

THE PUBLIC ALLIES HANDBOOK FOR SITE START UP AND OPERATIONS

Chapter 1: Site Start Up

Basic organizational terminology and contacts along with an overview of start up activities and expectations for a new site.

Welcome to the Public Allies Alliance!

Glossary of Terms

Start Up Activities and Timeline

Start Up Expectations for Public Allies and our Operating Partners

Overview of Program Models

Affiliation Models and Lessons Learned

Attached Documents: New Site Application Form

Public Allies Directory

Chapter 2: Organizational Overview

The big picture of where Public Allies is headed and how we plan to get there.

Organizational Philosophy and overall vision

Mission and Values of Public Allies

Public Allies Social Change Model

Organizational Strategies for 2011

Attached Documents: Organizational Goals for the Current Fiscal Year

Chapter 3: Staffing

How to bring on Public Allies staff and Public Allies resources for staff management

General Staffing Structure

What to look for in candidates for Public Allies positions

Hiring Processes

Orientation Plans

Public Allies Staff Development Resources

Attached Documents: Job Descriptions

Ranking Sheet for Resumes/Interviews

Staff Performance Management Form

Staff 360 Assessment Form



Chapter 4: AmeriCorps and Government Relations

Responsibilities and benefits of being an AmeriCorps program; making the most of local, state and federal civic leaders.

Attached Documents: Site AmeriCorps National Direct Application

Chapter 5: Alumni Engagement and Development

National support and programming for your Ally graduates.

Chapter 6: Fund Development, Marketing and Communications

How to get the word out about Public Allies and create a financially sustainable program.

Public Allies Branding
Fundraising for a Public Allies site
National Office resources for local sites
 For site start up
 In general

*Attached Documents: Press Release for site launch
PowerPoint Presentation for Donors
PowerPoint Presentation for community organizations and
potential Partner Organizations*

Chapter 7: Finance and Administration

Answers to big and small questions about the fiscal management and operations of a site.

Operating Partnership Agreements
Site Performance Management
Administrative and Financial Systems you will need
Creating an AmeriCorps Budget
The Reimbursement and Web-Based Financial Reporting Process

*Attached Documents: Partnership Memorandum of Understanding [template]
Cooperative Agreement [template]
Site Performance Management Tool*



Chapter 8: Advisory Boards

A resource as you develop and maintain your Advisory Board.

Chapter 9: Technology

How to Access Public Allies Electronic Networks

Public Allies Email

Public Allies Shared Drives

Public Allies Intranet and Website

Technology Use Guidelines

Attached Documents: New Hire Info Sheet

