harris Wofford
Chief Executive Officer
Corporation for National Service

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PRESIDENT'S STUDENT SERVICE CHALLENGE SCHOLARSHIPS



President's Student Service Scholarships

1505 Riverview Road
P.O. Box 68
St. Peter, MN 56082
888-275-5018 (phone)
507-931-9168 (fax)
RDCSFA@aol.com (e-mail)
www.student-service-awards.org

PRESIDENT'S STUDENT SERVICE SCHOLARSHIPS

Each high school in the country may select two juniors or seniors to receive a \$1,000 scholarship for their outstanding service to the community. One \$1,000 scholarship is fully funded by the Corporation for National Service. A second \$1,000 scholarship consists of \$500 from the Corporation, matched with \$500 from the community. In addition to the scholarship, students receive an award certificate, a letter from the President, and the *President's Student Service Award* gold pin.

ELIGIBILITY

High school juniors or seniors who contribute at least 100 hours of service to their community within a 12-month period are eligible for the scholarship. These students must be juniors or seniors within the 1998-99 academic year and attend a public, private, charter, or parochial school located within one of the 50 states, the District of Columbia, an Indian tribe, a U.S. territory, or a Department of Defense school. No minimum grade point average is required.

SELECTION PROCESS

Principals, counselors, and teachers should work with representatives of community organizations to determine how applications will be solicited and how scholarship recipients will be selected. Once a selection is made, the school must complete the scholarship certification form on page 5 and obtain the principal's signature. The signature of at least one person from a community organization where the student served must also be included. The scholarship certification form may also be used as a student application form.

OPTIONAL MATCHING FUNDS

High schools with matching funds of at least \$500 are eligible for an additional \$500 from the Corporation for National Service for a second \$1,000 scholarship for another student. Matching funds may come from the school, local businesses, nonprofit organizations, or civic groups. Supporters last year included the Elks, Lions, Boys and Girls Clubs, Kiwanis, Moose, Rotary, PTAs, the Links, Dollars for Scholars, and the Miss America Organization.

DEADLINES

Certification forms will be accepted until June 30, 1999. Should the number of certifications received exceed available funds, awards will be made on a first-come, first-served basis. Schools whose scholarship certification forms are postmarked by April 1, 1999, will receive personalized certificates shortly after May 1, 1999, in time for end-of-the-year award ceremonies. If certification forms are postmarked after April 1, award certificates and pins will be sent directly to scholarship recipients in mid-August.

SCHOLARSHIP DISBURSEMENT

President's Student Service Scholarship checks from the Corporation for National Service will be made payable jointly to the student and the college of his or her choice, and will be mailed directly to the student in mid-August 1999. High school juniors who are selected as scholarship recipients will receive their scholarship at the end of their senior year. Scholarships are for study at accredited U.S. colleges only.





 PRESIDENT'S STUDENT SERVICE CHALLENGE

AWARDS

PRESIDENT'S STUDENT SERVICE AWARDS

Youth ages 5 to 25 who contribute at least 100 hours of service to the community are eligible for the *President's Student Service Award*. Students may be certified by their school, their college, or a community organization and will receive a specially designed gold pin with the presidential seal, a presidential certificate, and a letter from the President. Youth ages 5 to 14 who perform 50 hours of service may receive a silver pin with the presidential seal, as well as a presidential certificate and a letter from the President.

ELIGIBILITY

Gold Award: Youth ages 5 to 25 (kindergarten through college) who have performed at least 100 hours of service within a 12-month period.

Silver Award: Youth ages 5 to 14 (kindergarten through eighth grade) who have performed at least 50 hours of service within a 12-month period.

CERTIFICATION PROCESS

Schools, colleges, and community organizations may certify youth who meet the eligibility requirements and must complete the certification form on page 7. Principals are not required to sign this form. The optional student service tracking form on page 11 may be used to help students track their hours.

DEADLINE

Certification forms will be accepted year-round. No student may receive two *President's Student Service Awards* within the same 12-month period.

ABOUT THE AWARD PINS AND CERTIFICATES

The *President's Student Service Award* gold and silver pins are available for a nominal fee paid by the certifying school, college, or community organization. Award recipients must not be charged for these items.

President's Student Service Awards

P.O. Box 189

Wilmington, DE 19899-0189

302-622-9107 (phone)

302-622-9106 (fax)

info@aips.org (e-mail)

www.student-service-awards.org







PRESIDENT'S STUDENT SERVICE CHALLENGE

SCHOLARSHIPS

SCHOLARSHIP CERTIFICATION FORM

This form must be completed for recipients of the *President's Student Service Scholarship*. This form may also be used as a student application form by the high school selection committee. Please type or print using blue or black ink. Photocopy as necessary to use for additional scholarship recipients. Do not send grade transcripts.

STUDENT INFORMATION

First Name _____ Last Name _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Social Security Number _____

Junior Senior (required) Birthdate _____ (required) Male Female (optional)

If a senior: The student plans to attend (name of U.S. college) extend line (date) →

College City _____ State _____ Zip _____

Parent or Guardian Name _____

SCHOOL INFORMATION

Name of High School _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Contact Name _____ Contact Phone _____

STUDENT SERVICE INFORMATION

Please check all of the service classifications that apply.

Community Improvement

Environment

Literacy and Education

Public Safety and Violence Prevention

Disaster Relief

Health

Youth Serving Youth

Elderly Assistance

Hunger and Homelessness

Other _____

Approximate number of hours served (minimum 100) _____ Duration of service (within 12 months) _____

Were the service activities part of a service-learning program? Yes No

Briefly describe the service that the student performed (50 words or less). _____

(Please see other side)

PRESIDENT'S STUDENT SERVICE CHALLENGE
SCHOLARSHIPS



COMMUNITY SERVICE INFORMATION (CONTINUED)

I certify that (name of student) _____ served with
 (name of organization) _____ as part of his or her 100 hours or more of service.

Organization Representative (name) _____ (signature) _____

Address _____ Phone _____

SCHOLARSHIP INFORMATION

One student from each high school in the country is eligible to receive one unmatched scholarship of \$1,000 from the Corporation for National Service. High schools with matching funds of at least \$500 are eligible for an additional \$500 for a second \$1,000 scholarship for an additional student. Checks are made payable jointly to the student and the college of his or her choice and are mailed directly to the student in mid-August 1999.

The student listed above is receiving:

- a \$1,000 scholarship provided by the Corporation for National Service.
- a \$500 scholarship provided by the Corporation for National Service, matched with a \$_____ award (\$500 minimum) provided by (name of organization) _____

I certify that the above information is accurate.

Signature of Principal (required) _____

Name (printed) _____ Date: _____

PUBLICITY RELEASE (OPTIONAL)

If I am selected to receive a President's Student Service Scholarship, the Corporation for National Service or any of its designees may use my name for purposes of news, publicity, publications, and promotions.

Student Signature (if 18 years or older) _____

Parent/Guardian Signature (if student is under 18) _____

DEADLINE

Certification forms will be accepted until June 30, 1999. Should the number of certifications received exceed available funds, awards will be made on a first-come, first-served basis. Schools whose scholarship certification forms are post-marked by April 1, 1999, will receive personalized certificates shortly after May 1, in time for end-of-the-year award ceremonies. If certification forms are postmarked after April 1, 1999, award certificates and pins will be sent directly to scholarship recipients in mid-August. Send completed certification form to:

President's Student Service Scholarships

1505 Riverview Road
 P.O. Box 68
 St. Peter, MN 56082
 888-275-5018 (phone)
 507-931-9168 (fax)



PRESIDENT'S STUDENT SERVICE CHALLENGE AWARDS

AWARD CERTIFICATION FORM

This form should be completed for recipients of the *President's Student Service Award*. Please type or print using blue or black ink. Photocopy the reverse side of this form as needed to use for each award recipient. The award order form on page 9 should accompany this form. Please send the completed award certification forms and order form to:

President's Student Service Awards

P.O. Box 189

Wilmington, DE 19899-0189

302-622-9107 (phone)

302-622-9106 (fax)

info@aips.org (e-mail)

www.student-service-awards.org

INSTITUTION OR ORGANIZATION INFORMATION

Name of Institution or Organization _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ E-mail _____

Please check which best describes your organization:

School College Nonprofit Union Business Religious Institution Other _____

I certify that the information provided is complete and accurate.

Organization Representative (name) _____ (signature) _____

STUDENT INFORMATION

First Name _____ Last Name _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Age _____ Male Female (optional)

Were the service activities part of a service-learning program? Yes No

Service classification (check all that apply):

Community Improvement Environment Public Safety and Violence Prevention
 Disaster Relief Health Literacy and Education
 Elderly Assistance Hunger and Homelessness Youth Serving Youth
 Other _____

Actual number of hours served _____ Duration of service (within 12 months) _____

100 Hours (Gold Award) 50 Hours (Silver Award – for youth ages 5 to 14 only)

PRESIDENT'S STUDENT SERVICE CHALLENGE

AWARDS



Photocopy this page as needed for additional award recipients.

STUDENT INFORMATION

First Name _____ Last Name _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Age _____ Male Female (optional)

Were the service activities part of a service-learning program? Yes No

Service classification (check all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> Community Improvement | <input type="checkbox"/> Environment | <input type="checkbox"/> Literacy and Education |
| <input type="checkbox"/> Disaster Relief | <input type="checkbox"/> Health | <input type="checkbox"/> Public Safety and Violence Prevention |
| <input type="checkbox"/> Elderly Assistance | <input type="checkbox"/> Hunger and Homelessness | <input type="checkbox"/> Youth Serving Youth |
| | | <input type="checkbox"/> Other _____ |

Actual number of hours served _____ Duration of service (minimum 12 months) _____

100 Hours (Gold Award) 50 Hours (Silver Award – *for youth ages 5 to 14 only*)

STUDENT INFORMATION

First Name _____ Last Name _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Age _____ Male Female (optional)

Were the service activities part of a service-learning program? Yes No

Service classification (check all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> Community Improvement | <input type="checkbox"/> Environment | <input type="checkbox"/> Literacy and Education |
| <input type="checkbox"/> Disaster Relief | <input type="checkbox"/> Health | <input type="checkbox"/> Public Safety and Violence Prevention |
| <input type="checkbox"/> Elderly Assistance | <input type="checkbox"/> Hunger and Homelessness | <input type="checkbox"/> Youth Serving Youth |
| | | <input type="checkbox"/> Other _____ |

Actual number of hours served _____ Duration of service (minimum 12 months) _____

100 Hours (Gold Award) 50 Hours (Silver Award – *for youth ages 5 to 14 only*)



PRESIDENT'S STUDENT SERVICE CHALLENGE

AWARDS**AWARD ORDER FORM**

This form should accompany the *President's Student Service Award* certification forms. Please type or print using blue or black ink.

INSTITUTION OR ORGANIZATION INFORMATION

Name of Institution or Organization _____

Street Address _____

City _____

State _____

Zip _____

Phone _____

Fax _____

Contact Name _____

Contact Phone _____

E-mail _____

Description	Number of Awards	Unit Price	Subtotal
Gold Award		\$2.00	
Silver Award		\$2.00	
Shipping/Handling (see below)			
Rush Fee			
Grand Total			

SHIPPING/HANDLING

For regular shipping, allow approximately 2 to 4 weeks for delivery.

Order Total	S/H Fee	\$25.00-\$49.99	—	\$3.50
Less than \$10.00	—	\$1.50		\$4.50
\$10.00-\$24.99	—	\$2.50		\$100.00 or more — 5% of order total

Allow 3 to 5 days for rush shipping. Add rush fee of \$25.00 or 15% of order total, whichever is greater.

PAYMENT

PO. # _____ enclosed. Check # _____ enclosed (*made payable to President's Student Service Awards*).

All orders must be accompanied by payment and award certification forms. Please do not send cash.

Please send the completed *President's Student Service Award* certification form, check or purchase order, and this order form to:

President's Student Service Awards

P.O. Box 189

Wilmington, DE 19899-0189

302-622-9107 (phone)

302-622-9106 (fax)

info@aips.org (e-mail)

For more information, please visit www.student-service-awards.org.





PRESIDENT'S STUDENT SERVICE CHALLENGE

STUDENT SERVICE TRACKING FORM (OPTIONAL)

This form is for your convenience and may be photocopied and used by students to track their hours. Please do not submit this form with certification forms for either the *President's Student Service Scholarships* or *President's Student Service Awards*.

First Name _____ Last Name _____
 Street Address _____
 City _____ State _____ Zip _____
 Phone _____ Age _____ Male Female (optional)

Date	Activity	Activity Type	Place of Service	Hours
Total				

The activities listed above fall into the following service classifications (check all that apply):

Community Improvement
 Environment
 Literacy and Education
 Disaster Relief
 Health
 Public Safety and Violence Prevention
 Elderly Assistance
 Hunger and Homelessness
 Youth Serving Youth
 Other _____

I certify that the above information is accurate.

Student Signature _____ Date of Submission _____

For more information about the *President's Student Service Challenge*, visit www.student-service-awards.org.

PRESIDENT'S STUDENT SERVICE CHALLENGE



nts'

The President's Summit for America's Future, held April 1997 in Philadelphia, launched America's Promise—The Alliance for Youth, a national campaign to provide millions of at-risk children with five fundamental resources they need to thrive and succeed:

- Caring adults in their lives as parents, mentors, tutors, coaches;
- Safe places with structured activities in which to learn and grow;
- A healthy start and a healthy future;
- An effective education that equips them with marketable skills; and
- An opportunity to give back to communities through their own service.

Led by General Colin Powell, America's Promise seeks to engage two million additional youth in service to the community by the year 2000. The Corporation for National Service is helping to achieve that goal by providing more opportunities for youth to serve, and by challenging youth to give back to their communities through programs such as the President's Student Service Challenge.

The President's Student Service Challenge is sponsored by the Corporation for National Service and administered by American Institute for Public Service, Citizens' Scholarship Foundation of America, the Points of Light Foundation, and Youth Service America.

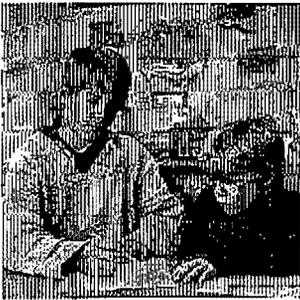
Created in 1993, the *Corporation for National Service* provides Americans of all ages opportunities to improve communities through programs such as AmeriCorps, Learn and Serve America, and the National Senior Service Corps. Learn and Serve America supports service-learning programs in schools, colleges, and community organizations through which nearly one million students from kindergarten through college each year meet community needs while improving their academic skills and learning the habits of good citizenship. Visit www.nationalservice.org.

The *American Institute for Public Service* emphasizes, encourages, and promotes excellence in community and public service to America. The American Institute for Public Service administers the prestigious Jefferson Awards with national media partners including television stations, cable systems, newspapers, magazines, and radio stations.

Citizens' Scholarship Foundation of America is the nation's leader in promoting scholarships and other private sector support for students. In 1998, CSTA programs provided more than \$81.1 million to 80,500 students through Dollars for Scholars, Community Volunteer Service Awards, and Scholarship Management Services.

The *Points of Light Foundation* provides leadership training and resources to volunteers and volunteer leaders throughout the country. The Foundation's 500 Volunteer Centers in local communities engage more than a million people in volunteer community service. Visit www.PointsofLight.org.

Youth Service America is a resource center and an alliance of 175 organizations committed to increasing opportunities for young Americans to serve locally, nationally, and globally. YSA initiatives include National Youth Service Day, the Prudential Youth Leadership Institute, the Fund for Social Entrepreneurs, and www.SERVE.net.org.



SERVICE-LEARNING LEADER SCHOOLS

Also launched this year by the Corporation for National Service, the National Service-Learning Leader School program recognizes middle schools and high schools with outstanding service-learning programs. In this pilot year, up to 100 high schools will be recognized. Leader Schools receive a banner, plaque, and invitation to a national recognition ceremony in Washington, D.C. For more information, please call 202-628-8080.



June 17, 1998

TO: Director of Scheduling

THROUGH: Thurgood Marshall, Jr.

FROM: Harris Wofford
Corporation for National Service

REQUEST: The President's participation in a luncheon and/or ceremony for the presentation of the "President's Service Awards," the highest honor in volunteering, co-sponsored by the Corporation for National Service and the Points of Light Foundation.

PURPOSE/
BACKGROUND: Each year, the President has participated in the presentation of volunteer service awards. The "President's Service Awards" honor twenty Americans who have demonstrated outstanding volunteer service to their communities. This year the presentation of the awards will be aligned with the five fundamental resources for children and youth identified at the Presidents' Summit for America's Future -- a caring adult, a safe place, a healthy start, a marketable skill through effective education, and the opportunity for young people to give back through their own service.

The awards may be presented in either a relatively brief ceremony with remarks or more formally at a luncheon with corporate commitment makers and nonprofit partners in the Summit and the Corporation's initiatives. The Summit brought new private sector partners, advocates, and resources critical to the growth of the national service movement. A more corporate event such as a luncheon would more closely tie the award to the Summit's goals and link the Administration to achieving these goals through national service and other public-private partnerships.

PREVIOUS
PARTICIPATION: President Clinton and/or Mrs. Clinton have participated in this annual service awards ceremony each year. Although the award has been an annual honor bestowed by the last four Administrations at the White House (East Room or Rose Garden), last year the President, Mrs. Clinton, former President and Mrs. Bush, and General Colin Powell awarded these honors at the Presidents' Summit for America's Future in Philadelphia.

DATE/TIME: As soon as possible.

DURATION: One and a half hours for ceremony and luncheon.
One half hour for ceremony and remarks (if no luncheon).

Tues

10:30am Policy mtg
John / Maria

2:30 Safety
Sabell
all

3:30-4:30
450
M Scott

|

LOCATION: The East Room; Rose Garden.

PARTICIPANTS: The President, Harris Wofford, 20 volunteer awardees, 5 AmeriCorps members, 150 invited guests including CEO's of Summit commitment-maker corporations and foundations, public officials, Members of Congress, and leaders of national charities, religious organizations, civic institutions, and nonprofits.

OUTLINE OF EVENT: The ceremony would begin with the arrival of the President to seated guests and a stage with the award winners. Harris Wofford would serve as Master of Ceremonies. The President would make brief remarks. Each category of award (which is also a Summit goal) would be introduced by a representative of the national service network of programs such as an AmeriCorps member serving through a faith-based program, a Senior Corps volunteer, a young student involved in service-learning, an AmeriCorps alum now continuing his or her education, etc. The presenter outlines the outstanding service of the awardee. The awardee steps forward to receive the medallion from the social aide and shakes the President's hand.

REMARKS REQUIRED: Yes. The event provides a platform for a statement on the Administration's national service initiatives and other policy initiatives that support the goals of the Summit. This is also a forum for announcing a new initiative, such as a new service award modeled after the President's Physical Fitness Award, specifically honoring young people who serve (the President's Student Service Awards is a working title).

OTHER PRINCIPALS: The First Lady, the Vice President or Mrs. Gore for the luncheon and/or ceremony.

MEDIA COVERAGE: National media would be invited, as well as local awardees' media and specialty press.

PROPOSED ATTENDANCE: Approximately 200.

RECOMMENDED BY: Harris Wofford

CONTACT: John Gomperts
Chief of Staff
Corporation for National Service
202-606-5000 ext. 121
jgompert@cns.gov

TANMA

WHITE HOUSE STAFFING MEMORANDUM

Date: 11/10/98

ACTION / CONCURRENCE / COMMENT DUE BY: --

Subject: Submits report on the measures taken by executive departments and agencies to implement President's Memorandum of April 22, 1998 "Strengthening our Commitment to Service"

	ACTION	FYI		ACTION	FYI
VICE PRESIDENT	<input type="checkbox"/>	<input type="checkbox"/>	NASH	<input type="checkbox"/>	<input type="checkbox"/>
PODESTA	<input type="checkbox"/>	<input type="checkbox"/>	REED →	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ECHAVESTE	<input type="checkbox"/>	<input type="checkbox"/>	RUFF	<input type="checkbox"/>	<input type="checkbox"/>
LEW	<input type="checkbox"/>	<input type="checkbox"/>	SMITH	<input type="checkbox"/>	<input type="checkbox"/>
BEGALA	<input type="checkbox"/>	<input type="checkbox"/>	SOSNIK	<input type="checkbox"/>	<input type="checkbox"/>
BERGER	<input type="checkbox"/>	<input type="checkbox"/>	SPERLING	<input type="checkbox"/>	<input type="checkbox"/>
BLUMENTHAL	<input type="checkbox"/>	<input type="checkbox"/>	STEIN	<input type="checkbox"/>	<input type="checkbox"/>
FRAMPTON	<input type="checkbox"/>	<input type="checkbox"/>	STERN	<input type="checkbox"/>	<input type="checkbox"/>
IBARRA	<input type="checkbox"/>	<input type="checkbox"/>	STREETT	<input type="checkbox"/>	<input type="checkbox"/>
KLAIN	<input type="checkbox"/>	<input type="checkbox"/>	VERVEER	<input type="checkbox"/>	<input type="checkbox"/>
LANE	<input type="checkbox"/>	<input type="checkbox"/>	WALDMAN	<input type="checkbox"/>	<input type="checkbox"/>
LEWIS	<input type="checkbox"/>	<input type="checkbox"/>	YELLEN	<input type="checkbox"/>	<input type="checkbox"/>
LINDSEY	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
LOCKHART	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
MARSHALL	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
MOORE	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
			_____	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS: Please return this report to the Staff Secretary's Office after review. If you would like a copy of this report to keep, please contact this office. Thank you.

RESPONSE:

THE WHITE HOUSE
CORRESPONDENCE TRACKING WORKSHEET

INCOMING

DATE RECEIVED: NOVEMBER 04, 1998

NAME OF CORRESPONDENT: JANICE R. LACHANCE

SUBJECT: SUBMITS REPORT ON THE MEASURES TAKEN BY
EXECUTIVE DEPARTMENTS AND AGENCIES TO
IMPLEMENT PRESIDENT'S MEMORANDUM OF APR 22
98, "STRENGTHENING OUR COMMITMENT TO SERVICE"

98 NOV 6 PM 3:55

ROUTE TO: OFFICE/AGENCY (STAFF NAME)	ACTION		DISPOSITION	
	ACT CODE	DATE YY/MM/DD	TYPE RESP	C COMPLETED D YY/MM/DD
TIM SAUNDERS	ORG	98/11/04		C 98/11/16
<i>Phil Caplan</i> REFERRAL NOTE:	<i>A</i>	<i>98/11/16</i>		<i>1/1</i>
REFERRAL NOTE:				

COMMENTS: ENCLOSURE
Not for the President's arrival to the Congress

ADDITIONAL CORRESPONDENTS: MEDIA:L INDIVIDUAL CODES: _____

MI MAIL USER CODES: (A) _____ (B) _____ (C) _____

- *****
- | | | | |
|--------------------------|----------------------|----------------------|---|
| *ACTION CODES: | *DISPOSITION | *OUTGOING | * |
| * | * | *CORRESPONDENCE: | * |
| *A-APPROPRIATE ACTION | *A-ANSWERED | *TYPE RESP=INITIALS | * |
| *C-COMMENT/RECOM | *B-NON-SPEC-REFERRAL | * OF SIGNER | * |
| *D-DRAFT RESPONSE | *C-COMPLETED | * CODE = A | * |
| *F-FURNISH FACT SHEET | *S-SUSPENDED | *COMPLETED = DATE OF | * |
| *I-INFO COPY/NO ACT NEC* | | * OUTGOING | * |
| *R-DIRECT REPLY W/COPY * | | | * |
| *S-FOR-SIGNATURE * | | | * |
| *X-INTERIM REPLY * | | | * |
- *****

REFER QUESTIONS AND ROUTING UPDATES TO CENTRAL REFERENCE
(ROOM 75, OEOB) EXT-2590
KEEP THIS WORKSHEET ATTACHED TO THE ORIGINAL INCOMING
LETTER AT ALL TIMES AND SEND COMPLETED RECORD TO RECORDS
MANAGEMENT.

J



OFFICE OF THE DIRECTOR

UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, D.C. 20415

287639
Saunders
NOV 3 - 1998

The President
The White House
Washington, DC 20500

Dear Mr. President:

I am pleased to report to you on the measures taken by executive departments and agencies to implement your memorandum of April 22, 1998, "Strengthening Our Commitment to Service."

The enclosed report summarizes the information provided by 57 departments and agencies that responded to your directive to explore additional measures to expand volunteer community service opportunities for Federal employees. We found that Federal employees are involved in community service activities to an impressive degree. Also, Federal agencies are often primary supporters or sponsors of important programs serving their communities.

Agencies affirmed their support of your request and have taken steps to assess the current state of their work scheduling practices, make the greatest use of existing flexibilities, and communicate the objectives you stated in your memorandum to their supervisors and employees.

Our report conveys the remarkable breadth and diversity of Federal agency and employee commitment to citizen service. The actions that are being taken by the departments and agencies, as reported to us, will substantially enhance that commitment.

Sincerely,

Janice R. Lachance
Director

Enclosure



Strengthening Our Commitment to Service

**A Report to the President on Measures Taken
by Executive Departments and Agencies**

October 1998

**Prepared by:
U.S. Office of Personnel Management
Workforce Compensation and Performance Service
Office of Compensation Administration
Washington, DC 20415**

STRENGTHENING OUR COMMITMENT TO SERVICE
A Report to the President on Measures Taken
by Executive Departments and Agencies

In his April 22, 1998, memorandum on "Strengthening Our Commitment to Service," President Clinton directed all Federal departments and agencies to explore additional measures to expand citizen service opportunities for Federal employees. The Office of Personnel Management (OPM) transmitted the President's memorandum to executive departments and agencies on April 23, 1998. In addition, OPM provided guidance on work scheduling and time off to support Federal employees' volunteer activities.

In accordance with the President's memorandum, all 14 executive departments, plus 43 independent agencies and commissions, submitted reports to the Office of Personnel Management. The reports describe the actions agencies are taking to strengthen their commitment to volunteer service and encourage Federal employees to contribute their time, efforts, knowledge, and skills to community needs. In their reports, many of the agencies describe their community service activities as well as those of some of their employees.

This report is intended to provide a synopsis of the 57 reports OPM received. We found the scope of community service already provided by Federal employees remarkable. The initiatives undertaken by Federal agencies were no less impressive. In this report, we hope to convey a sense of the breadth and diversity of the community service provided by Federal employees as reported to us by their employing agencies.

Federal Departments' and Agencies' Efforts to Support Community Service

Departments and agencies that provided reports affirmed their support of Federal employee volunteerism. Agencies also stated that they had disseminated the President's message to their supervisors and employees.

Scheduling Flexibilities and Leave

Departments and agencies most frequently cited the use of alternative work schedules (34 agencies), credit hour programs (13 agencies), and other scheduling flexibilities (24 agencies) as effective tools to achieve the President's goals. Alternative work schedules include both flexible work schedules and compressed work schedules. Thirty-three agencies specifically mentioned the use of annual leave, compensatory time, and leave without pay for the purpose of granting time off from work for community service.

Other Time Off

The willingness to use excused absence or administrative leave (i.e., time off without loss of pay or charge to leave) in support of employee volunteer activities varies among agencies.

Twenty-three agencies reported that under limited circumstances they grant excused absence for community service. Typically, these agencies grant moderate amounts (e.g., 4 hours per month) of excused absence for agency-sponsored activities when employees must perform the community service during working hours (e.g., Adopt-A-School) and only after the use of other types of time off (annual leave, credit hours, compensatory time, and leave without pay) have been considered.

At the Environmental Protection Agency (EPA), employees who donate their lunch periods to tutor students are permitted up to 52 hours of excused absence each year for transit time to and from the schools. It is EPA's policy to limit excused absence to activities that are directly related to the accomplishment of the agency's mission, that enhance the development of the professional skills of the employee in his or her current position, or that are officially sponsored or sanctioned by the agency head.

Since agencies are trying to encourage true volunteerism in community service, excused absence to encourage community service is granted sparingly and judiciously. Agencies noted that paying an employee to perform community service raises the question of whether such an activity is truly a "volunteer" activity.

Flexiplace, Part-Time Jobs, and Job Sharing

Flexiplace programs permit employees to perform their work at more convenient locations (e.g., at home), thus freeing additional time for them to perform volunteer activities. Flexiplace assignments are offered by at least seven of the reporting agencies. Ten agencies reported offering part-time jobs and job sharing opportunities to employees in connection with community service.

One agency, the Defense Nuclear Facilities Safety Board, adopted a specific written policy, called "Work Scheduling Flexibilities for Volunteer Activities," to promote a work environment that supports and facilitates employee participation in community volunteer service activities and meets organizational work requirements.

Based upon agency reports to OPM, it appears that existing flexibilities adequately meet employees' needs and that agencies are endeavoring to optimize their use. Agencies are using a variety of flexibilities to support and facilitate employee volunteerism, and supervisors are being responsive to employees' needs and their desire to perform community service.

Agency-Sponsored Programs

Adopting Needy Families

Many agencies reported sponsoring their own volunteer activities for their employees. The Environmental Protection Agency (EPA) initiated local "Adopt-A-Family" programs, which

select needy families to be the recipients of food, clothing, essential housewares, and other items collected by agency volunteers and donated by agency employees. At EPA, volunteers provide advice and guidance to the selected families in financial planning and obtaining community services. Other agencies, including OPM, have similar programs, especially during the holiday season.

Pro Bono and Volunteer Community Service Programs

Under Executive Order 12988, the Department of Justice and several Federal adjudicative agencies have extensive pro bono legal and volunteer service programs in place.¹ Most participating employees have a 50-hour per year aspirational goal. Other agencies that have comprehensive pro bono legal services programs include the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the Federal Maritime Commission, the Federal Mine Safety and Health Review Commission, the National Labor Relations Board, and the Office of Government Ethics. In these agencies, community service volunteer programs are typically incorporated into the pro bono legal services programs.

Agencies that operate pro bono legal service programs also encourage their employees to participate in other community service volunteer activities in schools, shelters, senior citizen centers, prisons, and neighborhood community centers. The National Labor Relations Board, for example, has 30 employees who serve as tutors and mentors through the agency's school partnership with the economically and racially diverse Thomson Elementary School in Washington, DC.

Employees of the Federal Maritime Commission (FMC) provide technical and legal guidance and other pro bono services in their communities. At the same time, other FMC employees volunteer their computer skills to schools and teachers in connection with the Computers for Learning Program authorized under Executive Order 12999.

Educational Partnership Programs

Partnerships with schools, and other initiatives to reach out to help children in a variety of settings, are among the most prevalent community service programs sponsored by Federal departments and agencies. Nineteen agencies, including the Departments of Agriculture, Commerce, Education, Justice, Labor, State, and each of the major components of the Department of Defense, reported partnerships with community schools throughout the nation in

¹ Section 2 of Executive Order 12988 requires all Federal agencies to "develop appropriate programs to encourage and facilitate pro bono legal and other volunteer services by government employees, to be performed on their own time, as permitted by statute, regulation, or other rule or guideline." Section 5 of Executive Order 12988 directs the Department of Justice to coordinate the efforts of Federal agencies to implement pro bono legal and other volunteer services.

various locations. These arrangements create volunteer opportunities for agency employees who provide tutoring and mentoring services, judge science fairs, and assist with computer hookup and training. Some of these agencies provide school children with an opportunity to examine vocational possibilities during career days. In Washington, DC, the Pension Benefit Guaranty Corporation raised \$5,611 for its adopted school by conducting a walk/run fundraiser. The Department of State recently completed its fifth year of partnership with the Washington, DC, public schools in sponsoring a Model United Nations Program.

Mission Related Programs

Often the agency-sponsored community service programs are directly or indirectly related to the mission of the agency. The Internal Revenue Service encourages its employees to participate in bureau-sponsored community support initiatives using the employees' job skills in programs such as Volunteers in Tax Assistance (VITA), Tax Counseling for the Elderly (TCE), and assisting with filling out forms and locating records for taxpayers affected by natural disasters such as floods, hurricanes, and earthquakes.

The Environmental Protection Agency has implemented several innovative volunteer programs using its employees' expertise while supporting its clean earth mission. Earth Day activities use the volunteer services of agency employees and elicit volunteers from the community for clean-up activities in local communities nationwide.

Other examples of agency-sponsored community service programs include food recovery drives and farmers' markets for the needy. This year the Departments of Agriculture, Energy, Health and Human Services, Labor, State, and Transportation, and the Social Security Administration participated in the farmers' market program.

The Department of Energy sponsors the Science Explorers Program to promote science careers for children, especially minorities. The Department of Energy also has a program to maintain a pool of volunteer speakers on mathematics, science, and technology who are available to elementary, junior, and senior high school students nationwide. The National Aeronautics and Space Administration (NASA) and the Defense Special Weapons Agency provide volunteer judges for school science fairs. The Secret Service supports HEROES--an organization that provides financial assistance through fundraisers for the spouses and children of law enforcement officers killed in the line of duty.

NASA provides expertise and works with schools during National Engineer Week. In conjunction with the Alabama Science Center, NASA's Marshall Space Flight Center in Huntsville, AL, has agreed to build and operate a children's hands-on science center. It has also agreed to further horticultural education and scientific research with the Botanical Garden Society of Huntsville-Madison County, AL. In Mississippi, the employees at the Stennis Space Center are involved with a science education program for preschool and kindergarten students

called "Early Education Monday" and have constructed a full-scale space station exhibit at the Lynn Meadows Discovery Center for Children.

Recognition and Awards

Recognition of Federal employees who demonstrate their commitment to volunteerism is an important key to promoting the ethic of service which extends throughout a lifetime. Twenty-one agencies reported that they have formal recognition and awards programs in their agencies to acknowledge, encourage, and support employees who perform volunteer work.

Community Service Opportunity Awareness for Federal Employees

Several agencies reported making a special effort to keep employees informed of community service volunteer activities and opportunities. Agencies cited several different methods of disseminating this information, including bulletin board postings, newsletter articles, and Internet web page notices. The Securities and Exchange Commission (SEC) promotes community volunteer service among its employees by maintaining a volunteer activities bulletin board as part of its electronic mail and notice system, as well as by displaying posters in the agency's main lobby and on bulletin boards located in various SEC buildings.

The U.S. Consumer Products Safety Commission permits the use of its electronic bulletin board for employee notices to announce volunteer opportunities and community activities or events, such as clothing and food drives, shelter services, Scouts, 4-H, and the like. The Department of Housing and Urban Development uses its web site to inform and update employees about community service opportunities. Employees in some agencies are permitted to post and use web site announcements or agency employee bulletins and newsletters to communicate community service information.

The Office of Administration in the Executive Office of the President reported the creation of citizen service information centers in its libraries to support employees' efforts to locate suitable community service opportunities. Several other agencies reported similar programs to disseminate volunteer information to employees.

Federal Employees' Contributions to Citizen Service

Departments and agencies report that Federal employees are serving their communities as volunteers in virtually every capacity imaginable. Federal employees are volunteers in schools, churches, hospitals, and hospices. They serve in their community homeless shelters, recreation programs, and charities. Federal employees serve as emergency medical technicians, museum docents, scout leaders, soccer coaches, and volunteer umpires. They help the young, the at-risk, the physically or mentally challenged, the elderly, homeless, and shut-ins.

Federal employees apply their varied skills to the needs and problems their communities face. They work at refurbishing homes, reclaiming polluted rivers, and rehabilitating peoples' lives. Federal employees are mentors, tutors, and fund-raisers. Volunteers from Federal agencies provide transportation to the sick and elderly, put out fires, teach computer skills, and save lives.

The Tennessee Valley Authority listed more than 75 different examples of what its employees do for their communities. Other agencies also submitted many different illustrations of the activities now being supported by Federal employee volunteers--far too many to list here.

Each department and agency reported support for the President's call for renewing our commitment to service in our communities. Overwhelmingly, departments and agencies called upon Federal employees to contribute even more. From all indications, we can be confident they will respond to the President's request, just as they have in the past.

Reporting Executive Branch Departments, Agencies, and Commissions

The following list of executive branch departments, agencies, and commissions submitted reports to the Office of Personnel Management in response to the President's memorandum of April 22, 1998:

Departments

Agriculture
 Commerce
 Defense
 Air Force
 Army
 Navy
 Defense Finance and Accounting Service
 Defense Contract Audit Agency
 Defense Logistics Agency
 Defense Information Systems Agency
 Defense Security Service
 Defense Special Weapons Agency
 On-Site Inspection Agency
 Education Activity
 Inspector General
 National Imagery and Mapping Agency
 Education
 Energy
 Health and Human Services
 Housing and Urban Development
 Interior
 Justice
 Labor
 State
 Transportation
 Treasury
 Veterans Affairs

Independent Agencies, Commissions, and Boards

Appalachian Regional Commission
 Central Intelligence Agency
 Consumer Products Safety Commission
 Corporation for National Service
 Defense Nuclear Facilities Safety Board
 Environmental Protection Agency
 Equal Employment Opportunity Commission
 Executive Office of the President
 Export-Import Bank of the U.S.
 Farm Credit Administration
 Federal Communication Commission
 Federal Energy Regulatory Commission
 Federal Housing Finance Board
 Federal Labor Relations Authority
 Federal Maritime Commission
 Federal Mine Safety and Health Review Commission
 General Services Administration
 National Aeronautics and Space Administration
 National Archives and Records Administration
 National Capital Planning Commission
 National Credit Union Administration
 National Endowment for the Humanities
 National Labor Relations Board
 National Science Foundation
 National Security Agency
 Nuclear Regulatory Commission
 Office of Government Ethics
 Office of Personnel Management
 Office of Special Council
 Overseas Private Investment Corporation

Independent Agencies, Commissions, and Boards (Continued)

Panama Canal Commission

Peace Corps

Pension Benefit Guaranty Corporation

Railroad Retirement Board

Securities and Exchange Commission

Smithsonian Institution

Social Security Administration

Tennessee Valley Authority

U.S. Agency for International Development

U.S. Arms Control and Disarmament Agency

U.S. Commodity Futures Trading Commission

U.S. Information Agency

U.S. Trade and Development Agency

FROM:

John S. Gomperts
Chief of Staff
1201 New York Avenue, NW
Washington, DC 20525
(202) 606-5000, ext. 121
(202) 565-2784 fax
JGompert@cns.gov

CORPORATION
FOR NATIONAL
★ SERVICE

To: Tanya Martin

Fax Number: 456-7028

Pages: 2 (including cover)

Date: September 9, 1998

Attached please find a memo on AmeriCorps and Military Recruitment.

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- Gem Tivoni

ED Strategy

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CORPORATION

FOR NATIONAL

★ SERVICE

September 9, 1998

To: Tanya Martin, Domestic Policy Council**From:** John Gomperts **Subject:** AmeriCorps and Military Recruitment

You asked about the possibility of joint recruiting by AmeriCorps and the military. Here are several key facts in response to your inquiry.

Agreement with Selective Service

To some extent we already have a joint marketing arrangement with the Selective Service. As the attached form shows, the acknowledgment sent to people who register with the Selective Service asks if the person who registered would like more information about joining the Armed Forces or AmeriCorps. The Selective Service pays for the cost of this, which is estimated to be approximately \$500,000 per year.

It is important to note that both the Selective Service and AmeriCorps have come under attack for this arrangement. Both the press and Congressional opponents have questioned the agreement, and legislation has been introduced to end any collaboration between the Selective Service and AmeriCorps (H.R. 2029, sponsored by Representative Ron Paul of Texas).

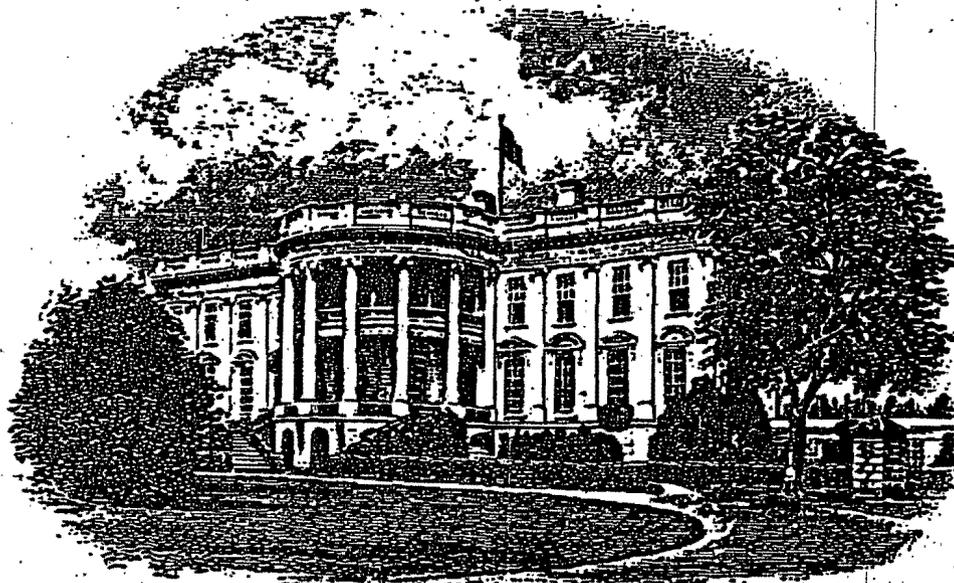
Military Recruiting

Recent articles have suggested that military recruiting is facing serious challenges. Some of AmeriCorps' most ardent adversaries have suggested that AmeriCorps recruiting is already interfering with military recruiting efforts. Given these factors, any joint recruiting would be virtually certain to draw question and attack.



THE WHITE HOUSE

OFFICE OF PRESIDENTIAL LETTERS AND MESSAGES



FACSIMILE FROM: CHRIS SCULLY

PHONE: (202) 456-5512

FAX: (202) 456-5426

TO: Tanya Martin

DATE: 2/11

NO. OF PAGES (INCLUDING COVER): 8

FAX: X65581

PHONE: _____

COMMENTS: Wofford draft

DRAFT OF BC LETTER

INITIALS: BC / cks /

DOCUMENT TITLE: /slr/p/wofford.h.cks

DRAFT DATE / LETTER DATE: Feb 09 1999 /

CORRESPONDENCE #: 4225682

CLEAR WITH:

WHCC:

CC:

CORRESPONDENCE ADDRESSED TO:

The Honorable Harris Wofford
Chief Executive Officer
Corporation For National Service
1201 New York Avenue
Washington, D.C. 20525

APPROVAL/ENCLOSURES/SPECIAL INSTR:

Dear Harris:

Thank you for your kind note and your warm words about my remarks at Lawton Chiles' memorial service. It was an honor to speak at the service, and I hope you enjoy the copy of the speech I sent you.

I also appreciate your sharing with me the article about the Americorps members helping with the clean up in Beebe. It is a wonderful article that truly captures the essence and purpose of Americorps.

As always, it was good to hear from you. You have my best wishes.

Sincerely,

BC

HARRIS WOFFORD

2/2

THE PRESIDENT -40 SEEN
2-1-99

99 JAN 29 PM 5:49

CORPORATION
FOR NATIONAL
SERVICE

Copied
HRC
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Podeste
Bunhardt
(for reply)



1/29/99
Chick
Hewitt
Murray

Dear Mr. President,

Your Lawton Chiles remarks were very moving, so well chosen, so well delivered. The whole memory, including Pete Dornonici & the daughters plea showed how American politics ought to be.

The attached Arkansas clipping shows what the American media ought to be doing more. And you'll see how much your visit meant to the AmeriCorps members.

I had a wonderful day visiting AmeriCorps programs & the Governor & the education board etc in Little Rock the day after your visit.

As ever, Hami

1201 New York Avenue, N.W. * Washington, D.C. 20525 * Telephone: 202-606-5000 x167 * Fax: 202-565-2784

The Clinton Words excerpts are widely used and appreciated!