



Partner Organization Information



Internship Program Phoenix and Tucson



2024-2025 Program Year

Advancing new leadership to strengthen communities, nonprofits, and civic participation.



Lodestar Center for Philanthropy and Nonprofit Innovation
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Quick Guide

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Helpful Links

[Public Allies Arizona Site](#)

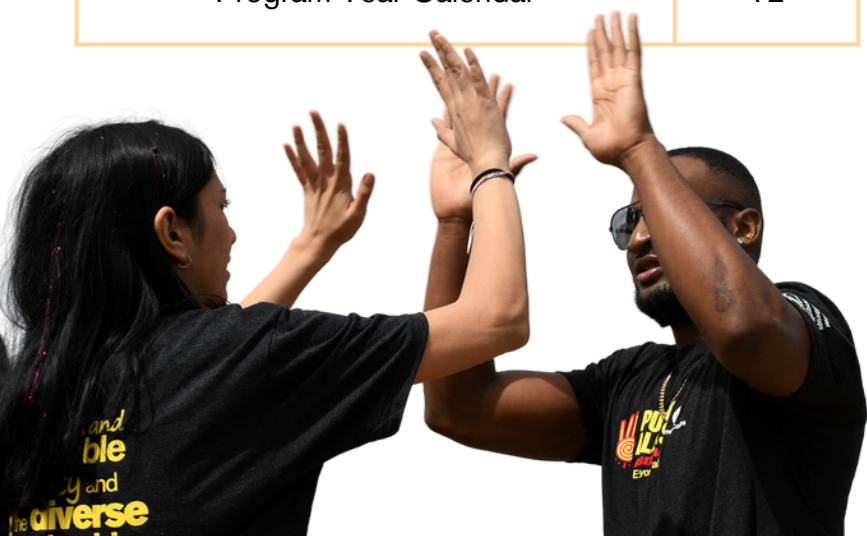
[Public Allies National Site](#)

[Partner Organization](#)

[Application](#)

[Leadership Journal](#)

[Partner Organization Resource Folders](#)



You asked; we listened. Every organization deserves the chance to benefit from a Public Ally. We now offer both full-time and part-time Ally internships.



1700-hour program

- 32 hours a week of capacity-building work
- Well-suited for supporting complex or large-scale capacity-building initiatives
- Provides an opportunity for Allies to develop advanced skills, contributing to project success
- Facilitates increased and consistent Ally presence, enhancing project continuity

675-hour program

- 15 hours a week of capacity-building work
- Provides a focused approach for agencies seeking project support
- More cost-effective for hosting agencies, making it suitable for smaller nonprofits
- Greater flexibility for hosting agencies in adjusting project scopes and timelines

Both programs will aid your organization through:



Access to Emerging Leaders:

- Your program gains access to a diverse pool of emerging leaders who are committed to community engagement, equity, and leadership development.

Fresh Perspectives:

- Allies bring fresh perspectives into the organizations they work with. This infusion of new ideas and approaches can stimulate innovation and contribute to the overall growth and adaptability of your program.

Development:

- The Allies bring a range of skills and experiences from their foundational curriculum, including the 10+1 Leadership Actions. Your program can leverage their capabilities to address specific challenges and contribute to the overall success of your initiatives.

Coaching and Support:

- Both program options include bi-weekly coaching, providing additional support to Allies and ensuring their professional growth. This support structure can also benefit your program indirectly by having motivated and well-supported individuals contributing to your team.



What is Public Allies AZ?

Public Allies is a national movement committed to advancing social justice and equity by engaging and activating the skills and confidence of our emerging leaders. We help our Public Allies serve their communities and get on successful pathways to higher education and careers.

We are seeking to build lasting relationships with community partners that support diverse, talented, emerging leaders in our community by hosting these AmeriCorps members in 10-month, paid internship programs. Our partners play a crucial role by providing invaluable personal and professional development.

By hosting an Ally, you can improve your organization's effectiveness, efficiency, and reach while maximizing resources and staffing costs.

Recruitment, Selection, and Placement

Recruitment

The Public Allies staff devote many months to recruiting diverse, community-minded candidates from local organizations, neighborhoods, colleges, and universities throughout the area. We prioritize opportunity youth.

Selection

Applicants are interviewed individually to gauge their level of commitment to a year of service. Committed candidates attend a secondary group interview prior to meeting you. During the group interview, staff observe the candidates' abilities to work in a group atmosphere.

Placement

Once candidates have cleared the third level of screening, you have the opportunity to meet with all finalists at the in-person Matching Fair. Partner agencies will interview their top candidates and then share their preferences with PAAZ. The candidates rank their preferred projects and placements as well. Public Allies staff then make matches to ensure that each agency is matched with the best candidate for their organization, and the Ally is placed into service they believe will be beneficial to their personal and professional development.





The Benefits of a Public Allies Partnership

HUMAN RESOURCES MANAGEMENT

Public Allies Arizona is an AmeriCorps program housed within the ASU Lodestar Center for Philanthropy and Nonprofit Innovation. All Public Allies are paid a stipend through ASU's payroll system. Your organization will be invoiced for your portion of the cost-share, and that's it! We provide the following:

- State and federal FBI fingerprint background checks and National Sex Offender check
- All payroll aspects. Direct deposit, federal filings, tax withholdings, W-2s, etc.
- Living stipend during the Ally's 10-month term
- Healthcare (medical, vision and dental) for 1700-hour program only
- Member Assistance Program
- Childcare cost reimbursement, if elected
- Educational Award (following their successful completion of the program)
- FICA
- Workman's Compensation
- Student Loan Deferment



PROGRAM SUPPORT & FEDERAL GRANT MANAGEMENT

Position Creation

Prior to matching with an Ally, your team will meet with a Public Allies program representative to identify your organization's capacity needs. A position description and its desired outcomes will be determined. This allows for everyone in the partnership to be on the same page about expectations of the Ally's scope of work.

Program Manager

You will be assigned a designated Public Allies staff Program Manager who acts as an intermediary as needed. They will meet with your agency's designated Ally supervisor three times throughout the year and the individual Public Ally every-other week. We are always just a phone call away to support the management of the Ally.

Federal Grant Management and Compliance

We handle all federal grant management and compliance monitoring with AmeriCorps. As you may know, managing any federal grant is quite labor intensive. We handle the national grant application, weekly reporting monitoring, grant close out and all federal compliance audits as necessary.



The Benefits of a Public Allies Partnership

TRAINING AND LEARNING

Two Fridays a month (or 1 Friday a month for the 675 program) your Ally will attend a Community Space Day for nonprofit leadership development and sector-specific training; exposing them to hard and soft skills necessary to be a strong community leader. They also attend three retreats throughout the year. Their work is focused on values-based leadership actions. Training is facilitated by our staff and local community leaders.

1700-hour Allies also devote time, in the evenings and on weekends, to working in a team to plan and implement a project that constructively engages others in discussions related to diversity and oppression, even where there may be conflicting points of view. This is called their Team Service Project (TSP).

CAPACITY BUILDING

Ally's service objectives focus on building the capacity of your organization. They cannot displace a full-time employee, nor are they allowed to engage in lobbying, general fundraising/marketing, or influence legislation. Allies cannot devote more than 10% of their time to program-specific fundraising. All Public Ally activities fall into at least one of these four areas of organizational capacity:

Program Development, Delivery & Evaluation: Create new programming, deliver program services more effectively, and demonstrate improved program effectiveness.

Outreach: Increase beneficiaries served, reach additional populations of beneficiaries, expand services.

Technology Use: Train staff to update and maintain knowledge management systems, and institutionalize technology.

Volunteer Management: Establish, manage or enhance a volunteer program or effort to assist with service delivery.

To read a complete list of corresponding Ally activities and measurable outputs, please follow this link:

<http://bit.ly/2A2D2BD>

Everyone Leads

Partner Financial Obligations

Totals = Stipend Cost + FICA and related employment fees - Discounts

1700-hour Ally program

If your org has an operating budget under \$1 million
\$21,500 + \$1000 recruitment fee

If your org has an operating budget of over \$1 million
\$23,500 + \$1000 recruitment fee

+\$1000 if you are hosting a 2nd-year Ally

675-hour Ally program

If your org has an operating budget under \$1 million
\$8,170 + \$380 recruitment fee

If your org has an operating budget of over \$1 million
\$8,930 + \$380 recruitment fee

+\$380 if you are hosting a 2nd-year Ally

The recruitment fee is waived if you recruit your own Ally.

Fifty percent of the Partnering Organization's fee plus 100% of the recruitment fee is due on or before 10/31/24 in separate payments. The Lodestar Center/Public Allies Arizona will set up a payment portal for each of the payments if you prefer to pay with a credit card online as opposed to issuing a check. The choice is yours insofar as the payment is made in a timely manner.

The remaining 50% of the Partnering Organization's fee is due on or before 1/31/25.





PAAZ Financial Obligations

The full program cost per Public Ally on average for a 1700-hour Ally is \$43,000. The following costs associated with an Ally's term of service are covered by the ASU Lodestar Center. The ASU Lodestar Center is invested in keeping the cost for our partnering organizations at affordable rates while also providing premium programming and equitable benefits to the Allies.

ASU Lodestar Center Cost Per Ally

	1700-hour Ally	675-hour Ally
State and federal FBI fingerprint background checks and National Sex Offender check	\$ 60	\$ 60
Discounts for Organizations with Operating Costs Under \$1 Million (average)	\$ 1,200	\$ 456
Healthcare and Member Assistance Program	\$ 4,730.75	NA
Education Award	\$ 7,395	\$ 2,817.14
Ally Training and Coaching	\$ 3,280	\$ 2,460
Federal Grant Management	\$ 875	\$ 875
Payroll Associated Costs	\$ 2,065	\$ 784.7
Total	\$ 19,605	\$ 7,452.84



Creating a just and equitable society and the diverse leadership to sustain it



Requirements for Partnering Organizations

To be considered as a Partner Organization, your organization must meet the following criteria:

- Complete an application and participate in the interview, selection and matching processes.
- Support the mission of Public Allies Arizona by making a commitment to developing, mentoring, and encouraging the growth of a young person in the nonprofit sector.
- Be one of the following: 501(c)3; school; government agency; or 501(c)4 or 501(c)6 that does not engage in lobbying activities as defined under the Lobbying Disclosure Act of 1995.
- Have the ability to pay the partner's cost share. (See previous page.)
- Provide adequate office space (a desk and computer) and a position description with a clear, measurable service impact; position descriptions will be developed with a Public Allies staff member following the application submission.
- Designate one supervisor with whom an Ally would work with day-to-day and who would work closely with the Public Allies staff and attend scheduled meetings.
- Provide an adequate amount of capacity-building work for your Ally.
- Support an Ally in meeting graduation requirements and the goals outlined in the position description while providing quality mentor-mentee relationship with Ally.
- Participate in mandatory programmatic elements to include: 1) Time Logs, 2) Member Service Reflections, 3) Ally Impact meetings (minimum of two), 4) 360 Degree Assessment, and 5) End of Year Surveys & Assessments.
- Attend all Program Timeline events leading up to and during the program year as required.

Please note:

A review of position descriptions will be required with all Partner Organizations in order to best create capacity-building positions.

An application to the program does not guarantee that a match will be made or that an Ally will be placed at your organization. We strive to meet both the needs and the interests of the Ally and the Partner Organization when making the match to ensure the best fit possible for a successful internship.

Prohibited Activities



AmeriCorps

Public Allies/AmeriCorps members may not engage in the following activities directly—or indirectly by recruiting, training, or managing others—for the primary purpose of engaging in one of the activities listed below. While on the clock, Allies cannot be trained in activities that they are prohibited to engage in as national service members. Individuals may exercise their rights as private citizens and may participate in the activities listed below on their initiative, on non-AmeriCorps/Public Allies time, and using non-Corporation funds; Individuals should not wear the AmeriCorps logo while doing so.



1. Attempting to influence legislation, including but not limited to lobbying for your program or state or local ballot initiatives or organizing a letter-writing campaign to Congress.
2. Organizing or participating in protests, petitions, boycotts, or strikes.
3. Assisting, promoting, or deterring union organizing.
4. Conducting or assisting with a voter registration drive.
5. Impairing existing contracts for services or collective bargaining agreements.
6. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office.
7. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
8. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious or worship, constructing, maintaining, or operating facilities devoted to religious instruction or worship, or engaging in any form of religious proselytization.
9. Providing abortion services or making referrals for such services.
10. Providing a direct benefit to:
 - a. A business organized for profit, or a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the IRS code of 1986
 - b. A labor union
 - c. A partisan political organization
 - d. An organization engaged in the religious activities described above
11. Certain types of fundraising (see guidelines on next page).

Prohibited Activities



AmeriCorps

EXAMPLES OF INDIRECT PROHIBITED ACTIVITIES

- An Ally develops community partnerships to garner volunteers for a nonprofit's annual silent auction that benefits general operations.
 - An Ally does research for someone who is lobbying to change a law.
- The Ally recruits volunteers who will advocate for a policy change.
- An Ally's volunteer committee decides to launch a greening campaign to help bolster for-profit businesses.
- The Ally writes curriculum materials for the primary use of training others in how to run a voter registration drive.

MARKETING ACTIVITIES IN ALLY POSITIONS

- AmeriCorps members may seek to build a nonprofit's capacity through marketing, public relations, and social media promotion efforts so long as those efforts are in support of specific programs and services offered by the nonprofit organization.
- Engaging in marketing and promotions for the purpose of promoting the organization-wide brand or general operations is not allowable.

Examples of allowable activities:

- Promoting a particular program for a nonprofit.
- Handing out flyers for an allowable event that the AmeriCorps worker is planning.
- Translating and programming the Spanish language version of a nonprofit's website in order to reach a new population.
- Programming and maintaining the section of a nonprofit's website that is dedicated to the particular program an Ally is working on.

Examples of non-allowable activities:

- Developing a social media page for the purpose of promoting an organization's brand.
- Designing a new logo for a nonprofit that will be used to promote the organization in general.
- Creating or maintaining the general website of a nonprofit.

FUNDRAISING GUIDELINES

- A Member cannot assist Public Allies or the Partner Organization with major fundraising efforts such as proposal writing, financial campaigns, endowment drives, solicitation of gifts and bequest, or similar activities designed for the sole purpose of raising general operating capital.
 - However, a Member is permitted to raise resources for a project that the Member is working on that provides immediate and direct support to a specific and direct service activity.
- Under no circumstances can a Member assist with the preparation or submission of any grants to the Corporation for National and Community Service or any other federal agency.
- A Member cannot raise funds to support the cost of the Member's position.
- Furthermore, the Member may not spend more than 10% of the Member's total hours on approved fundraising activities.
- Any fundraising activities must be discussed with and pre-approved by the staff the Local Site has determined to do so.



Steps to Host an Ally

1

Submit the application by August 16, 2024.

2

Work with a PAAZ staff member to create a position description for your Ally by August 31.

3

Interview Allies at the Matching Fair on September 13 in Phoenix or September 20 in Tucson.

4

Attend the Partner Organization Orientation on September 24 in Phoenix or September 27 in Tucson.

5

Pay the Partner Organization Cost Share. Partners are invoiced in October.

2024-2025 Program Calendar



August 16 Partner Application Deadline

August 31 Position Descriptions Due

September 13 Phoenix Matching Fair

September 20 Tucson Matching Fair

September 24 Phoenix Partner Orientation

September 27 Tucson Partner Orientation

October 4-5 CORE Training

October 7 First day at Placement

October 18 CSD, DUE: Time Logs

October 28 Day of Service: National Make a Difference Day

October 31 DUE: Time Logs and MSRs

November 8 CSD for 1700-Allies only

November 15 Due: Time Logs

November 22 CSD

November 30 DUE: Time Logs and MSRs

December 6 CSD for 1700-hour Allies

December 13 CSD

December 15 DUE: Time Logs

December 31 DUE: Time Logs and MSRs

January 10 CSD for 1700-hour Allies only

January 15 DUE: Time Logs

January 20 Day of Service: MLK Day

January 24 CSD

January 31 DUE: Time Logs and MSRs

February 7 CSD for 1700-hour Allies only

February 15 DUE: Time Logs

February 21 CSD

February 29 DUE: Time Logs and MSRs

March 14 Mid-Year Retreat for 1700-hour Allies only

March 15 Cactus Cup: Tucson, DUE: Time Logs

March 28 CSD

March 29 Day of Service: Cesar Chavez Day

March 31 DUE: Time Logs and MSRs

April 11 CSD for 1700-hour Allies only

April 15 DUE: Time Logs

April 25 CSD

April 26 Day of Service: Global Youth Service Day

April 30 DUE: Time Logs and MSRs

May 9 CSD for 1700-hour Allies only

May 15 DUE: Time Logs

May 23 CSD

May 31 DUE: Time Logs and MSRs

June 6 CSD for 1700-hour Allies only

June 15 DUE: Time Logs

June 20 CSD & Presentations of Impact

June 21 EOY Retreat

June 30 DUE: Time Logs and MSRs

July 11 CSD

July 15 DUE: Time Logs

DUE: Member Exit Form

DUE: EOY Ally Survey

July 18 Phoenix Graduation

July 25 Tucson Graduation

July 31 Official Program End Date

DUE: Time Logs & MSRs

CSD = Community Space Day; Allies' attendance required

MSR = Monthly Service Report; Allies complete and supervisors review and approve

