# Fee for Service

# Describe

Three job skills classes covering resume building, interviewing, basic computer skills/ job searching are available throughout the year. These classes are also open to members of the community. Class facilitators will include teachers from Everett Community College and retired professionals donating their time at the rate of $18.00/hr. (This rate indicates donated volunteer time) the cost per class is $50.00 per person, per quarter, with a special price of $100.00 for people who register for all three classes. Classes are held in the shelter’s classroom once a week for two hours. Community residents learn about our classes via flyers before the beginning of each quarter and every June the shelter pays a special rate to the Everett Herald for a ¼ page advertisement that features the most recent graduates of our program and also includes information about the shelter and the job skills program.

# Analyze

Over the past three years, we have had an average of five community members enroll in our classes; some of them take one class while others take advantage of the three classes for $100.00 special. More than anything, the public likes the fact that they do not have to take all the classes at the same time. The classes take place for our residents even when no community members register and they keep the same sequence year after year. In 2013, we had two students from the community each quarter taking all three classes for a total of $600.00 and we had nine students over the year taking a single class for a total of $450.00, the total proceeds from community members’ paid tuition equals $1050.00 We also take into account the in-kind donations by Everett Community College instructors and retired individuals from the community as offset into our budget.

# Evaluate

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| 1. Is the opportunity renewable? | Yes. We hold three quarterly sessions per year. |
| Will the funding opportunity open doors to other funding? | Yes, our program participants apply for jobs all over the Puget Sound, our positive results may attract donations from corporations or businesses that employ our graduates. |
| 1. Will the funding opportunity expand community involvement with this organization? | Definitely, we have been successful. People learn about our classes and program through this funding opportunity and they reach out to help or participate in our classes. |
| 1. Will the funding opportunity provide positive PR for this organization? | Yes, successful graduates from our program are featured in the Everett Herald. This puts our shelter and program in the public eye. |
| 1. Will the funding opportunity cover the actual costs of the service we are requesting funding for? Or does it provide only partial funding? | Yes. The funding opportunity does cover the costs of the service. |
| 1. What is the resource investment that is needed to apply for and maintain the funding prior to and after the receipt of the funds? How difficult and time consuming is the application process? What are the reporting requirements once you have successfully secured the funding? What is the outlay of resources compared to the actual revenue (break-even analysis/cost-benefit analysis? | We need to invest in advertising. This is the way to recruit new students from the community and advertise the shelter and the program. There is no need to apply. Funds received will be reported in the annual budget. Total revenue is reported below and the break-even analysis is described in a separate table. |
| 1. Will the fee for service break even? | The fee for service will generate $1450 |

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| Item | Calculation | Cost/break-even analysis |
| Flyers advertising classes | $.20/copy x 250 copies x 3 times a year | $150 |
| Everett Herald featuring graduates ¼ page ad, special price. | $250 every June | $250 |
| Instructors/Facilitators | In-Kind contribution $18/hr x 60 hrs/year | $1080 |
| Class Fees | $200 x 3 students= $600  $ 50 x 9 students=$450 | $1050 |

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| Total program expenses | $1480 |
| In-kind donations | **-**$1080 |
| Adjusted program expenses | $ 400 |
| Class fees | $1050 |
| Total funds generated | **$1450** |