

Responsibilities of the Host Site

- ❖ Host Organization is asked to provide:
 - A planning team--- Veteran co-facilitator, facilitator and site coordinator
 - The site coordinator should be someone well respected and connected in the organization and the community, with the time and interest to do the work required. The program will not work unless the coordinator is genuinely interested; this can't be just another assigned task. Although the amount of time the coordinator spends organizing the program varies, 12 hours a year is average (if he or she works completely alone) plus the time to attend the sessions. It is important that the coordinator be an equal participant in the group. Most of the work for the program will be in the months just before the program begins.
 - Meeting Space – comfortable space that is conducive to discussions.
 - Dinner – a meal for each of the six meetings. Meals can be as simple or as elaborate as a hospital wishes.
 - To recruit program participants and maintain regular communication to group members
 - Work with The North Carolina Humanities Council staff and the scholar-facilitator to agree on a syllabus for the group sessions
 - Work with The North Carolina Humanities Council staff and the program facilitator to agree on a schedule for the group sessions
 - To receive and distribute readings
 - Create a roster with contact information (email address) for each participant
 - Gather final data materials and surveys from each participant of the discussion group as needed
 - Complete the Concluding Reports at the end of the program to provide an evaluation and data on the In-Kind Contribution of the site

On average this program costs \$3,000 to \$5,000 to operate per site. This program is made possible through a federal grant to the North Carolina Humanities Council and we encourage each site to strive to match the funds we invest in this program. We appreciate all of the work that goes into making this program possible and ask each site to document their cash and in-kind match of Council funds as a part of the Concluding Reports.



NORTH CAROLINA
HUMANITIES
COUNCIL

MANY STORIES, ONE PEOPLE

Veterans Reading Group

Responsibilities of the North Carolina Humanities Council

- ❖ The North Carolina Humanities Council will provide:
 - Administrative and logistical support
 - A scholar to facilitate the sessions (if one has not been identified by the site)
 - An honorarium and travel expenses for the scholar
 - Book materials for each participant
 - Reimbursement for meals with **paid receipts and total number of attendees**. The reimbursement rate is based on a predetermined allocation of \$6.00 per attendee per session. (i.e. if there are 10 group members and the scholar the reimbursement would be 6 sessions x 11 members x \$ 6.00 = \$396.00)