



# Community Resource Center

*Building a stronger community through volunteers and resources*

## 2010 Annual Report

### Inside This Issue

Worth Repeating Support	2
Laptop Computers Donated	2
TEFAP	2
CRC hosts Job Fairs	2
Food Pantry Report	2
Annual Report	2
CRC Pilots Computer Training	3
Building a Stronger Community	3
CRC=Access Point	3
Early Childhood Extravaganza	4
Golf Outing	4

## 23<sup>rd</sup> Annual CRC Volunteer Recognition Gala

On November 12, 2010 the CRC honored 18 community volunteers selected by a variety of service organizations in the Village and the townships. Held at and sponsored



by Chelsea Community Hospital, "Fall Back: Tall Tales from a Tiny Town" was hosted by Ray Berg and Alan Dyer. They told stories about Manchester history and drew upon members of the audience to add their own personal stories. All of

the stories were colorful, upbeat, and engendered much laughter. During the ceremonies, each of the nominees was presented with a certificate citing their dedicated service to the nominating organization and the community.

A blue ribbon panel consisting of several local ministers selected four individuals for special honors. The Star Award was presented to Mary Fielder for her work with the Athletic Boosters. Mary LaRocque was selected for the Service to Youth Award. Richard Scott representing the Men's Club, received a standing ovation when his name was announced for the Presidential Award.

And, Dr. Montey Okey, nominated by the Twentieth Century Club, was the winner of the Claire Reck Award. The CRC Director, Chris Kanta, also presented two Manchester High School Students, Eleni Kastanis and

Melissa Bazydlo, with Presidential Youth Awards. The students were nominated by the High School for their community service within the school system and the community.



Richard (Scotty) Scott  
Presidential Award recipient

The event also featured a silent auction of nearly 50 items, most of which were donated by local businesses, individuals, and artisans. The bidding was lively throughout the evening, and the monies raised assure the CRC will retain the programs and services it provides.

The 24th Annual CRC Fundraiser & Volunteer Recognition Banquet is already on the calendar for November 11, 2011. Plans are underway for an exciting night of mystery and



John Korican presenting Dr. Montey Okey (L) with the Claire Reck Award

intrigue. We hope you will join us to honor Manchester's wonderful volunteers, partake of the extraordinary auction items, and join in a fun night of mystery!

Thank you Chelsea Community Hospital for your sponsorship!

## The CRC Hosts Job Fairs

The Community Resource Center, with assistance from the Manchester Chamber of Commerce, hosted two job fairs. Manpower came to the CRC in July and September to interview job applicants. Both dates had a high attendance rate. Forty to fifty people received jobs on-the-spot and others were scheduled for follow-up interviews.

This was a successful component of the CRC's *Michigan Works!* program that helps people find employment

## Worth Repeating Continues Support

The Manchester Community Resource Center received a \$3,000.00 grant from Worth Repeating Inc. in September 2010. The grant was provided to support emergency needs and encourage healthy eating. This is an example of how your purchases at the Worth Repeating Store come back to support our community.



<b>Food Pantry Report Totals</b>	
<b>Individuals Served - 2010</b>	
Village	407
Freedom Twp.	325
Sharon Twp.	156
Bridgewater	132
Outside Areas	4
<b>Total Individuals Served</b>	<b>1101</b>
<b>Total by Family</b>	<b>236</b>

## Laptop Computers Donated

Earlier in the year, the CRC began to expand efforts to reach and successfully place *Michigan Works!* clients and other job seekers in paid employment. A major portion of this task was deemed to be that of developing skills and proficiency in computer use.

We requested funds from Kiwanis and purchased five state-of-the-art Lenovo G550 laptop computers. They went into use immediately. Sandy Livesay used them to run the pilot version of her computer training course. The plan is to continue to make use of this equipment in future courses and in *Michigan Works!* as take-home "loaners" for job seekers. Computer familiarity is an absolute "must" in today's job market. So much of the job search today involves being online. Computers on-loan allow job searchers to develop their search skills beyond the basics. So the laptops are a gift that keeps on giving

Much appreciation goes to Kiwanis for their generosity.

## TEFAP

The Emergency Food Assistance Program (TEFAP) is a federal program that provides food at no cost to low-income Americans in need of short-term hunger relief.

TEFAP is a self-reporting or self-declared program operating on a quarterly delivery system. Individuals sign a distribution list verifying that they meet the income guidelines on the list and each qualifying "household" receives one unit per each quarter. Manchester Community Resource Center began the TEFAP with the third quarter of 2010; receiving 25 units on October 20th and distributing them October 21st. The CRC plans to continue this program into 2011.

<b>2010 ANNUAL REPORT</b>			
	<b>Income</b>	<b>Expenses</b>	
Annual Appeal	\$ 10,131	Dues/Memberships	\$ 1,861
Chelsea Hosp. Banquet	\$ 12,471	Emergency Needs	\$ 3,707
Churches/Misc. U/W	\$ 2,566	Food Pantry	\$ 2,012
Cropwalk	\$ 337	Moveable Equipment	\$ 3,114
Fundraising	\$ 1,350	Insurance	\$ 931
Golf Outing	\$ 2,883	Office Expense	\$ 3,992
Grants	\$ 6,076	Phone	\$ 1,574
Individual Donations	\$ 5,055	Rent	\$ 2,590
Manchester United Way	\$ 5,000	Travel/Seminars	\$ 468
Village of Manchester	\$ 2,000	Wages/Taxes	\$ 30,058
	<b>Total Income \$ 47,869</b>	<b>Total Expenses</b>	<b>\$ 50,307</b>
Cash Balance as of 01/01/2010	<b>\$ 24,360.00</b>		
Cash Balance as of 12/31/2010	<b>\$ 21,922.00</b>		

## CRC Pilots Computer Training Class

“A wonderful opportunity for people who are computer-phobic,” a comment from an evaluation of the CRC’s pilot of its newly developed computer training class held last December at a conference room in the Nellie Ackerson building. The CRC launched the course to support its Jobs program which assists unemployed clients in their search for work. Four volunteer students piloted the hands-on course taught by Sandy Livesay and Anita Herman. They were able to enhance their computer skills and help the CRC trainer work through any problem areas.



The primary goal of the training was to develop the necessary skills to access the Michigan Works! Talent Bank website, complete a resume on that site and send a cover letter via e-mail to an employer. Day One of the training focuses on using menus and toolbars as an approach to learning new software. Day Two is spent learning about the internet and using e-mail.

Students received a copy of Sandy Livesay’s manual, *Computer Basics: Using Menus and Toolbars to Learn New Software*. This manual was developed and written by Sandy. It contains course content and procedures for basic computer skills. Students practiced on the CRC’s new laptops which included a standard keyboard and mouse to make text entry and navigation easy. Instructors use the CRC’s new projector to display computer screens and demonstrate step-by-step procedures. The Mavis Beacon Typing Tutor was available on all computers so students could practice their typing skills if they finished their practice assignments early. Rolls, coffee, and a light lunch were served and each student received a certificate of completion at the end of the class. The CRC plans to run more classes and one-on-one training in 2011. Watch for details on the CRC website.

## Building a Stronger Community

On October 2, 2010 a “Visioning Day” was held to give the community an opportunity to provide input on the future direction of the CRC. The turnout was excellent with organization representatives, as well as community individuals, present. Facilitator, Anita Herman, moved the group through the process by asking key questions and encouraging discussion. That led to the setting of goals helping the CRC to better address community needs.

The CRC is now working to implement those goals over a reasonable period of time. The desired outcomes are: 1) To serve residents better by understanding and reacting to their needs as they exist and evolve over time. 2) To ensure that those needing the services of the CRC are aware of its existence and welcomed at its door. 3) To have stable funding from a variety of sources so that the CRC can more effectively serve clients and sustain, and improve our programs. 4) To extend community knowledge of our organization and capture our communities’ many talents by increasing volunteerism.

## CRC = Access Point to Michigan Works!

*Connects Clients to Job Orders*

During the past year, the CRC created an e-mail network for local job seekers. The objective was to keep them abreast of employment opportunities as soon as they become available. Weekly postings notify *MI Works!* clients of new openings in near by businesses, emphasizing those within a 25-mile radius of Manchester. These messages also provided links to timely job-search tips published elsewhere online. Jim Dzengeleski, our Monday morning coach, estimates that he sent nearly 250 e-mails (an average of five each week) to clients using the *MI Works!* resources at the CRC.

Another important upgrade to the *MI Works!* operation in Manchester is walls! The *MI Works!* office has its own cubicle thanks to the modular units donated by Manpower in Ann Arbor. Clients enjoy appropriate privacy as well as relief from any distractions generated by the Food Pantry. Anita Herman, our Wednesday morning coach, estimates serving at least 20 clients each month in 2010.

## CRC Now on Facebook

There is a link to our Facebook page on the CRC website @ [www.manchestercrc.org](http://www.manchestercrc.org)



find us on  
**Facebook**

## Early Childhood Extravaganza

In 2010, early childhood organizations came together to hold their 3<sup>rd</sup> Annual Extravaganza. This event brings together the various resources that parents might need for their young children. The Community Resource Center was one of the agencies involved in this great community event.

During the Extravaganza, we provided bike helmets to help keep our youngsters safe. The money for these helmets was provided through a grant from the Kiwanis Club. We received feedback from so many appreciative families that we plan to provide bike helmets again at the March 2011 event. We were also able to share information on our services and volunteer opportunities.

## 7<sup>th</sup> Annual Golf Outing



The Manchester Area Chamber of Commerce and Community Resource Center held the 7<sup>th</sup> Annual Golf Outing on June 16, 2010. It was held at Pierce Lake Golf Course and dinner was catered by Classic Catering. The event, which included a silent auction, was a success netting \$5,900.00. The funds were divided equally between the MACC and the CRC. We look FOREward to 2011.

## Volunteer Opportunities

Volunteerism is a critical component of maintaining a healthy non-profit and a vibrant community. As a Volunteer Center of Michigan, the CRC works to support volunteering and mentoring, connecting people to opportunities, and providing recognition of outstanding service.

For detailed information on current CRC needs, email us at [manchestercrc@sbcglobal.net](mailto:manchestercrc@sbcglobal.net) to be added to our reach out newsletter. This is a way to get word out to our community of volunteer needs, items needed by clients, and items that we are low or out of in our pantry.

### 2010 Board of Directors

Sue Gisting, *President*  
Dennis Sullivan, *Vice President*  
Ted Bragg, *Treasurer*  
Karen Berg, *Secretary*  
Carolyn Dyer  
Vicki Miller  
Tom Roberts

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Find us on Facebook

The mission of the CRC is: *to meet the human service needs of the community and provide a forum for local community and other organizations.*



AN AFFILIATE OF



Hands On  
NETWORK

Volunteer Centers of Michigan  
[www.mivolunteers.org](http://www.mivolunteers.org)



***Building a stronger community through volunteers and resources.***

Community Resource Center · 410 City Road, P.O. Box 433 · Manchester, MI 48158

*Enclosed is my gift of:*

\$300

\$100

\$60

\$30

Other: \_\_\_\_\_

*Thank you for your support!*

The CRC is a 501c3 organization. You may send your tax deductible contribution to the above address. Please make checks payable to the Community Resource Center.