

City of Lawrence Outside Agency Annual Report For Calendar Year 2021

Reports on activity should be submitted electronically to Danielle Buschkoetter, at dbuschkoetter@lawrenceks.org by 5:00pm on Tuesday, February 15, 2022. To answer the following questions please refer to your [2021 application/agreement for funding](#).

Reporting Period: Calendar Year 2021

Agency Name: Elizabeth B Ballard Community Center

1. Refer to the program in which your agency received funding; provide a participant success story that helps demonstrate the accomplishments of the program.

Sarah originally began volunteering with Ballard in 2013 in the food pantry. She had recently retired and saw an ad in the paper that Ballard was needing volunteers. She has been volunteering off and on since! Sarah's current volunteer responsibilities include a wide range of administrative tasks such as answering phones, making appointments for pantry visits, gathering contact information for families looking for assistance with rent and utility payments, and data entry.

When asked "Why Ballard?" Sarah said, "I choose Ballard because I believe in what they do, and their willingness to help all that they can. Anyone that ever works with a non-profit organization understands all the hats that staff must wear. As a volunteer, I enjoy meeting, talking and helping people. Being at Ballard is like being with family!"

2. Refer to your 2021 agreement for funding; provide a brief narrative of the activities funded with City funds.

The Ballard Center would not be able to accomplish all that it does without the tremendous support of volunteers who make contributions to Education and Family Stabilization programming as well as administrative functions through Board and Committee appointments. Volunteers provide essential administrative functions such as answering the phone and completing mailings for fundraising. Classroom volunteers provide one-on-one student supports to help Ballard students achieve and perform well on kindergarten readiness metrics. The twice monthly mobile food distribution is run entirely by volunteers with minimal supports from Ballard staff. Ballard also has ongoing support from volunteer groups to sort and organize clothing and food items for our on-site pantry.

Support from the City of Lawrence has assisted the Ballard Center with funding for a Communications and Outreach Coordinator who is responsible for Ballard's communications, social media presence and creating better systems of volunteer engagement. Over the last year with Ballard's participation in the Kansas Volunteer Commission's Service Enterprise Initiative we have built much improved systems for volunteer recruitment, retention, recognition, training and tracking. During 2021 Ballard saw a 70% increase in volunteer hours over 2020 with an identified 5,484 volunteer hours.

3. Refer to your 2021 agreement for funding; report what progress was made toward your proposed outcomes and comment as necessary.

Outcomes	List 2021 outcomes from agreement	Comment as necessary
Outcome #1	85% of children graduating from Ballard will enter kindergarten developmentally on track in terms of literacy and social, emotional, and intellectual skills.	Of the 11 students expected to head to kindergarten in August 2022, 55% 90 or better on the K-Readiness assessment. With regard to ASQ development assessment 7 of 11 are at 100% and 5 students scored 90 or better on the Social/Emotional learning assessment. With continued emphasis and one-on-one student supports, we expect to see even more progress before this cohort of students graduate from Ballard's early childhood education program.
Outcome #2	Mobile food distribution and pantry services (food, clothing, diapers, and personal care) will be provided to 2,000 unduplicated individuals in 2021.	During 2021, Ballard estimates serving 2,270 unduplicated individuals. To reduce the public's exposure to COVID-19, we continued to serve on-site pantry clients by appointment only. We helped 443 unique families, representing 970 household members. At our the twice a month mobile food distribution location we estimate serving 403 unduplicated families with 1,300 household members.
Outcome #3	Create streamlined system for volunteer tracking and evaluation by April1, 2021.	With guidance from the Kansas Volunteer Commission, Ballard was able to implement new procedures related to onboarding, training, and tracking hours for all volunteers. This includes a standard application gauging volunteers' interests, skills, and availability prior to people coming for a tour of Ballard and to learn more about our services. Better tracking of volunteers' hours and a clearer understanding of the scope of activities that volunteers perform has also enhanced staff appreciation for volunteers. All of these have contributed greatly to a rise in committed volunteers serving at Ballard.

4. Refer to the line-item budget provided in your 2021 application for funding; is this accurate to how your allocation was actually spent? If no, what changed and why?

Budget Categories	Requested Amount	Actual Amount	Comment as necessary
Personnel	\$50,400	\$33,000	Communications and Community Outreach staff
Fees & Services			
Estimates/Bids			
Travel			
Marketing			
Cost of Materials			
Operating Expenses			
Other			
Grand Total	\$50,400	\$33,000	