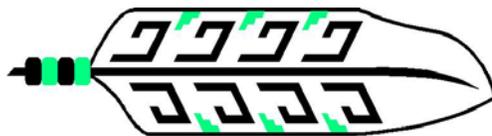


CHAPTER 1 – TABLE OF CONTENTS



INTRODUCTION



CHAPTER 1 INTRODUCTION

The Tribal Director Manual was developed to serve as a resource for the Tribal Learn and Serve Grantees. The Tribal Directors Manual is divided into the following chapters:

A. CHAPTER 2

Corporation For National and Community Service provides information on the Corporation for National and Community Service (CNCS) and the programs, which the Corporation operates. The three major service initiatives of the Corporation are AmeriCorps, Learn and Serve America, and the Senior Corps program.

B. CHAPTER 3

Learn and Serve Program Overview provides information on sample activities that should be accomplished at specific times before and after the grant period in the following areas; site collaborators and/or partnerships, program promotion and public relations, service learning, policies and procedures, and budget/fiscal.

C. CHAPTER 4

Service Learning Toolkit provides tools which can be used in project identification and planning, project implementation and management, project evaluation, and online resources for the project. The chapter includes a number of activities that can be completed to assist in each of the areas listed above.

D. CHAPTER 5

Performance Measurement Toolkit introduces the concept of performance measurement, provides information of performance measurement as it applies to Learn and Serve America programs, and will assist Tribal Learn and Serve programs in meeting the performance measurement requirements of the application process.

E. CHAPTER 6

Project Reporting provides information on how to prepare your program report and what information to include in the report. The chapter also provides a tool for performing an internal review of your report prior to submitting the report to the Corporation for National and Community Service.

F. CHAPTER 7

Financial Management discusses the three elements of a financial management system. A summary of the financial assistance regulations including the OMB cost principles is provided. Information on how to prepare a budget is also a part of the chapter.

G. CHAPTER 8

Program Evaluation provides the tools to evaluate how effectively a program meets its objectives, diagnose which factors contribute to successful or unsuccessful outcomes, and provides guidance for improvement of program activities. A number of tools are provided in this section for use in designing your project's evaluation.