

## **2006-2007 Public Allies Program Standards**

The Public Allies Program Standards are grouped according to the areas outlined in the program HANDBOOK. Each area includes two sections: "Operating Requirements" are the essential activities that must be performed by each site to operate a successful Public Allies program. "Performance Goals" identify the expected result of the Operating Requirements. The National Office aims to measure site and organization-wide progress toward these requirements and goals and will coordinate support to help sites successfully achieve them. The 2006-2007 Program Standards Addendum and Program HANDBOOK provide detailed information on how to implement and measure the Program Standards.

### **1. Recruitment, Selection, Matching & Enrollment**

#### **Operating Requirements**

- Each site will conduct a variety of activities to recruit a diverse class of Allies and Partner Organizations, as outlined in the HANDBOOK.
- To be selected into the program, potential organizations and Allies must meet the "Partner Organization Eligibility Requirements" and the "Ally Eligibility Requirements". Partner Organizations must be a 501(c) 3 or government agency, have the ability to pay their portion of the Ally stipend, provide a clear position description with measurable outcomes, and have completed application and signed contract on file by the program start date. Allies must be a U.S. citizen or permanent resident, have high school diploma or GED, be at least 17 years old by the start of the program year, not be older than 30 years old by the start of the program year, not have completed 2 years of service with AmeriCorps, and have a complete application on file.
- All Allies must be eligible to be AmeriCorps members according to eligibility requirements listed above.
- To aid in the selection process, all potential Allies must be individually interviewed by a panel of alliance members and also go through a group exercise, as outlined in the HANDBOOK.
- To be considered a finalist in the selection process, all new potential Partner Organizations will receive a site visit from a Public Allies staff member.
- Public Allies facilitates a matching process between potential Partner Organizations and Allies, and matches are based on competitive rankings.
- Staff complete, and ensure that all Allies complete, Member Enrollment Requirements as outlined in the Addendum of this document.
- If an Ally leaves the program having completed 255 or fewer hours of service, their AmeriCorps slot may be refilled. You must alert your Regional Director at the National Office of your intent to refill the slot.
- Sites will work to match Ally finalists with Partner Organizations by Core Training.

#### **Performance Goals**

- Sites recruit Partner Organizations to include a mix of retained and new organizations, faith-based organizations, and smaller community-based organizations (under \$500,000 budget or less than 10 employees).
- Ally class reflects the diversity of the community in which the program is located with an over-representation of traditionally under-represented groups.
- Sites receive twice as many Ally applications as there are available slots.
- Sites receive 1 ¼ times as many Partner Organization applications as there are available slots.
- 80% of Allies come from the geographic region served by their Public Allies' site.
- Ally reflects the educational diversity of the community with no more than 50% of Allies having a college degree.
- 100% of Ally files are complete and include all documents outlined in the Addendum.

## **2. Ally Development & Well-Being**

### **Operating Requirements**

#### **Compensation & Benefits:**

- Allies receive a stipend for their service within the range of \$13,500-\$18,500.
- Allies are offered health insurance and child care benefits while serving.
- Allies become eligible to receive an education award upon meeting graduation requirements.
- Program Managers enter enrollment and exit information from signed and dated AmeriCorps forms, and change of status information, in WBRs within 20 days of program start, completion, or suspension.

#### **Ally Management:**

- Allies report on hours served, activities and service impact in their bi-monthly PISD completed for the 1<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> through the last day of every month. Program Managers ensure that Partner Organization Supervisors review information for accuracy and approve each PISD report either in hard copy or on the Public Allies Intranet Portal and approve PISD reports themselves on a timely basis.
- Program Managers complete monthly timelogs in WBRs by the 15<sup>th</sup> of the month for the prior month.

#### **Ally Development & Coaching:**

- Allies are assigned one Program Manager who conducts a minimum of 5-6 IDP meetings (evenly distributed throughout the year). IDP meetings are intended to develop Individual Development Plans, work on placement, TSP or training issues, or provide referrals to community resources as needed. Between IDP meetings and 3-way meetings with Partner Organization Supervisors (see following bullet), Program Managers meet in person with Allies once a month.
- Allies participate in at least 3 three-way meetings with Partner Organization Supervisors and Program Managers in month 1, 5/6 and 9. A copy of the current Ally year-to-date (YTD) report must be signed and dated by all parties and placed in Ally file following each 3-way meeting.
- Allies, Supervisors and Program Managers conduct the full 360 feedback process in the timeframe defined in the Program HANDBOOK.
- Allies prepare a Presentation of Learning that reflects on their individual growth and development over the course of the program year, as outlined in the Program HANDBOOK.

#### **Career Coaching & Graduation:**

- Allies should receive coaching in post-graduation plans no later than month five of the program year.
- In order to graduate and become eligible for their education award, Allies must meet all national and locally specified graduation requirements outlined in the Addendum.
- A graduation celebration that invites community partners and alliance members is held for the Allies.
- Allies are introduced to the Public Allies Lifetime Leadership Initiative and are encouraged to participate in all facets of Life After Public Allies.

### **Performance Goals**

#### **Compensation & Benefits:**

- 90% of Allies who began the program, graduate.
- 100% of AmeriCorps slots are filled.

#### **Ally Development & Coaching:**

- 70% of graduating members will show improvement on a seven point scale in each of the core values as measured in the change report Public Allies 360 Feedback Assessment. 95% of graduating members will achieve a minimum score of at least 4 on a seven point scale in all skills identified in the Public Allies 360 Feedback Assessment.
- 90% of graduating members will demonstrate and increase in at least two of the attitudes and behaviors that contribute towards being an effective citizen.

#### **Career Coaching & Graduation:**

- 100% of graduating Allies complete a Presentation of Learning.

### **3. Placements**

#### **Operating Requirements**

##### Position Descriptions and Outcomes

- Partner Organizations provide job descriptions with clear objectives and measurable outcomes for the Allies' term of service that comply with AmeriCorps requirements.
- Program Managers monitor and support Ally progress toward objectives and check in with Supervisor on Ally progress through regular review of PISDs and ongoing communication with supervisors.
- Allies report on hours served, activities and service impact in their bi-monthly PISD completed for the 1<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> through the last day of every month. Partner Organization Supervisors and Program Managers review information for accuracy and approve each PISD report either in hard copy or on the Public Allies Intranet Portal.

##### Supervisor Requirements and Involvement

- Supervisors are oriented to Public Allies, have the opportunity to attend weekly training sessions, receive technical assistance in establishing outcome measurement systems for the Allies' work, and are invited to be involved in other aspects of PA.
- Supervisors participate in at least 3 three-way meetings with Partner Organization Allies and Program Managers. Program Managers ensure that Allies and Supervisors sign and date a copy of the Ally's Year-to-Date (YTD) report at each 3-way meeting and keep the signed copy in the Ally's file. The objectives of 3-way meetings are outlined in Addendum of this document.
- Supervisors and Program Managers, Allies, implement the 360-feedback process in the manner and timeframe as outlined in the "Program Development and Continuous Learning" section of the Public Allies Program Handbook at [www.publicallies.net](http://www.publicallies.net) (Program tab).
- Supervisors complete a year-end evaluation survey about their experience with the Public Allies program.
- Supervisors are required to review and approve bi-monthly PISD's submitted by Allies.

#### **Performance Goals**

- 80% of outcome performance measures will be met or exceeded by the time specified by the Partner Organization, or by the end of the program year.
- Allies will meet or exceed supervisor expectations on 90% of defined service objectives by the end of the program year.
- 70% of Partner Organizations will benefit from a Level 1 linkage; 30% will benefit from a Level 2 linkage; and 15% will benefit from a Level 3 linkage as defined in the PISD.
- Site-wide, on average, Allies will match 15% of their service hours with volunteer service (255 hours per Ally). At least 50% of volunteer hours will be contributed by volunteers who have volunteered four or more instances.
- 80% of Partner Organizations will build interagency collaborations.
- 85% of Partner Organizations will indicate that their organizations have grown in capacity as a result of their involvement with Public Allies.
- 85% of Partner Organizations indicate their growth in capacity will be sustained beyond Members' term of service.

## **4. Team Service Projects**

### **Operating Requirements**

#### Basic Methods and Structure

- Project selection includes an Alliance and Staff supported Ally decision making process.
- Projects are Ally-driven and facilitated in teams of 7 to 10 Allies with one TSP coach.
- TSP Coach (i.e., Program Manager) attends all team meetings during the training day. If the team divides to perform tasks, the TSP coach is available and readily accessible during those tasks and meets with them at the end of the day.

#### Community Impact and Involvement

- Projects are direct service or build the capacity of a partnering nonprofit or the community.
- There is a team of advisors and/or a committed community partner involved in the project with a specific staff liaison to the organization to promote sustainability of the project.
- Team Service Project implementation should seek to capitalize on a wide range of existing community assets.

#### Reporting and Evaluation

- TSPs are documented by one Ally from each team who serves as a Team Recorder. Each TSP project should have at least two entries recorded in the PISD.
- Each TSP has identified objectives and at least 1 outcome that are reported in the final PISD entry.
- Allies participate in at least two feedback sessions in their TSP teams with Coaches.
- Sites provide a summary of the activities and impact of TSP's at the end of the year in the end-of-year AmeriCorps report.

### **Performance Goals**

- Nationally, 90% of team service projects will achieve their service objectives and outcome performance standards.

## **5. Training & Learning Program**

### **Operating Requirements**

#### **Administration**

- Training hours constitute no more than 20% of the Allies' cumulative hours over the course of the program year. This includes weekly training sessions, three overnight retreats (Core Training, Mid-Year and Year-End Retreat), and any specialized training obtained through their placements.
- Check-ins, breaks, debrief, closing are all parts of each training day, as outlined in the Public Allies training and learning curriculum.
- Program Managers attend all training sessions and debrief the sessions with Allies. The debrief should include an evaluation of the training and its impact on Allies. For sites operating the Alternate Model, Program Managers attend at least 2 trainings per month.
- Trainers are properly briefed before their training to have an understanding of the program, training philosophy and the class of Allies.
- The National Office administers the Civic Engagement Survey baseline and follow-up surveys at the start and end of the year respectively via SurveyMonkey.
- Partner Organization supervisors are invited and continually encouraged to attend weekly training sessions.
- Allies participate in at least three Critical Reflection sessions per year with some staff facilitation.

#### **Content**

- Training topics and sequencing are in alignment with recommended Public Allies curriculum as outlined in the Public Allies Curriculum Sourcebook (Summer 2005).
- Trainings are administered by individuals who are best suited to address the topic at hand.

#### **Performance Goals**

- 33% of training sessions are planned and confirmed before Core Training.
- 80% of Allies report that the Training & Learning program increased their ability to meet Ally outcomes.
- 90% of Priority 1 topics from the curriculum are implemented.
- 100% of graduating Members will demonstrate an increase in knowledge, skills and attitudes (identified in the curriculum) that contribute toward being an effective citizen between the pre- and post-test assessments given at the beginning and end of the program year respectively.
- 100% of graduating Allies will receive at least 200 hours, but no more than 340 hours, of training.

## **Program Improvement and Continuous Learning**

### **Operating Requirements**

- Sites implement Ally Continuous Learning process in accordance with site CLT calendar.
- Allies complete a year-end program evaluation that is administered by the national office via SurveyMonkey.
- Partner Organizations complete a year-end program evaluation administered by the national office via SurveyMonkey.
- Site Monitoring and Assessment processes are conducted in coordination with a Regional Director, and Site Report and Action Plan is agreed to by all parties.
- New staff members receive a comprehensive orientation, coordinated by the new staff's supervisor, and in conjunction with the site's Regional Director.
- All staff attend Staff Institutes/Retreats, which are held as scheduled and include a variety of trainings and community building opportunities.
- Staff assess and evaluate continuous learning processes and Institutes/Retreats nationally through survey monkey.

### **Performance Goals**

- 100% of Allies complete Civic Engagement and End-of-Year Surveys in Survey Monkey.
- 80% of Partner Organization Supervisors complete End-of-Year Surveys in Survey Monkey.
- Sites take corrective action on 100% of noncompliant baselines & standards from the previous program year and 50% of those noncompliant baselines & standards are met.