

- Field of Work:
- | | | |
|---|---|--|
| <input type="checkbox"/> Arts/Culture | <input type="checkbox"/> Government | <input type="checkbox"/> Public Health |
| <input type="checkbox"/> Community Building/Organizing | <input type="checkbox"/> International | <input type="checkbox"/> Public Policy |
| <input type="checkbox"/> Criminal Justice/Public Safety | <input type="checkbox"/> Labor | <input type="checkbox"/> Social Justice |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Legal Services | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Education | <input type="checkbox"/> Philanthropy | <input type="checkbox"/> Youth Development |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Private Sector | <input type="checkbox"/> Other |

Organization's Budget: Under \$500,000 \$500,000 - 999,999 \$1,000,000 - 1,999,999 Over \$2,000,000

Number of full time employees _____

Type of Organization: 501(c)3 Government Other/describe: _____

Is this a Faith-Based Organization? Yes No

Scope of Organization: National State Citywide Neighborhood

How did you hear about Public Allies? Public Allies Staff Flyer Current/Former Ally
 E-mail Partner Organization Other, How? _____

Has your organization ever applied for an Ally before? Yes No If yes, when: _____

Has your organization hosted an Ally in the past? Yes No If yes, when: _____

It is Public Allies' goal to create a diverse class of Allies with different backgrounds and experiences. We sometimes have Ally finalists who have been convicted of misdemeanors or felonies. We do background checks on all finalists and encourage them to disclose their records as necessary. **If you cannot work with someone with a record, please indicate here and cite the reason(s) regarding that criteria.** _____

2 ORGANIZATIONAL INFRASTRUCTURE

1 Does your organization have **non-federal** resources to commit to your organization's portion of the stipend plus benefits to support an Ally/Allies at this time? Please specify your funding source(s).

2 Allies will need space to do their work, as well as computer and internet access to report on their work and fulfill the program's continuous learning requirements. My organization will provide the following for our Ally (please check all that apply).

- | | | |
|--|---|--|
| <input type="checkbox"/> desk | <input type="checkbox"/> computer | <input type="checkbox"/> phone |
| <input type="checkbox"/> internet access | <input type="checkbox"/> printer access | <input type="checkbox"/> his/her own working space or office equivalent to other staff |

3 ALLY POSITION DESCRIPTION

The Attachment contains an “Imagining Ally Impact Worksheet” to help you create activities, outcomes and measures for your Ally’s service. Please fill out one for each different Ally position. These descriptions will be shared with our Ally Applicants during our matching process, and will serve as the basis for the Ally’s work and reporting throughout the term of service.

ALLY SUPERVISOR:

- Holds Ally accountable to service objectives and supporting Ally to achieve these objectives
- Provides Ally with professional mentorship and guidance
- Serves as agency liaison to Public Allies
- Participates fully in Public Allies’ management and evaluation processes

PARTNER ORGANIZATION:

- Makes financial commitment to support the Ally’s stipend and related costs
- Supports Public Allies Organizational Philosophy

I Please initial the following to agree to your organization’s commitment to the following:

- _____ Attend three (3) Partner Organization Supervisor meetings during the term.
- _____ Participate in the Ally Matching Process.
- _____ Provide direct supervision and support throughout the term of the program.
- _____ Provide growth and learning opportunities for the Ally.
- _____ Complete all required paperwork for the Ally.
- _____ The Ally AmeriCorps Member, though providing service rather than work, will be treated with the same respect of a staff member of the organization.
- _____ The Ally will not be asked to do things beyond their position description unless approved by Public Allies staff.
- _____ The Ally will not be asked to do administrative tasks beyond their position description.
- _____ The Supervisor will meet with the Ally, at least weekly during the first month and at least every two weeks thereafter throughout the placement.
- _____ The Ally will be given an extensive orientation to their service and to the organization that is at least 4 hours in length during the first week of service.
- _____ The Supervisor will assist the Ally in developing tools to evaluate the impact of their work in communities, such as pre- and post-tests, participant surveys, etc.

4 ALLY POSITION AND SERVICE DESCRIPTION

Please fill out a description for each Ally you would like placed at your organization. Please complete the next section to describe the type of individual you want to hire, and then complete the **Imagining Ally Impact** attachment to outline the types of activities and impacts you want your Ally to achieve.

REQUIRED SKILLS

Please describe the type of individual you feel would work most effectively within your organization and would be most successful at accomplishing the project(s) outlined in the service description, including:

Skills/Qualifications (including educational level/degrees, language proficiencies, technical skills) _____

Personality/Work Style (e.g. outgoing, analytical, patient, good with kids, etc.) _____

Life Experiences, Demographic Considerations _____

Other (Do they need a car? Will they need to have a flexible schedule for weekend or evening work?) _____

INTERVIEW CONTACT

Name	Phone	E-mail
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5 SIGNATURES OF APPROVAL - ALLY APPLICATION

I am aware of the application for (quantity) _____ Public Ally/ies for the _____ program year. I confirm that (name of organization) _____ is financially capable of hosting an Ally/ies for the duration of the program year. I have read and agree to uphold the expectations and responsibilities of being a Partner Organization/Supervisor. I am also aware that the potential direct supervisor from my organization will be expected to conduct interviews with possible Ally candidates. I understand that completing this application and conducting Ally interviews does not guarantee that my organization will receive an Ally.

Signatures of approval

Executive Director Date

President/Board Chairperson, Board of Directors Date

Potential Ally Supervisor Date

Finance Director Date



Imagining Ally Impact Worksheet

While the Apprenticeship Program is grounded in leadership and professional development, Public Allies strongly believes that the Allies are also responsible for creating meaningful, tangible results during the term.



The Apprenticeship Position at your agency is comprised of one or more Activity Areas (a specific body of work). Within each of those Activity Areas, we want to know the objectives of that area, the specific outcomes of that area, and finally the measures of success within that area.

Use this worksheet to imagine how the Ally will impact your organization through this Apprenticeship. It will guide you through creating objectives, outcomes and measures for each component of your Ally's Apprenticeship. For additional help, consult the "example" on page 6.

Please copy this page and use multiple times if your Ally has more than 2 Activity Areas. Note that only one Activity Area needs to have an Outcome and Measure associated with it.

ISSUE AREA AND POPULATION SERVED

For each Ally Position, we want to know how to classify the type of work, and who the Ally is affecting through this work. To do the former, please identify a primary issue area (and secondary issue area, if applicable) by checking the appropriate box. To do the latter, please check all appropriate boxes that apply.

Primary Issue Area

- Youth Development
- Community/Economic Development
- Environment/Conservation
- Arts/Culture
- Health/Nutrition
- Public Safety
- Education
- Emergency Services/Disaster Relief
- Housing
- Other Human Needs _____

Secondary Issue Area (if any)

- Youth Development
- Community/Economic Development
- Environment/Conservation
- Arts/Culture
- Health/Nutrition
- Public Safety
- Education
- Emergency Services/Disaster Relief
- Housing
- Other Human Needs _____

Population Served

- Infants 0-3
- Children 4-12
- Youth 13-18
- Adults 19-55
- Older Adults 56+
- Families
- Volunteers
- Other _____

ACTIVITY AREA I

1 Create an Objective Statement

This is a sentence or two that outlines the specifics of one of the activities that the Ally will be working on.

1 Title (one area of Ally's work)	1 _____ _____
2 What are the specific activities the Ally must do in this area of work?	2 _____ _____ _____
3 Who will the Ally be serving and/or working with to accomplish this objective?	3 _____ _____ _____
4 How often or what proportion of their working time will they be doing the proposed activities?	4 _____ _____ _____

Combined Objective Statement

2 Create an Outcome for Activity Area I

The outcome statement describes the changes we want to see as a result of the Ally's activities. It identifies (1) a target group (the group who will benefit from the Ally's activity), (2) states an action verb and (3) articulates a resulting change in the target group.

1 Who is the target group of the above work? Who will the Ally be serving?	1 _____ _____
2 What is the change caused by the above activities? What is the result?	2 _____ _____ _____

Combined Outcome

3 Create Standard, Measure and Timeframe for Meeting the above Outcome

A measure is a tool you'll use to find out whether or not the change you want to see is actually occurring. A standard is the rate or amount of change you would like to see in order to consider the work successful.

1 How much of a change will take place for the target group? (OR) What percentage of the target group will experience the change? 1 _____

2 What specifically will be measured to indicate that the above result was accomplished? What tool will be used? 2 _____

3 When will the results be measured and transferred to Public Allies? 3 _____

Standard, Measure, Timeframe

ACTIVITY AREA 2

1 Create an Objective Statement

This is a sentence or two that outlines the specifics of one of the activities that the Ally will be working on.

1 Title (one area of Ally's work)	1 _____ _____
2 What are the specific activities the Ally must do in this area of work?	2 _____ _____ _____
3 Who will the Ally be serving and/or working with to accomplish this objective?	3 _____ _____ _____
4 How often or what proportion of their working time will they be doing the proposed activities?	4 _____ _____ _____

Combined Objective Statement

2 Create an Outcome for Activity Area 2

The outcome statement describes the changes we want to see as a result of the Ally's activities. It identifies (1) a target group (the group who will benefit from the Ally's activity), (2) states an action verb and (3) articulates a resulting change in the target group.

1 Who is the target group of the above work? Who will the Ally be serving?	1 _____ _____
2 What is the change caused by the above activities? What is the result?	2 _____ _____ _____

Combined Outcome

3 Create Standard, Measure and Timeframe for Meeting the above Outcome

A measure is a tool you'll use to find out whether or not the change you want to see is actually occurring. A standard is the rate or amount of change you would like to see in order to consider the work successful.

1 How much of a change will take place for the target group? (OR) What percentage of the target group will experience the change?

1 _____

2 What specifically will be measured to indicate that the above result was accomplished? What tool will be used?

2 _____

3 When will the results be measured and transferred to Public Allies?

3 _____

Standard, Measure, Timeframe

SAMPLE WORKSHEET

1 Create and Objective Statement

This is a sentence or two that outlines the specifics of one of the activities that the Ally will be working on.

- | | |
|--|---|
| 1 Title (one area of Ally's work) | 1 <u>Teaching Safety First Curriculum</u> |
| 2 What are the specific activities the Ally must do in this area of work? | 2 <u>Teaching the Healthy Kids Coalition "Safety First" curriculum to 5 classes from North Clarkville</u> |
| 3 Who will the Ally be serving and/or working with to accomplish this objective? | 3 <u>The ally will teach 6-8 year old children in elementary school classrooms and at 6 community centers in North Clarkville</u> |
| 4 How often or what proportion of their working time will they be doing the proposed activities? | 4 <u>Monday through Thursday, from 8:30am to 11:30 am, starting in October and ending in June</u> |

Combined Objective Statement

The Ally will work with 5 classes of 6-8 year olds, Monday through Thursday, teaching the "Safety First" curriculum in elementary school classrooms and at 6 community centers in North Clarkville.

2 Create an Outcome for Activity Area 2

The outcome statement describes the changes we want to see as a result of the Ally's activities. It identifies (1) a target group (the group who will benefit from the Ally's activity), (2) states an action verb and (3) articulates a resulting change in the target group.

- | | |
|--|---|
| 1 Who is the target group of the above work? Who will the Ally be serving? | 1 <u>6-8 year old children</u> |
| 2 What is the change caused by the above activities? What is the result? | 2 <u>The children will understand the difference between a safe and unsafe home</u> |

Combined Outcome

6-8 year old children will understand the difference between a safe and unsafe home.

3 Create Standard, Measure and Timeframe for Meeting the above Outcome

A measure is a tool you'll use to find out whether or not the change you want to see is actually occurring. A standard is the rate or amount of change you would like to see in order to consider the work successful.

1 How much of a change will take place for the target group? (OR) What percentage of the target group will experience the change? 1 80% of 6-8 year old children

2 What specifically will be measured to indicate that the above result was accomplished? What tool will be used? 2 The children's understanding. The change will be measured by a parent interview

3 When will the results be measured and transferred to Public Allies? 3 In January and May

Standard, Measure, Timeframe
80% will understand the difference between a safe and unsafe home as measured by parent interviews in January and May.