



# Apprenticeship Program

**PARTNER ORGANIZATION  
INFORMATION PACKET  
FOR PROGRAM YEAR  
SEPTEMBER 2010 TO JUNE 2011**

**PUBLIC ALLIES ARIZONA**

Lodestar Center for Philanthropy & Nonprofit Innovation  
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# Application Timeline 2010-2011

(\*Dates are tentative and subjected to change.)



May - June	Partner Organization Information Sessions (Optional) <i>See Website for Schedule &amp; Registration</i>
June 23, 2010	Partner Organization Applications Due
Week of July 12th	Site Visits (Dates TBD) – See note below
Week of July 19th	Matching Fair Orientation (Date TBD)
July 27, 2010	Matching Fair
August 2-13, 2010	PO/Ally Interviews
Week of August 16th	Notification of Match
August 24, 2010	PO Finance Orientation & Ally Enrollment Meeting
Week of August 30th	Supervisor Orientation (Date TBD)
September 8, 2010	Allies' First Day on Payroll
September 8-10, 2010	Ally Core Training
September 13-17, 2010	Ally Core Retreat & Training
September 17, 2010	Joint Ally/PO Training & Swearing In Luncheon
September 20, 2010	Allies' First Day at Placement
June 30, 2011	Program Concludes - Graduation

- **Individual Site Visit Appointments will be made with qualifying Partner Organizations. Additional information will be provided about the site visits as they are scheduled.**
- **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 at least sixty applications from potential Partner Organizations and will place only 36 First Year Allies in 2010-2011. 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 envisions communities where people of all backgrounds, beliefs and experiences work together and share responsibility for improving their lives and the lives of those around them.

## OUR MISSION

Public Allies advance new leadership to strengthen communities, nonprofits, and civic participation.

## 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 2,800 community leaders in eighteen different cities and provided thousand of hours of direct service to community members across the United States.

## CURRENT PUBLIC ALLIES SITES

- Arizona
- Chicago
- Cincinnati
- Connecticut
- Delaware
- Eagle Rock, CO
- Indianapolis
- Los Angeles
- Maryland
- Miami
- Milwaukee
- New Mexico
- New York
- North Carolina
- Pittsburgh
- San Antonio
- Silicon Valley/San Francisco
- Washington, DC

## WHAT WE DO

Public Allies is a comprehensive program that works to:

- Δ **provide nonprofit organizations with valuable human resources** at a low cost;
- Δ **build collaborations** with nonprofit organizations, business and government agencies concerned with community improvement;
- Δ **train and support a new generation of leaders** committed to finding innovative solutions to critical social problems facing our communities;
- Δ **place young adults in challenging positions** in the nonprofit sector; and
- Δ **address real needs in local neighborhoods** by engaging diverse young people in direct community service work.



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## Our Apprenticeship Program

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**THE PUBLIC ALLIES APPRENTICESHIP PROGRAM CONSISTS OF THE FOLLOWING COMPONENTS:**

### PLACEMENT

Each Ally works four to five days a week at the Partner Organization. These 501(c) 3 organizations have expressed a deep commitment to cultivate, mentor and encourage the development of young leaders. In each organization, the Ally is assigned one specific supervisor who will guide, challenge and coach the Ally through the work experience, exposing the young person to opportunities and experiences common to life in the nonprofit sector.

### TRAINING & LEADERSHIP DEVELOPMENT

Public Allies' curriculum develops the Allies' professional skills, improves their analytical and critical skills and allows them to collaborate with some of the best trainers in Arizona. The Allies gather every other Friday for skill-based and issue-based trainings as part of a broader leadership development model that includes one-one-one coaching, 360 Degree Feedback and other professional development opportunities.

### TEAM SERVICE PROJECTS

During the ten months the Allies work in teams to develop and implement two service projects and participate in three large scale Service Days in Metro Phoenix neighborhoods. The Allies collaborate with existing community organizations and residents to ensure the projects sustainability and expand their network of community and city-wide resources. These projects give the Allies the opportunity to put into action the lessons learned in the trainings and at their placements.

### OUTCOME-BASED LEARNING

All three elements of the program work in tandem to meet the primary learning outcome of Public Allies' program:

*Public Allies exists to build leaders who have the ability to bring together people from all backgrounds, beliefs and experiences to work together and share responsibility for improving their own lives and the lives of those around them.*

Toward that goal, Public Allies develops young leaders who:

- *develop a vision to continue strengthening one's community and commit to a plan to act on it*
- *continuously reflect to deepen self-knowledge and use that knowledge to enhance one's work*
- *take responsibility and be reliable in one's work and commitments*
- *help others recognize the skills and view points of all community members, especially young people and others often disengaged or not considered as assets*
- *form new partnerships among different community organizations*
- *build relationships and learn from people of all backgrounds, beliefs and experiences;*
- *create, expand or improve projects that have direct and measurable community impacts*
- *work with others to achieve goals*
- *take responsibility for continuously learning and applying that learning to strengthen communities*
- *participate in and help build an alliance of individuals and organizations who can support efforts to strengthen communities*

## **Partner Organization Financial Obligations**

Public Allies Arizona, through the ASU Lodestar Center for Philanthropy and 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.

### **1. Living Allowance**

Allies are paid a living allowance of \$13,500 over the ten-month program year (\$1,350 each month) through their Partner Organization. Public Allies Arizona will reimburse Partner Organizations for a portion of the Allies stipend according to the following schedule:

Organizations with...	Public Allies Arizona Share	Partner Organization Share
Budgets under \$1 Million	\$7,000	\$6,500
Budgets of \$1-3 Million	\$4,500	\$9,000
Budgets over \$3 Million	\$3,000	\$10,500

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.**

### **2. Workers' Compensation**

Partner Organizations are responsible for providing Workers' Compensation coverage for the Ally.

### **3. 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).

### **4. 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.

### **5. 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.

### **6. 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.

### **7. 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:

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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 once every quarter with their Ally and Program Manager.
2. Participate in Public Allies' activities including a mandatory supervisor orientation, a 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 "Meet the Allies" event, Presentations of Learning, and Graduation.
3. Support Public Allies' mission of providing young adults 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 serving the greater Phoenix area.
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 September 1, 2010. **All contributions from Partner Organizations must come from non-federal sources of support.**
6. Create a direct service position 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 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 measurable direct service or 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.
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, three annual Service Days and Presentations of Learning.
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.

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# Prohibited Activities!

Since Public Allies is an AmeriCorps program, all of our Allies are AmeriCorps members. Participation in this national service program provides many benefits including an education award of \$5,350; health insurance for the Ally, and childcare (depending on eligibility). However, it does place some restrictions on the activities that can be performed by AmeriCorps members. An Ally cannot perform the following activities while on Public Allies or Partner Organization time:

- Clerical work or research that is not directly connected to the Ally's service work;
- Efforts to influence legislation including lobbying for your program or ballot initiatives;
- Organizing a letter-writing campaign to Congress;
- Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office;
- Organizing or participating in protests, boycotts or strikes;
- 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 official;
- Taking part in political demonstrations or rallies;
- Voter registration drives;
- Assisting or deterring union organizing;
- Impairing existing contracts or collective bargaining agreements;
- Religious activities such as religious instruction, religious services and proselytization;
- Activities that pose a significant safety risk to participants;
- Assignment that displace employees;
- Providing assistance to a business organized for profit;
- Fundraising\*\*

\*\* Overall, an Ally cannot assist with major fundraising efforts such as proposal writing, financial campaigns, endowment campaigns, solicitation of gifts and bequests, or similar activities designed for the sole purpose of raising capital or obtaining financial contributions for the general benefit of the Partner Organization. However, Allies are permitted to develop resources and solicit in-kind donations for a project that they are working on that provides immediate and direct support to a specific and direct service activity as long as it does not take up significant amounts of the Ally's time (10% maximum).

If you have any questions about this, please don't hesitate to contact Michelle Lyons-Mayer, Program Director at (602) 496-0425 or [michelle.lyons-mayer@asu.edu](mailto:michelle.lyons-mayer@asu.edu).



# 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, President/Chairperson of the Board, Ally Supervisor, and Finance Director/Accountant:

- 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 selected Partner Organization applicants the week of July 12, 2010 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 direct 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 July and August of 2010.

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 July 27, 2010, 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 August 2-13, 2010. You will interview a 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 from 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 August 16, 2010.

**Please note this is a competitive process and we will accept more Partner Organization finalists than Allies to guarantee strong matches. This means that not all organizations that participate in the interview process will be matched with an Ally.**