



2015-2016

**Project Citizen Technical Assistance Regional Coordinator
Request for Proposals**

This is an exciting opportunity to:

- ✧ Transfer your knowledge of Project Citizen to students new to the program
- ✧ Impact hundreds of youth by assisting them in their project
- ✧ Earn a \$1000 stipend for doing something for which you have a passion

Technical Assistance Regional Coordinator Role:

The Technical Assistance Coordinator will serve as a liaison between the Arizona Bar Foundation and the school/district in designated region for the purpose of assisting teachers in their Project Citizen program implementation. Technical Assistance Coordinators will work closely with the Arizona Bar Foundation to effectively assist educators in Arizona. Technical Assistance Coordinators will serve in this capacity from September 2015 – May 2016.

As a Technical Assistance Regional Coordinator, you will...

- ✓ Serve as a **Liaison** between the Foundation and the educators participating in the program.
- ✓ **Encourage** educators to attend training hosted by the Arizona Bar Foundation
- ✓ **Contact** educators previously trained to encourage their participation in the program
- ✓ **Assist** educators in their program implementation via phone, email and in person

Requirements to serve in this capacity:

- ✓ Effective Organization Skills
- ✓ Working Knowledge of the Project Citizen Program
- ✓ Effective Communication Skills

*District Coordinator is equivalent to Regional Coordinator.

Completing a proposal:

Please complete (type) the attached form and email to Jennifer.Castro@azflse.org.

Proposal Due Date: August 28, 2015.

For more information, please contact:

Jennifer Castro, Director of Education Programs
Arizona Foundation for Legal Services & Education
4201 N. 24th Street, Suite 210
Phoenix, AZ 85016
Jennifer.Castro@azflse.org
602-340-7364



2015-2016 Project Citizen Technical Assistance Regional Coordinator

Proposal

Name: _____

Current Occupation: _____

School/District/LEA (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail Address: _____

In-state travel within your region is a requirement.

WRITTEN STATEMENT

Please type your response below or attach a word-processed response to this sheet not exceeding two pages.

- 1) List Project Citizen Program implementation experience below:

- 2) If you are an educator, will your school be participating in the 2015-2016 Project Citizen regional showcase?
 Yes
 No

- 3) If yes, please indicate the region where your school is located:
 Region

- 4) Will you be coaching a team who will participate in the 2015-2016 Project Citizen regional showcase?
 Yes
 No

- 5) If yes, indicate the region where the school is located:
 Region

I have read and understand the Technical Assistance Regional Coordinator Scope of Work and Payment Matrix and feel I can meet all of the requirements outlined.

Printed Name

Signature

Date

2015-2016
We The People: Project Citizen
Technical Assistance Regional Coordinator
Scope of Work

Scope of Professional Services: The Technical Assistance Regional Coordinator will serve as a mentor to educators implementing the Project Citizen Program and as a liaison between the Arizona Bar Foundation and Arizona schools/districts.

Project Citizen Mentor Responsibilities (Required*)

The We the People: Project Citizen Program educates students in grades 5-12 about the importance of public policy and how to enact change. The primary role of the Technical Assistance Coordinator is to encourage participation from teachers by mentoring them through the steps of Project Citizen. The following are the responsibilities relative to this goal:

- Mentor Arizona educators via email, phone or in-person to assist them with their program
- Contact previously showcasing educators to encourage returning to the regional showcase
- Contact previously trained Project Citizen educators to encourage implementation of the program
- Encourage educators to attend trainings provided by the Foundation
- Refer any educators seeking assistance in creating an electronic portfolio to the Technology Technical Assistance Regional Coordinator
- Provide necessary documentation/supporting information to the Foundation and as needed for grant reporting purposes.

Documentation/Reporting (Required)

Submit the following documentation due within 30 days of completion of the competition (template provided by the Foundation):

- End year report due May 31, 2016.
- Alert the Foundation's Chief Administrative Officer, immediately and no longer than 24 hours about emergency situations requiring Foundation attention.

2015-2016
Project Citizen Technical Assistance Regional Coordinator
Payment Matrix

Regional Competition Planner Payment Matrix	
Activity	Payment
Mentor current We the People educators and encourage previously trained educators to implement the program	\$1000

Travel allowance, not included in the payment matrix, is available in some cases for specific travel associated with the competitions. **Prior authorization** regarding travel expenditures is required.

Stipend does not include the cost of materials associated with the event. Competition Coordinator funding will be provided for each district competition and is based on participating student totals. Copies and printing are available upon **pre-approval** from the Arizona Bar Foundation.

Payment

Payment will be made upon:

- Completion of the objectives in the scope of work and necessary documentation.
- Submission of an end year report.
- Submission of an invoice for services provided during the period in accordance with the terms of payment.
- Availability of funding from grantors.

Payment Dispute Terms

If the Sub-Contractor has a dispute with the Foundation regarding payment or obligations set forth in this contract that has not been resolved after communication efforts have been exhausted with the Foundation's 1) Professional Development Manager and 2) Chief Administrative Officer the Sub-Contractor may contact the Executive Director/CEO in writing to state their concern, attempts made to reach the resolution and desired resolution not reached.

REGIONAL COMPETITION MAP

