Internship Program
2022-2023 Program Year

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

Lodestar Center for Philanthropy & Nonprofit Innovation | Watts College of Public Service and Community Solutions | Arizona State University
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Quick Guide

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Helpful Links

Public Allies Site
Public Allies Arizona Site
Partner Organization Application
Leadership Journal
Partner Organization Resource Folders
Thank you for your interest in hosting a Public Ally! We believe that your organization will find great benefit in this partnership. In addition to building the capacity of your organization, there are great financial benefits. Allies average 32 hours per week with your agency, for a total of 1,300 hours during the 10-month term of service. Two Fridays a month, Allies attend a full day of leadership development and sector-specific training with their cohort of Allies.

**RECRUITMENT**

Pre-COVID, Nonprofit HR Solutions found that of those nonprofits that included a “recruitment” line item in their annual budgets, the median amounts were $2,000 for small nonprofits, $6,000 for medium nonprofits, and $22,500 for large nonprofits. Your contribution to the Public Allies cost-share decreases these costs for your organization.

**Recruitment**
The Public Allies staff devote many months to recruiting diverse, high-caliber candidates from local organizations, neighborhoods, colleges and universities throughout the area.

**Selection**
All applications are initially screened by Public Allies Arizona (PAAZ) staff. Those meeting the criteria 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 "Great Resignation" has significantly increased recruitment costs, for all industries. We found that folks are looking for meaning in their work and personal development opportunities. They are choosing Public Allies for their "Great Return."
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), if elected
- 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
This is a three-way partnership between your organization, Public Allies and your individual Public Ally. The holistic support of the Ally is imperative to their growth. The nurturing of our partnership with your agency is equally as important to ensure that you are reaping the most from this year.

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 four times throughout the year and the individual Public Ally every other month. However, 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.
TRAINING AND LEARNING
Two Fridays a month, 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 action. Training is facilitated by our staff and local community leaders.

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).

COMMUNITY WITH OTHER PARTNERING ORGANIZATIONS
Partnering organizations join our Public Allies community as well! We host three community-building and feedback sessions for our partners throughout the term. Additionally, partners are invited to join an hour of each virtual Community Space Day to discuss social justice and equity.

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](http://bit.ly/2A2D2BD)
## Projected Financial Obligations

Final budget to be released in June

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<td>Human Resources Cost</td>
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### PAAZ Cost Share

What ASU Lodestar Center will contribute towards each Ally

<table>
<thead>
<tr>
<th>PAAZ Cost Share</th>
<th>$20,382</th>
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| Stipend Share   | $3,500 / 1st-year Ally  
$3,000 / 2nd-year Ally |
| Healthcare and Counseling Services             | $4,087 |
| Education Award                                  | $6,495 |
| Ally Training and Mentorship                     | $3,500 |
| Federal Grant Management                         | $2,800 |
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 at least 1,300 hours of capacity building opportunities over the 10-month period, ~32 hours/week.

• 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.
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).
**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 3rd.

2. Attend the virtual Partner Organization Orientation on August 5th.

3. Work with a PAAZ staff member to create a position description for your Ally by August 12th.

4. Attend the in-person Matching Fair on September 9th.

5. Pay the Partner Organization Cost Share.
Program Calendar 2022-2023

October 3 Program Start Date
October 5-7 Core Training - virtual
October 8 Core Retreat & Induction Ceremony
October 10 (or Oct. 11 if observing Indigenous Peoples Day) First Day at Placement
October 15 DUE: Time Logs
October 21 Day of Service
October 31 DUE: Time Logs and MSRs
TBD ASU Lodestar Center Fall Conference

November 4 CSD: virtual
November 15 DUE: Time Logs
November 18 CSD: in person
November 30 DUE: Time Logs and MSRs

December 9 CSD: virtual
December 15 DUE: Time Logs
December 31 DUE: Time Logs and MSRs

January 13 CSD: virtual
January 15 DUE: Time Logs
January 16 Day of Service
January 27 CSD: in-person
January 31 DUE: Time Logs and MSRs

February 10 CSD: virtual
February 15 DUE: Time Logs
February 24 CSD: in-person
February 28 DUE: Time Logs and MSRs

March 10 Mid-Year Retreat
March 11 Cactus Cup
March 15 DUE: Time Logs
March 24 CSD: in person
March 31 DUE: Time Logs and MSRs
TBD Ally Day of Service

April 14 CSD: virtual
April 15 DUE: Time Logs
April 28 CSD: in-person
April 30 DUE: Time Logs and MSRs
TBD Day of Service: Global Youth Service Day

May 12 CSD: virtual
May 15 DUE: Time Logs
May 26 CSD: in-person
May 31 DUE: Time Logs and MSRs

June 9 CSD: virtual
June 15 DUE: Time Logs
June 23 Presentations of Impact
June 24 EOY Retreat
June 30 DUE: Time Logs and MSRs
DUE: Member Exit Form
DUE: EOY Ally Survey

July 14 Tucson Graduation
July 15 DUE: Time Logs
July 21 Phoenix Graduation & Last Day at Placement
July 23 DUE: Time Logs & MSRs
July 23 Official Program End Date

CSD = Community Space Day; Allies’ attendance required
MSR = Monthly Service Report; Allies complete and supervisors review and approve