Apprenticeship Program

PARTNER ORGANIZATION

INFORMATION PACKET

SPRING 2018 MINI-COHORT
FOR PROGRAM YEAR 2017-2018

PUBLIC ALLIES ARIZONA
ASU Lodestar Center for Philanthropy and Nonprofit Innovation
Arizona State University
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Phoenix, Arizona 85004
(602) 496-0425
publicallies@asu.edu
## Application Timeline
### SPRING 2018 Mini-Cohort
(*Dates are tentative and subjected to change.*)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 11, 2017</td>
<td>Partnership applications released</td>
</tr>
<tr>
<td>January 12, 2018</td>
<td>Partnership applications Due</td>
</tr>
<tr>
<td>January 16, 2018</td>
<td>Position Description review with Partner organizations</td>
</tr>
<tr>
<td>January 24, 2018</td>
<td>Final position descriptions due</td>
</tr>
<tr>
<td>February 2, 2018</td>
<td>New supervisor matching fair orientation</td>
</tr>
<tr>
<td>February 12, 2018</td>
<td>Matching Fair</td>
</tr>
<tr>
<td>February 13-19, 2018</td>
<td>PO/Ally Interviews</td>
</tr>
<tr>
<td>February 20, 2018</td>
<td>Preferences due by EOB</td>
</tr>
<tr>
<td>February 21, 2018</td>
<td>Notification of Match</td>
</tr>
<tr>
<td>February 23, 2018</td>
<td>PO Finance Orientation and Supervisor Orientation</td>
</tr>
<tr>
<td>February 26, 2018</td>
<td>Allies First Day on Payroll –Program start date</td>
</tr>
<tr>
<td>December 28, 2018</td>
<td>Program Concludes – Graduation</td>
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</tbody>
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- Participation in the matching fair orientation, finance and supervisor orientation is mandatory for all new supervisors or staff that have not previously had any interaction with the Public Allies program.
- Opportunities to create, define and clarify Ally member position descriptions with Public Allies staff will be available by appointment. Review of position descriptions will be required with all new partner organization in order to best create capacity building positions.
- We do not anticipate the need to conduct site visits with renewal organizations but may request a meeting to clarify new information contained within the application or to meet with a new Supervisor.
- An invitation to the Matching Fair does not guarantee that a match will be made or that an Ally will be placed at your organization. We anticipate receiving more than sixty applications from potential Partner Organizations and will place only 12 First Year Allies and 2-4 Second Year Allies in the Spring 2018 Mini-Cohort. 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 apprenticeship.
WHAT IS PUBLIC ALLIES?

OUR VISION
Public Allies is a national movement grounded in the conviction that everyone leads. We believe that everyone can make a difference and can work to inspire more citizens to believe in themselves, step up, and act. Throughout our nation’s history, lasting social change has always resulted from the courageous acts of many, not just the inspiration of the few.

OUR MISSION
Our mission is to create a just and equitable society and the diverse leadership to sustain it. We are changing the face and practice of leadership in communities across the country by demonstrating our conviction that everyone can lead, and that lasting social change results when citizens of all backgrounds step up, take responsibility, and work together.

OUR HISTORY
Public Allies was founded in 1992 by two young visionaries from Washington DC who became frustrated by the popular portrayal of their generation as “slackers.” Katrina Browne and Vanessa Kirsch saw the need for an organization that develops young adults into social entrepreneurs—leaders dedicated to solving pressing problems in local communities. Since our inception we have graduated over 6,000 community leaders in twenty-three different cities and provided thousands of hours of direct service to community members across the United States.

In 2006, Public Allies Arizona became an AmeriCorps program of the ASU Lodestar Center for Philanthropy & Nonprofit Innovation.

STRATEGIC GOALS OF PUBLIC ALLIES AZ

- Engage Men of Color and Opportunity Youth to ensure a successful pathway and access to education, career, and continued community service
- Provide training, consulting, and practice in leadership development and diversity/inclusion in all sectors
- Focus on priorities important to Public Allies communities, including a comprehensive racial, economic, and social justice agenda

WHAT WE DO
Public Allies is a comprehensive 10 month leadership development program that works to:

- build collaborations with nonprofit organizations, educational institutions and government agencies concerned with community improvement;
- train and support a new generation of leaders committed to finding innovative solutions to critical social problems facing our communities;
- place young adults (18-24 years old) in challenging positions in the nonprofit sector, government, educational institutions or social services sector;
- place economically challenged opportunity youth who do not possess a degree on a path to higher education; and
- address real needs in local neighborhoods by engaging diverse young people in direct community service work.
WHAT IS AMERICorPS?
AmeriCorps (pronounced Ameri-Core) is a federal program operated by the Corporation for National and Community Service, a federal agency created in 1993 by President Clinton. Since its inception, more than 900,000 individuals have participated in AmeriCorps programs. The program provides grants to private nonprofit organizations and schools to contribute to the costs of stipends, benefits, training, and other support to members serving full-time or part-time meeting critical needs in communities. Every program funded by AmeriCorps is considered an AmeriCorps program, and every participant in an AmeriCorps program is called an AmeriCorps member. Public Allies was identified by former President George H.W. Bush as a model for a national service program in 1992.

THE PUBLIC ALLIES APPRENTICESHIP PROGRAM CONSISTS OF THE FOLLOWING COMPONENTS:

**PLACEMENT AND PRACTICE**
Allies work with local respected nonprofit 501(c) 3 organizations or government agencies to further community services and social justice in a variety of fields and issue areas. Allies learn about how to do significant and meaningful community work in areas such as youth development, health, education, economic development, and public safety while working to build the capacity of the organization. See our list of previous partner organizations for examples of the kind of work past Allies have done.

**CONTINUOUS LEARNING**
Allies participate in bi-weekly training days, receiving rigorous leadership training from seasoned and respected community leaders, nonprofit professionals, and peers; and developing a wide range of skills, knowledge and abilities. Allies gain experience in communication and critical thinking, appreciation of diversity, ability to resolve conflict, personal accountability, nonprofit management, and recognition of community assets. Allies also have the opportunity to attend nonprofit conferences through the Lodestar Center and the Arizona Governor's Commission for further professional development.

**SERVICE**
Allies work together to create innovative responses to local community needs through Team Service Projects. Team service projects are an opportunity for allies to learn and strengthen Team Building skills, understand their personal influence and power, see a project through to community impact, and hone communication skills. All of this is possible with the support and guidance of a 2nd year ally, Alumni, and a Program Manager. Allies join AmeriCorps members throughout the country in service on the 9/11 National Day of Service and Remembrance, Make a Difference Day, Martin Luther King Jr. Day, Cesar Chavez Day, and Global Youth Service Day.

**EVALUATION AND REFLECTION**
Allies learn to evaluate themselves via critical self-reflection and structured constructive feedback from peers and supervisors. Allies are matched with a Program Manager that will serve as a personal coach to assist in thinking through challenges and assumptions so that goals can be achieved by the end of the program. Allies are matched with peers in the cohort to form a team that will provide feedback about progress and leadership styles. Allies are required to reflect on their experience and impact in the community by reporting every month to ensure that they are making a difference.
Partner Organization Financial Obligations

Public Allies Arizona, through the ASU Lodestar Center for Philanthropy & Nonprofit Innovation, will enter into a contractual agreement with each Partner Organization specifying the terms of this partnership and establishing financial agreements and mechanisms. Partner Organizations will pay the stipend directly to the Ally and will be reimbursed for the Public Allies Arizona portion of allowable costs. Partner Organizations will need to provide appropriate documentation to support their expenses in accordance with applicable federal regulations and policies established by Arizona State University. **At no point should the Ally, as an AmeriCorps member, be considered as an employee of the organization, Public Allies AZ, Public Allies Inc. or ASU.**

1. **Program Fee** - Public Allies Arizona will collect a **$1000 per First Year Ally or $1500 per Second Year Ally** program fee from each Partner Organization upon confirmation of match and due prior to the start of the program. This fee will help to offset the cost of Ally Health Insurance and other costs of administering the Federal Grant program.

2. **Living Allowance** - Public Allies Arizona will reimburse Partner Organizations for a portion of the Allies stipend according to the following schedule:

   **First Year Allies – Stipend of $13,500**
<table>
<thead>
<tr>
<th>Organizations with…</th>
<th>Public Allies Arizona Share</th>
<th>Partner Organization Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgets under $1 Million</td>
<td>$4,500</td>
<td>$9,000</td>
</tr>
<tr>
<td>Budgets of $1-5 Million</td>
<td>$2,500</td>
<td>$11,000</td>
</tr>
<tr>
<td>Budgets over $5 Million</td>
<td>$0</td>
<td>$13,500</td>
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</tbody>
</table>

   **Second Year Allies – Stipend of $16,500**
<table>
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<td>$2,500</td>
<td>$14,000</td>
</tr>
<tr>
<td>Budgets over $5 Million</td>
<td>$0</td>
<td>$16,500</td>
</tr>
</tbody>
</table>

   The Ally should be paid on the same schedule as the employees of the Partner Organization (weekly, bi-weekly, or monthly). **Note: the stipend should be computed over ten-months, not one year.**

3. **Workers’ Compensation** - Partner Organizations are responsible for providing Workers’ Compensation coverage for the Ally.

4. **Additional Expenses** - In addition to the living allowance contribution and Workers’ Compensation, Partner Organizations must cover the organizations’ share of FICA. As AmeriCorps members, Allies are not eligible for unemployment benefits therefore no costs will be incurred for unemployment insurance. In addition, Partner Organizations are required to provide the “tools of work” necessary for the Ally to accomplish their objectives. These expenses may include items such as desk, phone, computer, supplies and mileage reimbursement (as appropriate).

5. **Health Care Coverage** - Partner Organizations are not responsible for providing health care coverage to their Ally. Public Allies Arizona will pay the monthly premium directly to the health insurance provider. Allies will be covered through a health care policy sponsored by the Corporation for National and Community Service.

6. **Childcare Reimbursement** - Partner Organizations are not responsible for providing childcare for their Ally. However, as an Ally, individuals have the option (based on eligibility) to participate in a childcare reimbursement program through the Corporation for National and Community Service. Public Allies Arizona will coordinate the participation of eligible Allies.

7. **Student Loan Forbearance, Interest Payments and Education Awards** - Partner Organizations carry no financial responsibility for the deferment of qualified student loans, payment of accrued interest, or the Education Award. These benefits are offered through Public Allies Arizona and administered by the National Service Trust of the Corporation for National and Community Service.

8. **Taxes** - The Ally’s stipend is subject to appropriate state and federal taxes. Taxes withheld from the Allies stipend must be according to the organizations’ IRS payment schedule and the Ally’s W-4 elections.
Criteria for becoming a Partner Organization:

1. Provide the necessary supervision, training, mentoring and coaching to encourage the Ally’s success at achieving the outcomes defining the position description. Partner Organizations supervisors are expected to meet regularly with their Ally and a minimum of three times with their Ally and Program Manager.

2. Participate in Public Allies’ activities including two mandatory supervisor matching fair orientation, supervisor and HR/financial orientation session, two to three additional supervisor trainings, a supervisor focus group and the completion of program evaluations. Supervisors are also required to participate in Public Allies events such as the Ally Induction Ceremony, Presentations of Impact, and Graduation.

3. Support Public Allies’ mission of providing all members including Opportunity Youth (those unemployed and without a college degree) the opportunity to practice leadership and strengthen communities in alliance with people from neighborhoods, nonprofits, business and government.

4. Be a community based 501 (c) (3) nonprofit organization or government agency serving the greater Phoenix area or Maricopa County.

5. Have the ability to meet the financial obligation of hosting an Ally. Public Allies Arizona asks that you have commitments for the funding secured by February 23, 2018. All contributions from Partner Organizations must come from non-federal sources of support. Please note that it is not unusual for it to take four-six months for ASU to process the first reimbursement request. Once the agreement is in place, reimbursement typically takes four to eight weeks.

6. Create a service position that addresses organizational capacity building in one or more of the following issues: Economic Opportunity, Education, and/or creating opportunities for disengaged youth and young adults with serious responsibilities and clear outcomes that challenge and support the Ally’s development as a community leader. Allies will be working at the Partner Organizations at least four to five days per week and will provide on average 1360 service hours over the course of ten months. The position description should contain at least one capacity building activity and should provide the Ally with a specific project that they can take ownership of during their 10-month term of service. Second Year Ally positions should reflect an enhanced degree of responsibility and advanced opportunity for leadership development.

7. Support your Ally in completing the responsibilities of the Public Allies program, including participation in training and retreats, PISD, 360 Feedback, regular meetings with program staff, Team Service Projects, four annual Service Days and Presentations of Impact.

8. Provide office space and any other tools (e.g. phone, computer, desk, etc.) that your Ally will need to perform their responsibilities to the best of their ability. Provide appropriate staff on-boarding process to introduce Ally to other staff and peers.

9. Provide appropriate training of necessary skills to perform daily tasks successfully (computer program skills, organizational policies and procedures, professional etiquette and/or writing in the workplace).

10. Maintain organizational policies that address the following: Reasonable Accommodations (Americans with Disabilities Act), Drug-Free Workplace, Non-Discrimination, and General Liability Insurance. In addition, provide reasonable efforts to ensure the Ally’s safety through the course of their service.
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 instruction 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 non-profit 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 below)

Examples of Indirect Prohibited Activities:

- 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 develops community partnerships to garner volunteers for a nonprofit’s annual silent auction that benefits general operations
- 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.

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the above activities.
APPLICATION CHECKLIST AND MATCHING PROCESS

Public Allies cannot process the application until we have received all materials, including written approval from your organization's Executive Director/CEO, President/Chairperson of the Board, Ally Supervisor, and Finance Director/CFO:

- Completed Application
- Ally Position Description(s)
- Signatures of Approval
- Additional Literature/Materials

Public Allies will review all applications, Ally Position Descriptions and conduct site visits to newly selected Partner Organization applicants in January-February 2018 to review Public Allies and AmeriCorps regulations and to clarify mutual expectations. The site visit will also include an interview with prospective Ally Supervisors.

If your organization's proposal:

a) matches our goals with programmatic service and/or developing your capacity to provide direct service;

b) provides the Allies with meaningful responsibilities;

c) the Ally's supervisor has a commitment to supervising and mentoring the Ally as well as coaching her/him toward achieving her/his goals; and

d) your organization has the resources to pay your portion of the Ally stipend;

THEN…

Your proposed position(s) will enter into our competitive matching process.

The matching process will take place throughout February 12, 2018.

Prior to the Matching Fair, finalist organizations will be required to attend a mandatory Matching Fair Orientation session where you will fine tune your position description(s) and prepare for the Ally selection process. The Ally Finalists we have selected will read through your position descriptions. At the same time – you will review bios for each of the Ally candidates.

At the Matching Fair on February 12, 2018, you will have the opportunity to meet and interact with all of the Ally candidates. You will then evaluate and rank your top three choices of candidates and the candidates will also evaluate and rank your organization. Based on these evaluations and our knowledge of both the Partner Organizations and Ally candidates – you will be provided with a list of three to six candidates to interview.

Interviews will take place during February 18, 2018. You will interview three to six Ally candidates at the location where they will be doing their service. You may include other key stakeholders in the interview process and we encourage you to provide the Ally with a clear picture of what their day-to-day service will be like. We will receive ranking forms from both potential Allies and Partner Organizations. We will then select the best matches from the ranking forms you and the Allies have completed, and will contact both of you to make an offer.

Match notification will take place the week of February 21, 2018.

**Please note this is a competitive process and we will accept more Partner Organization finalists and Allies to guarantee strong matches. This means that not all organizations that participate in the interview process will be matched with an Ally and not Allies will be matched. Preference will be a given**
to organizations who can host 3 or more Allies in order to create an Ally cohort working towards a collective impact with other similar organizations.