

**#16**

**GRANT APPLICATION – Best Buddies International**  
Best Buddies Ambassador Training Project

Council Funds Requested: \$15,000

**STATE PLAN GOAL #5 – Advocacy & Leadership Development**

**STATEMENT OF NEED** – Found on pages 3-5.

**GOALS/OBJECTIVES/ACTION PLAN** – Found on pages 5-7.

**ORGANIZATION AND STAFF QUALIFICATIONS** – Found on pages 7-8 and pages 14-19.

**EVALUATION & SATISFACTION INFORMATION** – Evaluation, satisfaction and participant information on pages 8-9.

**PERFORMANCE MEASURES** – Pages 8-9

**BUDGET** – Budget information is found on pages 10-12.

**Additional Info** – One letter of support was submitted.

**Conflicts of Interest** – None

**SD COUNCIL ON DEVELOPMENTAL DISABILITIES  
GRANT APPLICATION - - TITLE PAGE**

Applicant Organization Best Buddies International, Inc.

Address 100 SE Second St. Suite 2200, Miami, FL 33131

Telephone (505) 433-4995 Federal ID Number 52-1614576

Project Director Mia Pollock

Address/Telephone 100 SE Second St. Suite 2200, Miami, FL 33131 / (216) 870-1629

Email Address: MiaPollock@bestbuddies.org


Type of Organization 501(c)3 Non-Profit Organization Tax Exempt? Yes

Under "Type of Organization" indicate all of the following that apply: State, county, municipality, or other public institution; nonprofit or profit private institution. If "nonprofit" and/or "tax exempt", proof of status may be requested.

Title of Project Best Buddies Ambassadors Training Project

Project Begins January 1, 2021 Project Ends December 31, 2021

Total Council Funds Requested \$15,000 Total Project Budget \$20,000

Anthony K. Shriver  
Authorizing Official (please type name)   
Signature

Founder, Chairman, and CEO  
Title and address, if different from Project Director listed above.

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**ABSTRACT**

Best Buddies requests \$15,000 from the South Dakota Council on Developmental Disabilities to deliver the Best Buddies Ambassadors Training Project. The project will deliver ten inclusive trainings on the topics of leadership, public speaking, and advocacy skills for 60 individuals with and without intellectual and developmental disabilities (IDD) in South Dakota.

Best Buddies is an international 501(c)3 organization dedicated to establishing a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment, leadership development, and inclusive living for people with IDD. Best Buddies programs align closely with the Council's mission to assist people with intellectual and developmental disabilities and their families in achieving the quality of life they desire through advocacy and systems change. In South Dakota, Best Buddies programs provided inclusion services to 480 individuals with and without IDD in nine school-based chapters during the 2019-2020 school year.

There is a need for trainings that offer opportunities for South Dakotans with IDD to develop skills in leadership, public speaking, and advocacy. The Best Buddies Ambassadors Training Project will assist the Council in addressing Goal 5, Advocacy & Leadership Development, by providing access to information, training, support, and opportunities for individuals with IDD and their typical peers in to become leaders of inclusion in their communities. Our staff will train Best Buddies chapter leaders to successfully deliver leadership-based trainings for individuals in their chapter. Once those trainings are completed, all participants statewide will have an opportunity to come together and deliver their speeches in front of an audience.

By December 31, 2021, The Best Buddies Ambassadors Training Project will achieve the following objectives: Identify and recruit 60 individuals, including 30 individuals with IDD, to attend leadership-based trainings; Train eight chapter leaders with and without IDD to successfully facilitate leadership-based trainings in their chapters; Collaborate with four school-based chapters in the target areas of Brandon, Brookings, Lennox, Mitchell, Sioux Falls, and Vermillion, South Dakota to deliver a total of ten leadership-based trainings; and support participants in identifying opportunities to advocate for inclusion in their communities in the year following the trainings.

Best Buddies evaluates the success of our programs using the Best Buddies Annual Survey, which is distributed to all Best Buddies participants in April of each year. In addition to the Annual Survey, we will develop a project-specific survey to be administered to participants before and after trainings to assess participant satisfaction and skills gained through the trainings. Additionally, our staff will attend each training to observe and monitor the project, provide any needed support, and ensure the quality of trainings delivered.

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**PROJECT NARRATIVE**

**Statement of Need**

Best Buddies and our collaborative partners have identified a need for leadership, public speaking, and advocacy training opportunities that prepare South Dakotans with IDD to actively participate in their communities as leaders and advocates. The Best Buddies Ambassadors Training Project will address this need in alignment with the efforts of the South Dakota Council on Developmental Disabilities to ensure that people with IDD and their families have information, training, support, and opportunities to effectively advocate and impact systems change. The project will be new and innovative in that there are currently no opportunities for South Dakotans with IDD to attend trainings on these topics, and this will be the first time Best Buddies has had an opportunity to implement these needed services in South Dakota. Additionally, the project will incorporate an innovative strategy that empowers Best Buddies chapter leaders to use their leadership skills by implementing the trainings themselves.

There are several impressive agencies in South Dakota that support people with IDD, such as Ability Building Services, Aspire, Inc., Center for Independence, Lifequest, and Valiant Living. Based on our research, none of these organizations offer opportunities for leadership, public speaking, and advocacy training. The individuals with whom Best Buddies collaborated on the development of this proposal are also unaware of any opportunities for inclusive leadership, public speaking, and advocacy training.

According to Villeneuve et al. (2013), inclusion for people with IDD is: “a complex and multidimensional process which challenges the assumption that simply attending community activities implies active participation and inclusion.” Best Buddies understands that increasing access to leadership roles among individuals with IDD can increase active participation and inclusion in their communities. We have developed an in-depth training curriculum for our internationally successful Best Buddies Ambassadors program, which delivers trainings that educate and empower people with and without IDD to be leaders and public speakers in their schools, communities, and workplaces. These trainings will be supplemented by materials developed for the Best Buddies Pre-Employment Transition Services program and adapted to the project to focus on leadership and advocacy.

The impact of leadership training can be extraordinary on both individuals and communities. Researchers Gilmarton and Slevin observed that the process of participating in leadership training can give individuals with IDD a formal venue to: “Consider or reflect upon their negative experiences, and, with support, transcend these negative experiences to gain a new personal identity.” (2009) Best Buddies participants often experience a visible transformation

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during early workshop experiences as they develop their own story and practice telling it to an engaged, supportive, and receptive audience.

The Best Buddies Ambassadors Training Project will engage approximately 60 middle school, high school, and college students with and without IDD in South Dakota. Best Buddies staff will conduct outreach to identify and engage participants from four schools in the target areas of Brandon, Brookings, Lennox, Mitchell, Sioux Falls, and Vermillion, South Dakota. The ten trainings delivered through the project will be held in an inclusive virtual setting and promote interactions between individuals with IDD and their typical peers by engaging typical students and community members in each training session as speech coaches, trainers, or attendees.

During the trainings, participants will be paired with a speech coach, usually a typical volunteer from the community, who will help them brainstorm, organize, write, edit, and practice a speech and provide one-on-one attention and feedback. Each training will include presentations, discussion-based activities, opportunities for feedback, and worksheets for participants to use as they develop written speeches. Once participants have completed trainings, they become Best Buddies Ambassadors who are committed to promoting inclusion in their communities by engaging and educating audiences and other community members that individuals with IDD have many strengths and abilities. Family members of individuals with IDD will be similarly empowered to promote inclusion in their community as they learn the extent of their loved one's abilities and capacity to call for change.

Should Best Buddies receive funding from the South Dakota Council on Developmental Disabilities for this project, we will deliver ten trainings that provide opportunities for leadership, public speaking, and advocacy skills for 30 individuals with IDD and 30 of their typical peers. Upon successful completion of the project, participants with and without IDD will be prepared to share their stories, effectively network and connect with their audience, and promote inclusion in their communities.

For the development of this proposal, Best Buddies collaborated with Jason Gentile, an individual with IDD, and his twin sister, Alyssa. Jason and Alyssa are both former members of the Best Buddies chapter at Roosevelt High School in Sioux Falls, SD. Alyssa is now the Best Buddies chapter president at South Dakota State University.

When Jason heard the idea for the project, he was particularly interested in the opportunity to learn to deliver the leadership trainings. Jason had opportunities to participate in leadership roles at his high school, but stated that he would like to learn more about leadership if he could. Feedback from Jason supports the need for inclusive trainings that focus on public speaking in South Dakota, because Jason has never given a speech before. Jason said that right now, he would “definitely not” feel confident giving a speech in front of people.

Alyssa agrees that there is a need for public speaking training and opportunities in South Dakota. “There are so many kids and young adults I know with IDD who could really become powerful

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advocates and speakers in the community with the proper training and support system,” she says. Alyssa said that although there are more opportunities for people in Sioux Falls to participate in inclusive activities than other places in South Dakota, she is not aware of any opportunities for leadership, public speaking, and advocacy trainings for people with IDD.

Jason said that if he were to attend the trainings, he would want to do it with his friends, or people with and without IDD whom he knew, whereas Jason’s sister Alyssa says, “I absolutely love the idea of a mass training across our state! I think it would create a bit more of a community across Best Buddies chapters and our state.” The Best Buddies Ambassadors Training Project will incorporate feedback from both Jason and Alyssa by operating both statewide and chapter-specific trainings in the project.

The first training will be a statewide virtual training that prepares individuals with and without IDD to deliver two leadership-based trainings in their chapter. At this training, chapter leaders from across the state will be able to meet each other and form the sense of community that Alyssa finds valuable.

The next eight trainings will occur when chapter leaders return to their chapters and organize a series of two trainings that integrate the topics of leadership, public speaking, and advocacy. These peer-led sessions will have a smaller, more familiar audience, since the participants will already know each other through the chapter. We anticipate that empowering chapter leaders to plan and deliver these trainings specifically for their chapter members will also facilitate the recruitment of participants for the project.

The final training, facilitated by Best Buddies staff, will provide an opportunity for all project participants to come together in an inclusive setting to deliver their polished speeches in front of a larger audience. If possible, depending on the status of the Covid-19 public health crisis, Best Buddies will hold this final session in-person. If safety measures caused by the Covid-19 public health crisis prevent an in-person session, Best Buddies will hold this final session in a virtual format as planned.

Once trained, participants will work with Best Buddies staff to identify public speaking opportunities in their local communities, where they can share their personal stories with Best Buddies chapters, businesses, legislators, interest groups and donors.

Since Alyssa has leadership experience as the Best Buddies chapter president at South Dakota State University, we asked her how we can make the trainings successful. In response, Alyssa said, “Resources...I think having access to information, examples, and other student leaders would lead to the most success. Also, having a Best Buddies employee or two to contact as necessary with questions or updates would be helpful!” Best Buddies will provide project participants with all of these resources during the course of the project.

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According to Alyssa, “Best Buddies has the opportunity to cultivate an original cohort of people with and without IDD who have the training and confidence to advocate for those with IDD across the state.” She believes that the individuals with IDD in her chapter could become “prominent voices in the community if they received training in public speaking and leadership.”

To deliver the project, Best Buddies staff will collaborate with South Dakota schools and sites that host Best Buddies chapters, including Brandon Valley Middle School and Brandon Valley High School in Brandon, South Dakota State University and Advance in Brookings, Lennox High School in Lennox, Mitchell High School in Mitchell, George McGovern Middle School, Harrisburg North Middle School, Lincoln High School and Roosevelt High School in Sioux Falls, and the Southeast South Dakota Activity Center and University of South Dakota in Vermillion.

When funds from the South Dakota Council on Developmental Disabilities are expended, Best Buddies will continue to engage with our partners to deliver virtual trainings as determined by participant interest. Best Buddies will be able to continue to support chapters who which to continue these trainings by holding a “train-the-trainer” session with student leaders so they can deliver training to their chapters without intensive support. Our curriculum can be updated for future trainings, and we expect that as participants engage with their communities to share their personal stories about the impact of inclusion, more community members will be drawn to participate in future trainings to gain leadership and public speaking skills themselves. Similarly, as more and more individuals participate in, and lead the trainings, we expect that the project will become sustainable among chapter leadership, as long as chapters exist. By preparing local individuals to deliver and facilitate trainings in leadership, public speaking, and advocacy skills in their communities, this project will be easily replicable and sustainable across the state of South Dakota and into the future. We anticipate that after the first project year is completed, Best Buddies chapters that participate in the program will be able to draw from their experience to repeat and build on the project in future years.

**Goals, Objectives, and Action Plan**

The goals of the Best Buddies Ambassadors Training Project are to create positive community environments, break down social barriers, reduce the isolation and victimization of people with IDD, support the development of leadership abilities, and change attitudes by educating members of the greater community about the strengths and abilities of people with IDD.

A long-term impact of this project will be the positive change that is created in communities by individuals with IDD who speak at schools, workplaces, and other forums to lead the effort to build a more inclusive world and invite audience members to value inclusion as a result of hearing their personal stories. The benefits of the project will continue beyond the 2021 project year as participants continue to dedicate time after the project to continue to develop their story and use their new skills to enact positive change in the community.

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The Best Buddies Ambassadors Training Project will achieve the following outcomes:

- **30 individuals with IDD will have increased access to information, trainings, support and opportunities to become leaders of inclusion in their communities.** Best Buddies will offer a total of ten leadership, public speaking, and advocacy trainings that do not currently exist for South Dakotans with IDD.
- **60 individuals with and without IDD will experience increased skills in leadership, public speaking, and advocacy.** Project participants will be prepared as leaders who can successfully promote inclusion in their community.
- **Four communities in South Dakota will receive support and education about the strengths and abilities of people with IDD.** Best Buddies staff will work with participants to identify opportunities for them to deliver speeches and advocate for inclusion at schools, workplaces, churches, or other community spaces.
- **Eight Best Buddies chapter leaders will have experience delivering in-depth leadership-based trainings in their chapters.** Chapter leaders with and without IDD will not only participate in trainings, but experience the additional benefits of leading them.

To accomplish our project goals, the Best Buddies Ambassadors Training Project will achieve the following objectives by December 31, 2021:

- January 1 – March 31, 2021: Identify four Best Buddies chapters from the target areas of Brandon, Brookings, Lennox, Mitchell, Sioux Falls, and Vermillion who will participate in project
- March 31 – June 30, 2021: Hold first training for eight chapter leaders with and without IDD (two from each chapter identified) to successfully facilitate leadership-based trainings in their chapters
- March 31 – September 30, 2021: Collaborate with school-based chapters to identify and recruit 60 individuals, including 30 individuals with IDD, to attend leadership trainings
- June 30 – October 31, 2021: Collaborate with four school-based chapters to deliver two leadership-based trainings (trainings #2 – #9) for individuals with and without IDD in each chapter
- November 1 – December 31, 2021: Hold tenth and final statewide training session that allows for all project participants to deliver their speeches to an audience
- Identify opportunities for each participant to deliver a speech to advocate for inclusion in their community in the year following the trainings (December 31, 2021)

Best Buddies will work to include unserved and underserved communities in the project by engaging participants with identities that accurately reflect the population in their area. In 2020, Best Buddies formed a Diversity and Inclusion committee, and one result of our efforts in increasing diversity and inclusion in our own organization is by researching the areas where we

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have a presence, so we can ensure that the people we serve accurately reflects the local population.

**Organization & Staff Qualifications**

Since being founded in 1989, Best Buddies has grown from one college chapter at Georgetown University to a robust international organization that offers a unique array of services through ten programs: Best Buddies Elementary Schools, Middle Schools, High Schools, Colleges, Citizens, e-Buddies® (email friendships similar to pen pals), Jobs (a supported employment program that secures competitive, integrated jobs for people with IDD), Ambassadors (public speaking and leadership development), Promoters (social advocacy and awareness program for students) and Inclusive Living. With nearly 2,900 chapters around the world and programs in 54 countries (including the U.S.), Best Buddies International positively impacts the lives of over 1.25 million participants with and without IDD worldwide. Best Buddies International is headquartered in Miami, FL.

Best Buddies has a proven record of tracking fiscal, program, and statistical data. We are skilled contractors for a variety of government agencies. We have never had a contract ended for cause, and we fulfill all fiscal and program reporting on time and consistent with the contract terms.

Best Buddies ensures that each individual enrolled in our programs reaps the greatest benefits possible through the implementation of a service delivery model grounded in time-tested standards, developed by Best Buddies International, and tailored to meet the specific needs of our local service population.

The Best Buddies Expansion Team, which serves South Dakota and neighboring states, receives support from Best Buddies headquarters staff in the areas of staff development and training, national program oversight, human resources, information technology, government relations, and finance. A centralized administrative model promotes efficiency nationwide and allows state staff to focus on program quality, as well as building and sustaining local relationships. The national staff implement quality assurance practices, national trainings, and changes to program practices based on the review of national annual survey results.

Best Buddies staff is well-qualified to deliver and support the trainings outlined in this project. Mia Pollock, Director of Expansion Operations and Mission Advancement, first joined Best Buddies as a college chapter member at Miami University of Ohio. For the last seven years, Mia has gained experience delivering trainings to, and working directly with, individuals with IDD while working in various positions at Best Buddies. In 2017, Mia won the title of Best Buddies Program Director of the Year. Mia received a degree in Urban and Regional Planning and Anthropology from Miami University. Mia will supervise and oversee the project, and work in tandem with the deputy director of expansion programs to ensure all deliverables are met.

Ryan Wirth, Deputy Director of Expansion Programs, has also worked at Best Buddies for seven years. He has led countless leadership and public speaking trainings for individuals with IDD. Ryan first became involved with Best Buddies in 2005 as a volunteer. In college, Ryan gained experience in job training programming and managing business operations for a program for

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students with IDD. Ryan holds a degree in Community Programs for Americans with Disabilities and Nonprofit Management from Slippery Rock University and a Masters of Business Administration from Geneva College in Pennsylvania. Ryan will work closely with the program manager of volunteers to conduct chapter outreach and training for the project. As the lead staff in the Best Buddies Ambassadors Training Project, he will develop and present the first and final training sessions.

Lee Anne Alsup, Program Manager of Community Engagement has worked at Best Buddies for two years. She has hosted six leadership and public speaking trainings for various states. Lee Anne has 12 years of teaching and instructional experience and holds a bachelor's degree in elementary education from the University of Louisville. Lee Anne will gather data for program evaluation and attend all ten trainings delivered through the project. Lee Anne will work closely with the deputy director of expansion programs to support the project by conducting outreach, recruiting participants, and monitoring the project's progress.

**Evaluation & Consumer Satisfaction Information**

Best Buddies will capture qualitative and quantitative data for the project throughout the year. We will track attendance of each training to ensure we are meeting our contract deliverables, and Best Buddies staff will attend each training to observe progress, ensure quality of services, and track the number of people educated or trained through the project (SC 1.4).

Best Buddies surveys our participants annually to help determine the success and impact of our programs. Michael Hardman, Ph.D., Distinguished Professor and Chief Global Officer of the President's Office at the University of Utah created the Best Buddies annual survey and evaluates the results. Best Buddies distributes the survey every April to individuals with IDD and their parents. The purpose of the annual survey is to measure participant satisfaction and identify programmatic strengths and areas for improvement based on the individual responses of our chapter members.

The annual survey tracks the satisfaction levels of participants and parents with Best Buddies programs (performance outcomes IFA 3.1 and 3.2). An additional question asks if participants would recommend participation in Best Buddies programs to others.

In addition to the Best Buddies Annual Survey, Best Buddies will develop a project-specific survey that records and tracks participant progress, such as confidence and skills gained, as well as participant feedback regarding the satisfaction of participants and family members with their participation in the trainings. Best Buddies will also implement any satisfaction surveys specifically required by the Council.

Mia Pollock, Director of Expansion Operations and Mission Advancement, will ensure that program evaluation occurs at the end of the school year and will be responsible for implementing corrective action steps if an unexpected challenge occurs in the program.

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**Performance Measures**

Best Buddies will track the percentage of people with IDD who are satisfied with a project activity (IFA 3.1), the percentage of family members satisfied with a project activity (IFA 3.2), and the number of people trained or educated through Council systemic change initiatives (SC 1.4). As a result of the Best Buddies Ambassadors Training Project, we expect that 80% of individuals with IDD and 80% of family members of individuals with IDD will report feeling satisfied or very satisfied with their participation in the project. The project will train or educate 60 people.

**Participant Information Required**

Best Buddies will gather certain participant information, such as race/ethnicity and gender, from project participants. Best Buddies collects the addresses of all chapter participants, which we can use to determine whether a participant resides in an urban or rural area. Best Buddies also tracks whether chapter members are students with IDD.

It is not the current policy of Best Buddies to formally collect information on participants' involvement in advocacy activities, or whether they are a member of a cross disability coalition, policy board, advisory board, governing body, or serve in a leadership position. For the purposes of the project, Best Buddies will track and record instances of individuals with IDD participating in public speaking engagements in their community.

Description	(A) Requested DD Council Funds	(B) Allowable Match from Applicant **	(C) Allowable Match from Other Agencies **	(D) Total Contract Grant Budget (A + B + C)	(E) Un-allowable Match from Applicant & Other Agencies	(F) Total Project Budget (D + E)
<b>Personnel</b>						
Director, Expansion Operations & Mission Advancement (6% time on project)	\$ 4,065			\$ 4,065		\$ 4,065
Deputy Director, Programs (8% time on project)	\$ 3,958			\$ 3,958		\$ 3,958
Program Manager (8% time on project)	\$ 2,963			\$ 2,963		\$ 2,963
Volunteer Speech Coaches (\$27.20 per volunteer hour)	\$ -	\$ 5,000		\$ 5,000		\$ 5,000
Benefits @ 15%	\$ 1,648			\$ 1,648		\$ 1,648
<b>Travel</b>						
Site Visits/Travel	\$ -					
<b>Contractual</b>						
<b>Operating Expenses</b>						
Volunteer Training & Management	\$ 820			\$ 820		\$ 820
Community Engagement	\$ 300			\$ 300		\$ 300
Office Operations	\$ 282			\$ 282		\$ 282
Supplies & Materials	\$ 250			\$ 250		\$ 250
<b>Equipment</b>						
<b>Other</b>						
Indirect Costs	\$ 714			\$ 714		\$ 714
<b>Grand Total</b>	\$ 15,000	\$ 5,000		\$ 20,000		\$ 20,000

\*\* Be sure the Budget Narrative specifies the type of allowable match (in-kind, cash, etc.) and the source of the matching funds. Utilize the formulas found in the instructions to compute the percentages of Council funds and matching funds.

**Personnel (\$15,986 total project cost/\$10,986 in Council funding):**

- *Mia Pollock, Director, Expansion Operations & Mission Advancement (\$67,750):* 6% of her time on project providing oversight, strategy, supervision, and project assistance.
- *Ryan Wirth, Deputy Director, Expansion (\$49,480):* 8% of his time on this project managing the relationships with existing partners in South Dakota. He will communicate with key stakeholders, recruit Ambassadors and volunteer speech coaches, and help identify opportunities to trained Ambassadors for public speaking opportunities in the community. He will be responsible for developing an evaluation tool to be utilized at the end of the project period.
- *LeeAnne Alsup, Program Manager, Volunteers (\$37,000):* 8% of her time on project providing administrative support. Her key responsibilities will provide ongoing communication to training attendees, tracking attendees, and keeping records of all speeches. She will be responsible for planning and implementation of the "Train the Trainers" sessions by creating training material and leading all student leaders through the training.
- *Volunteer Hours:* This in-kind match, which is 25% of the project cost (\$5,000), will be through volunteer hours of speech coaches. Volunteer coaches serve as speech coaches during the Ambassador trainings. Volunteer coaches serve a critical role in the training to ensure Ambassadors feel supported and guided through the speech writing process. This in-kind expense was calculated based on the national volunteer rate (\$27.20) per volunteer hour, providing 184 hours of time throughout the project period.

**Fringe Benefits (\$1,648 total project cost/\$1,648 in Council funding):**

- The Fringe Benefits line was calculated at 15% of the total salaries of the staff on this project. This is our organization's formula to estimate cost because individual staff elections vary. This includes FICA at 7.65%, Medical and Dental at an estimate of \$538 per employee per month, Unemployment & Workers Compensation, which varies by state but is generally around \$2,000 per year, and 401K benefits. Best Buddies matches 50% of an employee's 401K contribution up to 5% of the employees' wages per pay period.

**Operations (\$1,652 total project cost/\$1,652 in Council funding) includes:**

- *Volunteer Training & Management (\$820 total/\$820 in Council funding):* Expenses include the costs associated with Ambassador trainings to ensure proper training of student leaders who will be responsible for Ambassador trainings. Due to trainings being virtual, kits of resources will be assembled for trainers, volunteer speech coaches and participants and will be sent prior to trainings. Portion of this expense is for Best Buddies annual evaluation of programs.

- *Community Engagement (\$300 total/\$300 in Council funding):* Includes fees associated with public awareness- stickers, brochures, and program ads to participate in community awareness initiatives.
- *Office Operations (\$282 total/ \$282 in Council funding):* Includes license for Zoom Pro (\$99.99) to be able conduct virtual Ambassador trainings. Percentage of telecommunications costs (\$182), which includes portion of monthly cell phone reimbursement for designated project staff.
- *Supplies & Materials (\$250 total project costs/\$250 in Council funding):* Expenses associated with printing Ambassador materials. Postage included to be able to ship packets to attendees for virtual events.

**Indirect Costs** (\$714 total/\$714 in Council funding) are calculated at 5% of total program costs. These funds are used by Best Buddies International to oversee the administrative and training needs in each local market. This includes, but is not limited to Human Resources including payroll, benefit plans and administration, recruitment, legal services, IT, Finance and Accounting including financial statements, audit services, billing, AP and AR, Marketing/PR/National Branding, graphic design, websites, training and staff development, volunteer training conferences, and program development and evaluation

Sept 28, 2020

Arlene Poncelet, Executive Director  
South Dakota Council on Developmental Disabilities  
2520 E. Franklin St., Suite 4  
Pierre, South Dakota 57501

Dear Ms. Poncelet,

I am writing to express my support of the mission and activities of Best Buddies in South Dakota. Best Buddies provides opportunities for one-to-one friendships, leadership, jobs, and inclusive living for individuals in intellectual and developmental disabilities. I strongly support Best Buddies' grant application to the South Dakota Council on Developmental Disabilities to provide a series of trainings on leadership, public speaking, and advocacy to individuals with disabilities in South Dakota.

When my brother Jason was a junior in high school, he was selected to hold a leadership position on his Best Buddies executive board. I was absolutely ecstatic for him, as the group of students on the board saw Jason, a student with a developmental disability, as a leader who would add substantial value to the team. It was obvious, however, that he was not comfortable communicating in a setting where he was expected to use his voice and speak on behalf of a community of students. His opinions were hardly ever valued by a group of peers before, so it took Jason quite a while to feel confident in his words and his ideas.

To students with IDD, their voice and opinion mattering may be a foreign concept. Jason was lucky enough to have a group of supportive peers to walk with him and coax him out of his shell, but not all students with developmental disabilities are that lucky. In order for these young adults to become better advocates for themselves and their peers, they need the intervention and support Best Buddies can provide. I believe that providing these trainings will enhance leadership skills among individuals with intellectual and developmental disabilities and prepare them to agents of change who build more inclusive communities.

Thank you for considering the Best Buddies application. Please do not hesitate to contact me at (605)-366-6169 or [alyssa.gentile@jacks.sdstate.edu](mailto:alyssa.gentile@jacks.sdstate.edu) if I can provide any additional information in support of Best Buddies' grant application.

Sincerely,



Alyssa Gentile, SDSU Best Buddies President



## Director, Expansion Operations & Mission Advancement

**Job Title:** Director, Expansion Operations & Mission Advancement

**Department:** State Operations and Programs

**Reports to:** Senior Director, Expansion

**# of direct reports:** 5-7

**Revised date:** 01/08/2020

**Position Overview:** The Director, Expansion Operations & Mission Advancement is primarily responsible for supporting the Senior Director, Expansion in the oversight and management of specific states/area. This position will recruit, train, support, and manage the Directors, Mission Advancement in incubation states ensuring accountability in hitting revenue goals, building out the local volunteer infrastructure and laying the groundwork for the implementation of each of the BB program pillars. This position works in conjunction with the Senior Director, Expansion and the entire department to support the financial management, programs and staff support of incubation states in throughout the entire expansion project.

**Job Qualifications** – Qualified applicants must have:

- At least three to five years of management/supervisory experience, and superior talent-building and team-building skills
- Superior project management skills - including planning, analysis, decision making, and problem solving - and willingness to multitask
- Superior initiative, drive for results, and self-assessment skills, and ability to lead individuals and teams in setting and achieving challenging goals
- Must be highly dependable, lead by example and be willing/able to adapt management style to fit the situation and hold staff accountable for meeting set expectations
- At least three years of progressive experience in programs and fundraising including grant writing, event planning/implementation, and/or board management
- Superior persuasive writing and presentation skills with the ability to exert influence, inspire others, and articulate the mission, goals, and activities of Best Buddies with passion and enthusiasm
- Proficiency with Microsoft Office, and familiarity/comfort with database management systems (i.e. Bene, Raisers Edge, BBO)

**Job Duties** include, but are not limited to:

### Development

- Works directly with the Director, Expansion Development and the State Development team to ensure the implementation of fundraising best practices in new markets
- Coaches Directors on proper volunteer management practices including recruitment, cultivation, ongoing engagement, and appreciation of state volunteers
- Works with Directors to develop donor prospect lists and engagement strategies, following up with them to ensure proactive implementation
- Works with department to develop Giving Tuesday/End of Year Giving strategy and works with Directors to ensure implementation in incubation states

### Marketing

- Holds Directors responsible for appropriate and consistent management of social media and e-Communication strategies

### Human Resources

- Directly supervises Directors, Mission Advancement
- Inspires and motivates field staff by demonstrating personal commitment and integrity and providing proactive training, support, and recognition
- Recruits, trains and directly supervises all assigned Directors, Mission Advancement- responsible for staff development, oversight, and providing meaningful performance feedback, as well as holding them accountable for meeting their programmatic, development, and operational goals, hitting benchmarks, and following best practices and guidelines

### Operations

- Travels to field offices as needed to meet with local staff, evaluate operations and programs in action, develop strategies, and provide coaching and support
- Supports Senior Director, Expansion in the development of strategies to ensure expansion goals are met around the country
- Assist Senior Director, Expansion with Raiser's Edge database management including monitoring state usage and adherence to policy
- Maintains communication with Senior Director, Expansion with timely reports and other information as directed and takes on special projects as assigned
- Contribute recommendations to develop more effective processes based off the geographical, constituent, and staff needs observed through staff management and development trends in throughout the expansion project.

### Finance

- Works with Senior Director, Expansion to review and update monthly financial projections
- Supports Senior Director, Expansion in managing the financial and budgeting process to ensure areas meet their revenue goals and expectations/program goals of their funders

## Barbara (Mia) Pollock

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### WORK EXPERIENCE

#### **BEST BUDDIES INTERNATIONAL**

**Director, Expansion Operations & Mission Advancement** (*February 2020- Present*)

**Director, State Operations** (*April 2017- February 2020*)

- Provided operational and programmatic oversight of ten Best Buddies offices in tandem with Senior Director to ensure state budgets and programmatic deliverables were met or exceeded.
- Served as Interim State Director for states during absence of senior leadership by managing existing staff, working with Advisory Boards, and maintaining development events and state operations.
- Assisted with the financial and budgeting process to ensure states met their revenue goals and programmatic expectations of funders.

#### **BEST BUDDIES ILLINOIS**

**Director, Programs** (*August 2016- April 2017*)

- Developed a strategic plan to rebuild programs across Illinois to ensure state deliverables were met or exceeded. Created quarterly reports to showcase progress towards hitting deliverables.
- Recruited, trained and managed seven people and provided on-going support through weekly meetings, professional development opportunities, and hands-on trainings.
- Identified key constituents within Chicagoland area to engage in statewide events ( i.e. Gala and the Friendship Walk) resulting in increased revenue.

**Director, Jobs** (*December 2015- August 2016*)

- Cultivated and stewarded relationships with new corporate business partners to meet funding deliverables and operational goals.
- Spearheaded corporate partners involvement in annual development events, which resulted in 15% of total amount raised and increased engagement from employees.
- Recruited, trained and managed 3-person team, retaining staff for over a year. Provided on-going support through weekly meetings, professional development opportunities, and hands-on trainings.

**Jobs Program Supervisor** (*December 2014-December 2015*)

- Promoted after 5 months due to effectiveness in placement of participants, ability to cultivate relationships with businesses, and strong written and verbal skills.
- Restructured supported employment program through implementation of billable tracking system, new monthly reporting protocol, and on-boarding procedures for new Jobs staff.

**Employment Consultant** (*July 2014- December 2014*)

- Produced job development plans to help individuals with disabilities find competitive employment opportunities within the Chicago area.
- Provided direct support to Jobs participants, which included interview practice, travel training from home to place of employment, and continual on-site job training as needed.

**Program Manager** (*August 2013- July 2014*)

- Managed day-to-day operations of 18 high school chapters that foster friendships between individuals with and without disabilities.

**AWARD** | Program Director of the Year, Best Buddies International – January 2017 | Best Intern in Northeast Ohio, Northeast Ohio Council for Higher Education - March 2012

**COMMUNITY INVOLVEMENT** | Young Nonprofits Professionals Network – Executive Board | Association of People Supporting EmploymentFirst | Best Buddies Illinois, Citizens Program

**EDUCATION** – Miami University

Urban and Regional Planning and Anthropology, College of Arts and Science



## Deputy Director, Programs

**Job Title:** Deputy Director, Programs

**Department:** State Operations and Programs

**Reports to:** State Director

**# of direct reports:** 4

**Revised date:** 7/1/2020

**Position Overview:** The deputy director, programs is responsible for supporting the field staff in their state in implementing programs and programmatic initiatives in alignment with organizational best practices as well as providing operational support and ensuring that all staff are properly trained, office infrastructure is in place and working properly, expenses are accurately tracked, and deadlines for reports to funders and headquarters are understood and met. This is accomplished by training and coaching field staff and volunteers, developing benchmarks for success, establishing and utilizing tracking methods, and working with the state director to hold field staff accountable for meeting their programmatic goals. This position will be accountable for the state's overall programmatic goals.

**Job Qualifications – Qualified applicants must have:**

- Bachelor's degree or at least 4 years' relevant experience in addition to above experience
- Concrete experience coaching staff and volunteers on programmatic implementation and developing and implementing tracking methods
- Superior project management skills - including planning, analysis, decision making, and problem solving - and willingness to multitask
- Superior initiative, drive for results, and self-assessment skills, and ability to lead individuals and teams in setting and achieving challenging goals
- Must be highly dependable, lead by example and be willing/able to adapt management style to fit the situation and hold staff accountable for meeting set expectations
- Ability to effectively gain information and insight through questioning/probing and observation of staff in the field, analyze information, and provide meaningful feedback
- Superior presentation skills with the ability to exert influence, inspire others, and articulate the mission, goals, and activities of Best Buddies with passion and enthusiasm
- Proficiency with Microsoft Office and database programs
- Must travel throughout their region, use personal cell phone, and work evenings and weekends as necessary to accomplish job responsibilities

**Job Duties** include, but are not limited to:

**Programs**

- Inspires and motivates field staff by demonstrating personal commitment and integrity and providing proactive training, support, and recognition
- Works to ensure appropriate implementation of programs in all states in their region, including coaching field staff and volunteers, tracking progress toward benchmarks for success, and establishing and utilizing tracking methods
- Works to hold field staff accountable for meeting their programmatic goals, hitting benchmarks, and following best practices and guidelines
- Executes the rollout of new programmatic initiatives and changes to current initiatives
- Directly manages programs during field staff vacancies as needed
- Works directly with area directors and other field staff on strategies for appropriately incorporating programmatic staff and volunteers into marketing/branding efforts, and leveraging programmatic successes to increase visibility
- Works with state director, area directors, and other development staff to ensure that programs and program participants are properly integrated into community fundraising events
- Works with state leadership to ensure that field staff are trained in all areas of programmatic implementation
- Maintains an accurate and updated programmatic calendar for each area in their state

**Marketing and Fund Development**

- Works with State/Area Director to track prospective individual, corporate, and foundation donors
- Works with State/Area Director to ensure that program participants and staff are appropriately integrated into fundraising efforts, and that grant proposals reflect realistic programmatic goals
- Researches grant opportunities, maintains accurate records and submits reports as required by funders with support from BBI Grants Department
- As appropriate, works with State/Area Director to create a strong presence for Best Buddies programs in the state through public speaking, community involvement, public service announcements, and other media initiatives
- Oversees organization of local content and images for updates to state website and ensures that all local staff use database appropriately to communicate with participants and the community

**Human Resources**

- Oversees recruitment, screening, hiring, and training of programs staff as necessary and in accordance with Best Buddies guidelines.
- Approves reports, conducts staff evaluations, and provides appropriate guidance and motivation for programs staff
- Monitors due dates for actions using the online staff portal, and works with State/Area Director to ensure that reviews, time off requests, candidate screening, and employee recognition are completed accurately and on time

**Operations and Finance**

- Manages reporting for government contracts and foundation grants and ensures that Best Buddies is meeting all guidelines and contractual agreements effectively and on a timely basis
- Maintains communication with State/Area Director with timely reports, quarterly goals, and other information as directed
- Works with State Director on developing and managing the operational state plan initiatives and statewide budget

**CAREER SUMMARY**

Dynamic leadership professional with an MBA and 6+ years of experience making an impact in the non-profit sector representing the largest global organization focused on inclusion for the IDD population (Intellectual and Developmental Disabilities). Demonstrated success in managing strategic programmatic growth while supervising multiple remote locations and staff. Proven track record developing and achieving both budgetary and revenue goals. Exceptional written and verbal communicator skilled at inspiring action.

**PROFESSIONAL EXPERIENCE**

2013-Present BEST BUDDIES INTERNATIONAL, Miami, FL

**Deputy Director-Expansion Programs (1/2018-Present)**

- Motivate and manage aggressive growth nationwide exceeding both goals and expectations.
- Cultivate relationships across 25 states following up on valuable development leads.
- Deliver multiple training initiatives to a generationally diverse group of staff and volunteers.
- Created and spearheaded a pilot remote management model and managed a team of 4 staff members.
- Liaison with large organizations cultivating national partnerships, and prospective new partners.
- Utilize video technology platforms to lead, manage and motivate field teams virtually.
- *Instrumental in leading an organization-wide committee focused on improving staff time, more effectively delivering programs, managing caseloads and increasing the number of individuals served nationwide.*

**Program Supervisor –Cleveland, OH (3/2017-12/2017)**

- Drove the expansion of the Friendship Program, Best Buddies key mission pillar, to the Northeast Ohio region.
- Nurtured relationships with schools and universities increasing awareness of our mission and programs while improving the quality of life and level of inclusion for a population that is often isolated and excluded.
- Coordinated strategic partnerships with local corporations identifying volunteers and sponsorships.
- Created communication strategies for an engaged base of volunteers and participants in Ohio.
- Mentored a program intern and supported all statewide and national fundraising events with logistics, volunteer management and donor relations.
- *Designed, facilitated and coordinated the inaugural Best Buddies Friendship Walk which included recruiting, organizing and facilitating a stellar event committee made up of 10 community members.*

**Program Manager-School Friendship-Pittsburgh, PA (6/2015-3/2017).**

- Developed relationships with student leaders, advisors, parents and community partners to support Best Buddies programs across the region.
- Engaged individuals with disabilities in leadership training and self-advocacy programs.
- Coordinated with programs team in areas of plan development, execution and critiqued events and fundraisers in both community and school environments.
- Communicated with National team to share ideas, cultivate national relationships, etc.
- Targeted prospective schools and local community partners to educate them on the mission and facilitate the launching of new chapters in their school or company.

**Lead Program Manager, Adult Friendship-Baltimore, MD (12/2013-6/2015)**

- Facilitated friendships between individuals with IDD and their peers, recruiting volunteers and interviewing prospective program participants to be matched in the Citizens Program.
- Monitored 140+ adult friendship participants, planned and executed quarterly events orchestrating meetings and presentations to engage corporations across the State of Maryland.
- Supported daily, monthly and special event operations including serving as Logistics Chair for the 2015 Friendship Walk.

**PROFESSIONAL EXPERIENCE, continued**

2017-Present STUDENTS WITH EXCEPTIONAL ABILITIES, Gibsonia, PA

**Business Manager**

- Draft grant applications and submissions including creating necessary budgets and reports.
- Assist Director with daily operations, and hire, on-board and manage staff.
- Create and manage all contracts and billings with student's families or school districts.
- Maintain program's website and social media presence and coordinate annual fundraiser.
- Deliver presentations at local schools and community programs to educate them on our programming and individuals with disabilities.
- Develop relationships with local businesses to serve as community-based instruction facilities.
- Oversee student programming and maintained all documentation while creating training programs and materials.

**EDUCATION**

2019 **Masters of Business Administration**

Geneva College, Beaver Falls, PA

2013 **BS, Community Programs for Americans with Disabilities and Non-Profit Management**  
Slippery Rock University, Slippery Rock, PA

**VOLUNTEER EXPERIENCE**

2017-Present **Programs Volunteer** - Best Buddies e-Buddies

2017-Present **Event Volunteer** – Special Olympics Slippery Rock University

2016-Present **Athletic Department Volunteer** – Pine-Richland High School

2010-Present **Programs and Youth Sports Volunteer** – Pine-Richland Youth Center

**Job Title: Program Manager, Community Engagement**

**Department: State Operations and Programs**

**Reports to: Deputy Director, Programs**

**Position Overview:** The PM, Community Engagement is responsible for engaging, training, and supporting volunteers in Best Buddies school and community programs. This includes hosting quarterly in-person trainings for all advisors; developing and leading ongoing awareness activities with all chapter members and communities; communicating Best Buddies deadlines and expectations using online platforms; hosting Leadership Training Days for regional volunteers; developing and leading Ambassador Trainings for all participants with IDD; and ensuring full participation from chapter advisors and student leaders in the Annual Leadership Conference. The PM, Community Engagement is also responsible for encouraging and monitoring participation in state events, like the Friendship Walk, and tracking the fundraising efforts of all volunteers.

**Job Qualifications – Qualified applicants must have:**

- Must be comfortable engaging with people with IDD, including youth and adults.
- Have experience managing and motivating volunteers.
- Must be adaptable and able to quickly and effectively develop and balance multiple relationships, and get results from a variety of people.
- Have basic project and time management skills.
- Exhibit strong written communication skills.
- Exhibit strong initiative, drive for results, and self-assessment skills.
- Have the ability to work independently and as part of a team.
- Have a clear understanding of multiple communication platforms and proficient use of social media.
- Proficiency with Adceio, Microsoft Office, and all Best Buddies online tracking platforms.
- Ability to motivate, evaluate, and build volunteer engagement in events and trainings.
- Experience developing and facilitating trainings to multiple age groups, experience, and skill sets.
- Must be willing and able to travel frequently, use personal cell phone, and work evenings and weekends as necessary in order to accomplish job responsibilities.
- Hold a Bachelor's degree or minimum four years' relevant experience.
- Access to an automobile with applicable insurance.

**Job Duties:**

- Develop and facilitate leadership trainings specific to the volunteer roles; focus on volunteer engagement; ensure mission advancement and participation in all Best Buddies initiatives.
- Manage state citizen matches and support/cultivate corporate chapters.
- Identify and support lead community volunteers to manage citizen buddy pairs through planning community events and networking opportunities.
- Evaluate and track chapter engagement in Best Buddies trainings, including providing certification for advisors and ongoing training opportunities for members and communities.
- Develop and lead community trainings to promote awareness of and engagement in Best Buddies mission, including but not limited to corporate partner trainings, ambassadors, and e-Buddies trainings.
- Message expectations for participation in all state events and programmatic initiatives.
- Ensure participation from all chapters in the Annual Best Buddies Leadership Conference and the state's Friendship Walk.
- Drive fundraising efforts of all chapters and community members for the state's Friendship Walk.
- Identify sponsors, partners, and development opportunities for state events and new funding sources with State Director.
- Collaborate with state staff to develop necessary communication tools and identify new schools and corporations to start chapters.
- Use of Adceio, Microsoft Outlook, social media, and BBO to appropriately communicate with participants and the community.

**LEE ANNE ALSUP**

2115 Speed Ave Louisville, KY 40205. 502.435.1805. msalsup120@gmail.com

**SUMMARY** Bachelor's degree in Elementary Education with a focus in Early Childhood Development from the University of Louisville

**TEACHING EXPERIENCE** Developmental Preschool Teacher, Brownsburg Early Childhood Center Brownsburg School Corporation, January 2014-December 2017 Long Term Substitute, Kindergarten Teacher, Maplewood Elementary, Wayne Township, October 2013- December 2013 Early Childhood Lead Teacher, Auburndale Elementary, Jefferson County Public Schools, Louisville, KY August 2011- October 2013 Student Teacher, Coral Ridge Elementary, Louisville, KY Spring 2011 Field Observation, various schools in JCPS, Louisville, KY Spring 2006 – Fall 2010 Teacher's Aide, Co-op Program, Hawthorne Elementary, Louisville, KY 2005-2006

**SELECTED PROFESSIONAL EXPERIENCE** Program Manager, Community Engagement, Best Buddies Int., Sept. 2018- Present Certified Beachbody Coach, August 2017- Present Family Advocate, Shine Early Learning, Acelero, February 2018- June 2018 Swim Instructor, Lakeside Swim Club, Louisville, KY Summer, 2013 Camp Counselor, Jewish Community Center, Louisville, KY Summer 2007 & 2009 Preschool Aide, Jewish Community Center, Fall and Spring 2008-2009 Elective Leader, Summer Camp, Jewish Community Center, Summer 2008 Lounge Supervisor, Jewish Community Center, Fall and Spring 2007- 2008 Nanny, two girls ages 8 and 6, 2001 - 2011

**EDUCATION** University of Louisville, 2008 – 2011  
Bellarmine University, Louisville, KY, 2006 – 2007  
Atherton High School, Honors Program, Education Magnet, 2002 –2006

**PERSONAL TEACHING ACHIEVEMENTS** Brownsburg Education Foundation Representative, 2015-2016 school year  
Teacher Resource Committee Chairperson, 2014- 2017  
Curriculum Map Committee, 2016  
Graduation Committee, 2014-2017  
Week of the Young Child Committee, 2014-2017 Social Committee 2015-2016

**REFERENCES** Available upon request

## ASSURANCES

1. The applicant assures that grant funds made available under the South Dakota Council on Developmental Disabilities will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would be made available for other similar activities.
2. The applicant assures that grant funds made available under the South Dakota Council on Developmental Disabilities will be used to complement and augment rather than duplicate or replace services for individuals with developmental disabilities and their families who are eligible for Federal assistance under other state programs.
3. The applicant assures that fund accounting, auditing, monitoring and such evaluation procedures as may be necessary to keep such records as the South Dakota Council on Developmental Disabilities shall prescribe will be provided to assure fiscal control, proper management, and efficient disbursement of funds received through the South Dakota Council on Developmental Disabilities.
4. A clear audit trail must be maintained for each source of funding. Receipts, expenditures and disbursements must be individually accounted for from each source of funds.
5. The applicant agrees to submit reports indicating activities undertaken, expenditures, match provided, program income and general progress of the project. Projects are required to submit a final report at the end of the grant funding period.
6. The applicant certifies that the program contained in its application meets all the requirements, that all the information is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with all provisions of the South Dakota Council on Developmental Disabilities and all other applicable laws.
7. The applicant understands that although an effort will be made to continue the funding of projects of proven effectiveness or with a record of proven success, each project must stand on its own merit each year. No project will be guaranteed continued funding. NOTE: Projects/programs must re-apply annually for funding.
8. This agreement depends upon the continued availability of federal funds and expenditure authority from the Legislature for this purpose. This agreement will be terminated by the State if the Legislature fails to appropriate funds or

grant expenditure authority. Termination for this reason is not a default by the State nor does it give rise to a claim against the State.

9. The applicant also understands and agrees: 1) that funds received are to be expended only for the purpose and activities covered by the applicant's approved application and budget, and 2) that the grant may be terminated at any time by the South Dakota Council on Developmental Disabilities if the applicant fails to comply with the provisions of the South Dakota Council on Developmental Disabilities legislation or any of the certified assurances listed above and in the grant agreement.

CERTIFICATION - I certify that I have read and reviewed the above assurances and will comply with all provisions of the South Dakota Council on Developmental Disabilities legislation and all other applicable federal and state laws.

  
\_\_\_\_\_  
Signature of Authorizing Official

9/13/2020  
\_\_\_\_\_  
Date

Anthony K. Shriver, Chairman  
\_\_\_\_\_  
Typed Name and Title

100 SE 2 ST, Ste 2200 Miami, FL, 33131  
\_\_\_\_\_  
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