



## Tulalip Charitable Contributions Funds Distribution Report

**NAME OF AGENCY:** Work Force Development Center  
**ADDRESS:** 11215 47th Ave W., Mukilteo, WA 98275  
**CONTACT:** (888) 349-1800; <http://www.wfdcenter.org>

**GENERAL GOALS:** WFDC empowers disabled, at-risk and economically disadvantaged youth to complete high school and become self-sufficient, contributing members of society by teaching essential life skills, work ethics, and vocational skills.

### **SPECIFIC USE FOR THIS AWARD:**

Your investment is changing lives for the most vulnerable youth in the north Puget Sound region of Washington State. Our student trainees are all challenged by a learning disability and most are also economically disadvantaged – which puts these young people at risk for a lifetime of struggle. Your support of our apprenticeship program helps these students stay in school and develop critically important vocational skills, life skills, and a solid work ethic to prepare them for self-sufficiency and personal success as they enter adulthood. We are actively working to grow our capacity to serve more youth who desperately need this program in the years to come. Thanks to your support, we have had many exciting developments this past year and seek to foster and propagate these business developments for our students' benefit this coming year. We have developed new relationships with many more schools and several community organizations including WorkSource, Department of Labor and Industries as well as the Department of Vocational Rehabilitation. As a result of newly developed curricular materials and these new collaborations, we are well-positioned for continued growth.

For more information see the attached pages from Work Force Development Center.

**From:** Carmela Morelli [<mailto:CarmelaMorelli@WFDCENTER.ORG>]  
**Sent:** Friday, May 01, 2015 10:35 AM  
**To:** Marilyn Sheldon  
**Cc:** dave trader  
**Subject:** Tulalip Tribes Charitable Fund Cover Letter and Final Report

Dear Ms. Sheldon, Tulalip Tribes Charitable Fund Committee and Board,

On behalf of the Work Force Development Center's student trainees, staff and executive board, please accept our profound gratitude for your generous grant in June 2014 to support our Capacity Building Project. We think you'll be pleased to hear that your investment has helped WFDC significantly improve our student services and has helped position us to expand our production capabilities so that we can help more students and provide additional vocational training options for them in the future!

Your investment is changing lives for the most vulnerable youth in the north Puget Sound region of Washington State. Our student trainees are all challenged by a learning disability and most are also economically disadvantaged – which puts these young people at risk for a lifetime of struggle. Your support of our apprenticeship program helps these students stay in school and develop critically important vocational skills, life skills, and a solid work ethic to prepare them for self-sufficiency and personal success as they enter adulthood. Student trainees are referred to the program by thirty-six partner high schools, transition programs and alternative schools throughout the north Puget Sound region. Referred students are typically at high risk of school dropout and/or are on a pathway destined for chronic challenges due to poor life choices. Once accepted into our program, students learn to produce mechanical parts, electrical assemblies (wire cutting and coding and production of wire harnesses) as well as machining skills for both commercial and military applications in the aerospace, trucking, automotive, agricultural, and marine industries. Student trainees spend at least one academic year (and often longer) involved in WFDC's Vocational Training and Apprenticeship Program receiving one-on-one training and support from experienced and caring employees.

We are actively working to grow our capacity to serve more youth who desperately need this program in the years to come. Thanks to your support, we have had many exciting developments this past year and seek to foster and propagate these business developments for our students' benefit this coming year. We have developed new relationships with many more schools and several community organizations including WorkSource, Department of Labor and Industries as well as the Department of Vocational Rehabilitation. As a result of newly developed curricular materials and these new collaborations, we are well-positioned for continued growth.

With help from our wonderful supporters and partners, WFDC has recently opened a brand new Computer Numeric Controlled (CNC) machining facility so that we can provide new training opportunities for our students. These new skills will give them even greater marketability once they graduate from the program.

Please know that we will do our very best to ensure that your contribution makes a real and lasting difference in our student's lives. Over the course of a school year, the changes we see in their attitudes, abilities, and confidence are truly inspiring. We hope that someday you'll be able to visit us, so we can show you in person why we are so proud of our trainees. Of course, you are welcome at any time, but the best time to visit is during the school year once students have been through their classroom training and have made it to the production floor. Thank you very much for your support of our student trainees!

Respectfully yours,

Carmela Morelli

Director of Student Services

**Work Force Development Center**

**"A Resource Center For Our Future"**

11215 47th Ave. W

Mukilteo, WA 98275

E-mail: [carmelamorelli@wfdcenter.org](mailto:carmelamorelli@wfdcenter.org)

<http://www.wfdcenter.org/index>

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<http://www.donorschoose.org/WorkForceDevelopmentCenter>

<https://wfdcgolftournament.eventbrite.com>

<http://smile.amazon.com/ch/91-1518808>

Phone: 425-349-1800 Ext. 150

Fax: 425-349-3904

**The greatest good you can do for another is not just share your riches, but to reveal to him his own.**

~[Benjamin Disraeli](#) - *British politician (1804 - 1881)*



## Work Force Development Center

Teaching Youth Excellence and Independence ~ 23 years and growing!

<http://www.wfdcenter.org>

### Tulalip Tribes Charitable Fund Final Grant Report 2014

*"Work Force is a great program to get experience in a thriving field before you are even out of high school. It has helped me to gain confidence in doing this type of work and was a huge kick start to helping me in my career in aerospace." ~ Jordan – Stanwood High School*

#### **Capacity Building Project Overview**

In 2014, Tulalip Tribes Charitable Fund helped support WFDC's Capacity Building Project, developed as a tactical plan to increase the agency's capacity to serve more students after the most recent economic recession hammered the manufacturing industry, forcing WFDC to cut student services by 54%. The Capacity Building Project incorporates the goals, outcomes, and objectives from WFDC's strategic plan deemed necessary to improve efficiency and effectiveness, increase and diversify revenue streams, and foster a solid foundation for sustainable future growth. Tulalip Tribes Charitable Fund grant has been used to support our Student Services program directly.

#### **Tulalip Tribes Charitable Fund**

We are working to improve our student training and service delivery, as well as developing a system for students to transition to post-secondary education and/or work opportunities in the following ways:

- Helped student trainees gain real world work experience, improve self-confidence, develop goals, and vocational and life skills.
- Improved communication with partner high schools, transition programs and alternative schools as well as reconnected with those whom we've lost touch with over the years. We have increased our school partner community to three dozen schools across Snohomish, North King and South Island counties and have long standing collegial relationships with many of these schools and their employees.
- Improved the application, interview and selection process for students, helping to ensure that students who truly need and would most benefit from the program are the ones who have priority access (until such time as we are able to serve all referred students). We have also ensured that we have well defined accommodation plans for these special needs students to allow for the differentiation of instruction to best meet student needs and maximize their learning. Additionally, we have taken great care to establish well defined health plans for those students who have physical disabilities to provide a safe environment and diligent care for our most fragile trainees.

- To further ensure the safest possible workplace for employees and student trainees, we have arranged for Department of Labor and Industries Division of Occupational Safety and Health Safety and Health Consultants, Industrial Hygienists and Risk Management Specialists to conduct walk-throughs/consultations to provide suggestions for improving WFDC Accident Prevention Program, chemical and equipment safety processes and efficacy of our Safety Committee. As a result, in January 2015, WFDC was awarded the START award by Lni <http://www.lni.wa.gov/safety/GrantsPartnerships/Partnerships/START/> [https://www.facebook.com/WorkForceDevelopmentCenter/photos\\_stream](https://www.facebook.com/WorkForceDevelopmentCenter/photos_stream)
- Increased and improved training and support for students during their participation in the Vocational Training and Apprenticeship Program and as they transition to employment and/or higher education opportunities after completion of the program. This work included the design and implementation of three new instructional modules – Cut and Code/Wire Shop; Computer Numeric Controlled Machining; Career Planning and Personal Finance. We invited Career Coaches from WorkSource of Snohomish County to spend two days presenting practical strategies to students for navigation of the Boeing application process and WorkSource website, resume writing and interviewing. The Department of Vocational Rehabilitation (DVR) also came in to prepare our students on job search strategies and the services for which they all qualify from DVR. We created a classroom computer lab to work with 5 trainees at a time to support their efforts to effectively capture on their resumes the skills and experience acquired via the WFDC Apprenticeship program, as many of our students do not have home computer access. In this way, students may parlay their experience into viable aerospace careers.
- We revised our student and partner school liaison pre- and post-program survey tools and processes for more statistically valid and reliable comprehensive reporting to funders, partners, and supporters. Additionally, we designed and implemented a system to solicit, implement and share employee feedback and management strategies.
- To enhance communication with our business partners, potential student trainee employers, supporters, funders, partner schools, program alumni and current students, we designed and implemented a quarterly newsletter (<http://www.wfdcenter.org/newsletter>) and keep our website ([www.wfdcenter.org](http://www.wfdcenter.org)) and Facebook pages ([www.facebook.com/WorkForceDevelopmentCenter](http://www.facebook.com/WorkForceDevelopmentCenter)) current and filled with engaging content to keep our community committed to our mission, program and student trainees.
- WFDC is working hard to diversify our manufacturing capabilities to in turn, diversify the skills and experiences our trainees acquire. In partnership with Skills, Inc. (a nonprofit organization located in the south Puget Sound area which provides manufacturing training to individuals with disabilities), WFDC opened a second facility October 2013 to support two new Computer Numerical Controlled (CNC) machines to mill aluminum airplane parts. CNC machining is a well-compensated career field which is in high

demand in this region. Students will be trained in the operation of these machines, providing improved employability in today's competitive job market.

### **Conclusion**

Thanks in part to financial support from Tulalip Tribes Charitable Fund Grant over the past year; WFDC was able to increase our student capacity from 57 students served the previous year to 75 in the last year. As part of the Capacity Building Project, we are working hard to improve the effectiveness of our program and to diversify our revenue streams for future growth. Please know that your generous support has done double duty by inspiring other foundations and corporate giving programs to support the organization during this time of transition for the agency. The support from the Tulalip Tribes Charitable Fund Grant and our other funders has been instrumental to our many successes and accomplishments in the past year.