



**2019**

## **Project – Service to Others Program**

### **The Program**

Each year in August the Provincial Project – Service to Others Committee reviews Project Applications submitted by some or all of its 48 Districts (Ontario and B.C.).

### **How the Program Works – At the District Level**

1. Project – Service to Others Applications must be submitted to local RTO/ERO Districts for consideration.
2. Local RTO/ERO Districts hold District Executive meetings, review all requests and select one for approval. A District RTO/ERO member prepares and submits only **one** application to the Provincial Office of RTO/ERO by **the close of business On June 20, 2019 (4:30 p.m., Eastern Daylight Time)** for consideration by the Provincial Project – Service to Others Committee when it meets in August.
3. In completing the District Declaration, if the District President is not available to sign, he/she must send an email to Gail Knox: [gknox@rto-ero.org](mailto:gknox@rto-ero.org) confirming that the project being submitted was approved by the District Executive.

### **Program Aims and Objectives**

- To provide financial assistance (to a maximum of **\$4,000.00**) to education, social and/or community-related projects.
- To contribute to a variety of projects and thereby raise the profile of RTO/ERO by demonstrating to active teachers, other educators, and to the public that RTO/ERO and its members care about their communities and about public education, and are willing to help others who need assistance.
- To provide a means by which RTO/ERO members can participate in education, social and/or community projects.
- To promote District/Unit participation in local, provincial and overseas educational/community projects.

- To raise the profile of RTO/ERO and its members, including retired teachers, other educators, and educational support staff.
- To demonstrate to the general public that RTO/ERO members continue to serve after they retire.
- To demonstrate to potential RTO/ERO members that RTO/ERO is a dynamic organization to which they should consider joining when they retire from active teaching.

### **Types of Projects**

The following is a list of examples only and does not preclude other types of projects. Please review the Program Aims and Objectives before completing your application:

- Crisis centres.
- ESL, literacy and numeracy programs.
- Local Heritage and cultural projects.
- Medical and social programs for the needy.
- Physical activity/sport.
- School day care for the children of single teenage mothers.
- School dropout programs.
- Social Isolation Awareness programs.
- Special arts and education programs for children.
- Support for group homes.
- Support for initiatives from indigenous communities.
- Support for initiatives in developing countries.
- Support for the disadvantaged.
- Visitation/support programs for shut-ins.

### **Role of the Provincial Project – Service to Others Committee**

- The Project – Service to Others Committee at its meeting will review all applications received from RTO/ERO Districts and make recommendations for funding to RTO/ERO's Board of Directors.
- The Committee's funding recommendations are based on the following:
  - The application was received at Provincial Office on or before the deadline date.
  - The project is new for the District and has not received funding from RTO/ERO in the past.
  - The project meets the Program's Aims and Objectives.
  - **A District RTO/ERO member(s) prepared the project.**
  - **There is evidence of involvement of a good number of members.**
  - The Expense Report is detailed, complete and expenses are supported by **quotation(s)**.

- Other Expenses (if applicable) are listed.
- Other participants and amounts pledged (if applicable) are listed.
- Application content:
  - All questions have been answered and there is sufficient information about the project for the Committee to make an informed funding recommendation.

<b>RTO/ERO District Information</b>
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1. Please note: The Project – STO Application Form is updated yearly and projects that are submitted on any application form other than that for the current year, **will be returned and will not be considered.**
2. The Application requires approval and support of the District Executive at its meeting first.
3. At a meeting of the District Executive, the Executive will select one project for recommendation. In lieu of the District President signing the District Declaration, the District President will email [gknox@rto-ero.org](mailto:gknox@rto-ero.org) at Provincial Office and confirm the District's project choice.
4. A project will **be funded only once**. Projects that are extended or are ongoing must find other sources of funding to continue.
5. Applications from **individual** RTO/ERO members or organizations will not be considered.
6. Attachments shall be limited to a maximum of five double-sided pages, in addition to the application itself. Items such as **books, pamphlets, cd's, dvd's, that are in addition to the five double-sided pages will be returned or destroyed.**
7. The funds may **NOT** be used for honoraria, wages or mileage. If transportation is necessary and cannot be funded by any other group or organization then the Committee will consider it. Also if labour requires a specific technical expertise then it will be considered, for example, furniture building or video production.
8. **Eligibility (Funding is approved on a one-year basis)**  
 If a District received 2018 funding and wishes to be eligible to apply for funding for 2019 or future years, the District must submit a 2018 Project Progress Form to Provincial Office by **June 1, 2019**. If the 2018 project has been completed and all funds utilized, the District should mark the report as a Final Report. If the project is not complete and all funds have

not been utilized the District should mark the report as an interim report and then must submit a final report on the project on or before **October 2, 2019** to Provincial Office.

9. At a meeting of the District Executive, the Executive will select one project for recommendation. In lieu of the District President signing the District Declaration, the District President will email [gknox@rto-ero.org](mailto:gknox@rto-ero.org) at Provincial Office and confirm the District's project choice.
10. After verifying that the Project Progress Form for the last approved project has been submitted to Provincial Office by the District, the completed application must be forwarded to and received by the *Provincial Office* **by the close of business (4:30 p.m., Eastern Daylight Time) on June 20, 2019 to be considered by the Project – Service to Others Committee at its meeting in August in one of the following ways:**

- |   |
|---|
| <ol style="list-style-type: none"><li>1. <b>Email: <a href="mailto:gknox@rto-ero.org">gknox@rto-ero.org</a></b></li><li>2. <b>Regular mail</b></li><li>3. <b>Hand delivered</b></li><li>4. <b>Fax: 416-962-1061</b></li></ol> |
|---|

- ◆ **Applications received after the deadline date will not be considered.**
- ◆ **The decision of the Project - STO Committee is final and not subject to appeal.**

<p>The Project – Service to Others Committee will meet in August to consider applications for funding. Once the Board of Directors reviews the recommendations of the Committee, the Chair of the Project – Service to Others Committee will inform the President of the District in writing.</p>
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## Project – Service to Others

### 2019 Application for Project Funding

(You can download a copy of this application form @ <http://rto-ero.org/>)

**RTO/ERO District  
(Name and Number):** District X, #

**Amount Applying for:** \$4,000.00

**(To a maximum of \$4,000)**

**Title of Project:** Days for Girls, District X

**Note:**

- The points assigned to each section of this application for evaluation are indicated in brackets.
- The worthiness of the project in relation to the PSTO goals and the overall quality of the application are allocated up to **10 points**.

## DISTRICT DECLARATION

(MUST BE COMPLETED IN FULL AND INCLUDED WITH APPLICATION)

**District Name and Number: District X, #**

**Date of District Executive Meeting at which Application was approved:  
RTO/ERO member who completed application:  
February 3, 2019**

### We certify that:

1. All information provided to the Project - Service to Others Committee in support of this application is true and complete.
2. Approved funding will be spent solely for the proposed project and activities as described in this application.
3. If funding was awarded for our **2018** project, our District understands that in order to be eligible for future project funding, our District must submit the following:
  - a Final Project Feedback Report on or before **June 1, 2019** if all project funding has been utilized for this project.
  - an Interim Project Feedback Report on or before **June 1, 2019** if partial funds have been utilized for this project and our District will also submit a Final Project Feedback Report on or before **October 2, 2019**, indicating that all funds have been utilized.
4. Personal information collected on this form, or otherwise collected with our consent in connection with this application, is collected in accordance with the applicable legislation and will be used in conjunction with requests for funding under the Project - Service to Others Committee. Questions about this collection should be directed to: The Retired Teachers of Ontario/les enseignantes et enseignants retraités de l'Ontario, 300-18 Spadina Road, Toronto, Ontario M5R 2S7.

### Verification

- Our District President has signed below, verifying that this project is the project our District approved for consideration for the current project year, **or,**
- At the time we were forwarding this application to you, we were unable to obtain our District President's signature. We are therefore advising you that our District President (or District Executive designate) **will send an email to**

**gknox@rto-ero.org verifying that this project is the project our District approved for consideration for the current project year by the deadline date – the close of business (4:30 p.m., Eastern Daylight Time) on June 20, 2019.**

**District President:**

*Mary Ann Dubois*

Example

**Checklist**  
**Must be Completed and Included with Application**

		<b>Yes</b>	<b>No</b>
1	The project is in compliance with Federal/Territorial, Provincial, Municipal and/or Out-of-Country laws.	<b>x</b>	
2	We confirm that our District has submitted an interim or final Project Progress Report for project funding received in the previous year.	<b>x</b>	
3	The project has the support and approval of the District Executive.	<b>x</b>	
4	The application is complete.	<b>x</b>	
5	This District has submitted only one application.	<b>x</b>	
6	The application has been submitted to Provincial Office on or before the required deadline of June 20, 2019	<b>x</b>	
7	A District RTO/ERO member prepared this application.	<b>x</b>	
8	The amount of the funding request is not more than \$4000.00.	<b>x</b>	
9	The funding commitment is for a one-year period only.	<b>x</b>	
10	The Funding/Expenses Report details funding sources and a list of expenses. Quotations for expenses are included.	<b>x</b>	
11	Funds for this project will only be used for project-oriented expenditures.	<b>x</b>	
12	The project details support for the Goals of Project – Service to Others.	<b>x</b>	
13	A detail of how members are involved in this project is included.	<b>x</b>	
14	This application outlines the geographic location of the project.	<b>x</b>	
15	This project details the timeline for initiation and completion.	<b>x</b>	
16	A list of educational, community and/or social benefits that will accrue as the result of this project is outlined.	<b>x</b>	
17	An explanation of how this project will enhance the image of RTO/ERO and its members is included.	<b>x</b>	
18	Pertinent information from any local community agency involved in the project is included as supportive documentation.	<b>x</b>	
19	A plan to publicize the project in a number of ways is included in the application.	<b>x</b>	
20	We understand that the decision of the Project – Service to Others Committee is final and not subject to appeal.	<b>x</b>	



## **Brief Overview of Project [5 Points]**

Project Commencement Date: November 1, 2019

Project Completion Date: May 31, 2019

Location: XX, Ontario

### **Overview of Project**

In less than **250** words write a summary of the community or educational project.

#### **Words: 240 Words**

Days for Girls District X is a chapter of Days for Girls (DFG) International which provides re-usable hygiene kits for girls to use during their menstrual periods, in particular in Third World countries where a lack of such supplies prevent girls and women from attending school or work

In District XX we started in 2015, cutting, sewing and preparing these kits based on a pattern from DFG International. We had weekly sewing bees at Saratoga College well as a number of community sewing bees, where not only RTO members came together to sew but other members in the community. We prepared 150 kits to go with Saratoga College nursing students to Nicaragua in May of that year. Since then we have sewn more than 3000 kits, sending them with nursing students to Tanzania, Kenya, Ghana, Zambia, Nigeria, Malawi, Guatemala, Nicaragua, Ecuador, Haiti, Cuba, Tibet, Thailand and Syria. We have also been able to support local girls and women who cannot afford products or who are allergic to commercial products.

At this time, we have monthly sewing bees at XX Church in our District, thanks to the generosity of the church providing the venue for our event. On those Saturdays, we have on average 35 people, including a number of retired teachers, who come to work making the kits. Currently we are working on kits requested for 3 upcoming trips: Guatemala (200 for November), India (100 for November) and Zambia (150 for November).

## Project Information

**How will your project meet the goals of Project – Service to Others by answering the following:**

**#1 [5 Points]**

**How will this project provide financial assistance (to a maximum of \$4,000.00) to education-related and/or community-related projects?**

These kits make a significant difference to the girls who receive them because it means that they do not have to miss school every month because they do not have the appropriate supplies during their periods. The name Days for Girls came from the international organization; it means that girls are given back five to six days of education every month. It is often stated that, for every year of education a girl receives, her future income increases and that of her nation as well.

Each kit costs about \$16 to make. Days for Girls District X relies on donations of fabric and the generosity of various groups in order to purchase material and items for the kits which include 8 flannel liners, 2 cotton shields, a washcloth, a small bar of soap, two pair of panties, two Ziploc bags and a bag to hold the items. The cost of 275 hygiene kits is just over \$4000.

We generally look for sales on fabric and underwear for the kits; however, financial assistance to make these purchases is essential for us to continue making the kits for groups travelling to various countries. We have had assistance in the past from various local groups, including the Rotary Club and the local elementary teachers district school board.

**#2 [8 points]**

**How many RTO/ERO members are directly involved in the completion of this project? Approximately 11**

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***Some Examples of Specific Roles***

1. Design/Coordinate/Oversee: material, equipment, labour, etc.
2. Participate: provide expertise; provide labour.
3. Volunteer: volunteer for the life of the project; encourage others in the community to participate on a one-time or on-going basis.
4. Fund Raise: organize events, collect individual donations.
5. Public Relations: organize and co-ordinate cheque presentation event(s), photographs and articles in local newspapers, District Newsletter, District Website.
6. Report: provide interim and final reports on project.

**List who is involved and outline their specific roles (or involvement) in bringing the project to fruition (extend the chart if appropriate)**

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<b>Name</b>	<b>RTO/ERO Member (Y/N)</b>	<b>Role/Project Involvement</b>
Jennifer Cables	Y	Team Coordinator and Treasurer (Will Provide Interim and Final reports on project)
Abbigail Smith	Y	Team Coordinator and Organizer of Sewing Bees.
Mary Ann Dubois	Y	Volunteers at Sewing Bees and is the District's President
Arlene Stahl	Y	Volunteers at Sewing Bees but also took Days for Girls Kits to Kenya in February
Katherine Revere	Y	Volunteers at Sewing Bees and also sews at home
Aretha Arlington	Y	Volunteers at Sewing Bees but also took Days for Girls Kits to Kenya in February

<b>Name</b>	<b>RTO/ERO Member (Y/N)</b>	<b>Role/Project Involvement</b>
Nancy James	Y	Volunteers at Sewing Bees and also Sews at home
Bonnie Smith	Y	Volunteers at Sewing Bees but also took Days for Girls kits to Cuba
Susan Findley	Y	Volunteers at Sewing Bees but also part of Tumaini Africa group
Elizabeth Casey	Y	Volunteers at Sewing Bees and also Sews at home
Audrey Jones	Y	Volunteers at Sewing Bees and also Sews at home

**#3 [5 points]**

**How will this project demonstrate to the general public that RTO/ERO members continue to serve after retirement? Show how this project will attract future members.**

***Some Examples***

Demonstrates that RTO/ERO:

- ☛ continue to serve in a volunteer or leadership capacity after retirement;
- ☛ are visible in the community;
- ☛ is committed to important issues/causes;
- ☛ supports children and their development;
- ☛ cares about public education;
- ☛ is a vibrant community-oriented organization that affects world and community change.

We know the strength of the volunteerism of RTO/ERO members and our Days for Girls has a great representation of retired teachers at every sewing bee. What is also wonderful about these monthly sewing bees is the diversity from our community working on these kits – Saratoga College teachers, students, quilters, business people, new immigrants to the area, youth, retired nurses, a doctor, as well as retired teachers- all engaged together to support girls and their education.

How do we show the general public about RTO/ERO member engagement in the community? There will be a press release for the cheque presentation and hopefully media coverage at our general meeting when the cheque is presented. Our District newsletter will outline the project and member involvement, as will our District website. We always speak about member engagement in retirement at our Retirement Planning Workshops; Project Service to Others will be another component of the RPW.

**#4 [5 points]**

**What are the educational, community and/or social benefits that will be met as a result of this project? Be specific.**

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***Some Categories to Consider***

- ☞ Literacy
- ☞ Arts Enrichment
- ☞ Partnership Building
- ☞ Early Years intervention
- ☞ Sustainability
- ☞ Senior Awareness
- ☞ Promotion of Culture
- ☞ Assistance for the Disadvantaged or those in need
- ☞ Health, Safety
- ☞ Community Outreach
- ☞ Appreciation for the environment
- ☞ Community Impact

Benefits that will be met as a result of this project:

- a. **Literacy/Education:** For the girls receiving these kits, it makes a significant difference in their ability to attend school. During their menstrual periods, they would not have the supplies or the money to purchase pads so that they can attend school. The delight on these girls' faces when they receive these kits is heart-warming- we know these kits make a difference.
- b. **Environment:** These kits last about 3 years and are environmentally friendly. There is no garbage attached to their use (something we could think about in North America for sure).
- c. **Sustainability:** The recent Tumaini Afrika group travelling to Kenya with kits are also working with women in Kenya sewing the kits there so that there is a business opportunity for them as well. They have provided sewing machines to a local school so that kits can be made there as well.
- d. **Community-Building:** When we started this in 2014, we had a couple of community bees at Saratoga College. The response was good and we were pleased who participated. However, with our monthly sewing bees at St. John the Apostle Church, we consistently

have 35 or participants, from all walks of life, coming together for a whole day working on sewing, sorting, cutting and putting kits together. We all have a strong sense of community and camaraderie with this project; we all look forward to those Saturdays.

## **#5 [8 points]**

**List the ways in which this project will be publicized in your Community and in your District:**

### **Examples/ideas**

#### **Community relations**

- Cheque presentation at District or partner organization event
- Guest speaker from your District at recipient organization event
- Unveiling of funded initiative
- Letters of recognition/appreciation

#### **Donor recognition**

- Co-branded materials
- Donor recognition wall
- Recognition of the donation in recipient newsletter
- Recognition in recipient organization annual report

#### **Media relations**

- Recipient organization issues news release to local media highlighting RTO/ERO donation
- Marketing and Communications will provide a template/sample news release for districts to send to local media
- Send pictures and follow-up stories about the project to local media

#### **Digital and social media**

- Video (1-2 minutes) for use in events and on social media
- Information posted on recipient organization website, recognizing the donation
- Recipient organization posts information on its social media accounts recognizing donation

## Member communication

- Marketing & Communications will provide a sample newsletter article you can adapt for your district newsletter
- Feature the donation on your district social media accounts – Facebook and Twitter – if applicable
- Present the cheque to recipient organization at a District event
- Presentation or workshop featuring guest speaker from recipient organization at District event
- Write a story for the District newsletter about the results/impact of the funded project/initiative

To share the story with wider RTO/ERO community or for other communication support, contact:

- Stefanie Martin, Marketing and Communications Coordinator  
1-800-361-9888 or [smartin@rto-ero.org](mailto:smartin@rto-ero.org)

### **District – Please list**

How will the District publicize this project to their members and their community?

1. Cheque presentation at Fall General Meeting.
2. Article in District's Newsletter and on District's website.
3. DFG District X presentation at RTO/ERO general meeting- guest speaker.
4. Display Board at general meetings.
5. Encourage members to share the DFG Canada posting to friends and colleagues.

### **Community – Please list**

How will the District and the partner agency/organization, if appropriate, publicize the project to the community?

1. Cheque presentation at RTO/ERO District X's Fall General Meeting with press release to all media.
2. Cheque presentation by District X President at October sewing bee
3. Provide information on the project to local cable show that highlights community activities.
4. Post on Days for Girls Canada Facebook page.
5. Post on RTO/ERO's Facebook page.

**#6 [6 points]**

**Community partnerships are strongly encouraged.**

**For approval of your project, it is mandatory that the relevant contact information for the local service agency or organization is provided below. Failure to provide this information could result in a reduced grant allocation.**

<b>Name of local service agency or organization</b>	Days for Girls, Ontario Jackie White, Executive Director
<b>Email (ESSENTIAL)</b>	<a href="mailto:Jwhite@bell.net">Jwhite@bell.net</a>
<b>Telephone</b>	(xxx) xxx-xxxx
<b>Website</b>	
<b>Address</b>	XXXXXXX XXXXXXX XXXXXXX XXXXX

**Did your District initiate this project or is the District supporting the project from a community partner? Explain. Also provide information on the role of RTO/ERO members in the partnership.**

District X did not initiate this project but is supporting it as a potential recipient of the Service to Others project funding. District X's past president, Jennifer Cables, is the Days for Girls Co- Team Leader and the current president, Mary Ann Dubois, is a regular volunteer at the sewing bees. Because of their strong link to RTO/ERO, the opportunity to access funding for this important project was considered for two reasons: a. To address the financial need and b. to highlight the work that RTO/ERO members do in the community.



**Project - STO Funding and Expenses Report  
(Must be completed and included with Application)**

List of Proposed Expenses for this Funding Request – **be specific and support with quotations from suppliers. [8 points]**

**Please ensure that the total of the expense(s) listed below equals the total amount of the Funding Request.**

**1. Project Funding Request (\$4,000.00 maximum) \_\_\_\_\_**

**Be specific and attach quotations, where applicable, to support these expenses.**

<b>Expenses: List Individual Expenses (to a maximum of \$4,000.00).</b>		<b>Supplier Quotation (attach copies)</b>
Flannel (294 yards for 275 kits at min. \$4/yd. at Fabricland)	\$1,174.80	Attached
Cotton for shields (Min \$5/yd at Fabricland)	\$ 371.25	Attached
Cotton for drawstring bag	\$ 591.25	Attached
PUL (Waterproof material for shields)	\$ 168.30	Attached
Twill tape for drawstrings on bags	\$ 77.00	Attached
Washcloths (1 per kit)	\$ 137.50	Attached
Ziploc Bags- gallon size- 2 per kit	\$ 44.00	Attached
Underwear for 275 kits	\$1,650.00	Attached
<b>Total Expenses:</b>	\$4 214.10	

**2. List of Other Expenses (if applicable)**

	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total Other Expenses:</b>	\$	\$

**3. Total Project Expenses**

Individual expenses (total from #1 )	\$4 214.10	
Other expenses, if applicable (total from #2)	\$ 0.00	
<b>Total Project Expenses</b>	\$4 214.10	

**4. Where the project cost exceeds the requested amount, please identify the source(s) to cover the remaining balance.**

<b>Amount of Expense</b>	<b>Source(s) to cover this expense</b>
See below	See below

District X recently received a donation of \$200 from XXX which will help defray the costs of the remaining balance. At every sewing bee, we receive cash donations from those at the bee. We have also sought out

donations for past kits produced from local teachers' associations and from local Kiwanis and Rotary Clubs.

**5. Identify the minimum amount that will allow the project to go forward. \$4,000.00**

Example