

Application to Host an AmeriCorps Promise Fellow

The Application to Host An AmeriCorps Promise Fellow is made up of four parts:

1. **Application Questions** – to be submitted online at link below AND included with the mailed copy of the application
2. **Contact Information** – completed below for the mailed copy and [ONLINE](#)
3. **Position Description** – which can be saved & submitted with both the mailed and online copies
4. **Letter of Support** – a letter of support from each member of the Youth Success Team

Host Site Name:	# of Promise Fellows Requested: ____ Highlight One: New Site or Returning
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Lead contact person:

Title:

Address:

Phone & fax:

Email:

Lead contact person's signature, authorizing all information contained in this application (Required for the paper copy):

Tax Identification Number of Host Site:	Federal Legislative District:
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Names & Contact Information for All members of the Youth Success Team. *Please indicate who of these people will be the Site Supervisor and/or Site Coordinator for the Promise Fellows. Members of the Youth Success Team should submit a Letter of Support on their organization's letterhead outlining their role on the team, what resources they will bring, and their history of working with the designated Host Site. Letters are to be submitted with the mailed copy of the application.*

Site Supervisor:

Site Coordinator:

Local Partner Information (highlight answer):

- Does your local School district receive integration revenue? **Yes No**
- Has your school been identified by the Minnesota Department of Education as a Racially Identifiable School? **Yes No**
- Is your school in the AYP (Annual Yearly Progress) stage of Corrective Action or higher? **Yes No**
- Does your Out of School Time Program use the Youth Program Quality Assessment (YPQA)? **Yes No**

Please respond completely to the following questions, in the order requested, in no more than 20 pages.

1. Executive Summary paragraph listing the primary reasons for your application, number of Promise Fellows you request, key Fellow activities for the year, etc.

2. Youth Success Team: Host Site, School, and Community Partners

You may be creating a new school-community partnership for the purposes of this program, or strengthening or expanding an existing partnership. Describe the history of the Youth Success Team, including your overall goals, how key partners work together, and what the partners will contribute to the success of the efforts. Include how schools will provide access to data and a Site Coordinator to Community-based organizations and how those community organizations may support in and out-of-school time activities or serve other functions, etc.

- Visit the Alliance's website for a description of the roles of school-community partnership members.
- *Please note that a Letter of Support is required from each member of the Youth Success Team.*

3. Youth and Community Needs and Opportunities

- Describe the community and youth this proposal is hoping to impact. What are the challenges and opportunities facing the schools, families, and youth you propose to serve?
- Describe the youth in grades 6-10 that you hope to reach through this program, including details regarding graduation rates (including for sub-groups) at the one or more schools involved in the proposal. Use specific school performance data, demographics, and any information that will help clarify why you need and want one or more Promise Fellows.

4. Response to Intervention

- Describe existing school reform efforts, including Response to Interventions efforts, if any, in the school(s) in your partnership. How will this proposal relate, partner, or build on those school reform efforts?
- How will this program add value and support existing school reform efforts (ex. Implementing PBIS, using the Youth Program Quality Assessment, etc.).
- How will the Promise Fellow and the Youth Success Team access and use the Early Warning Indicators (Attendance, Behavior, and Core Academics) to identify youth participants?
- For School-based Host Sites: Describe how you plan to work with community partners in the design of your program.
- For Community-based Host Sites: Describe how you plan to work with school(s) in the design of your program.
- How will you ensure your Promise Fellow is able to meet the expectations of the RTI model in the context of your organization?

5. Intervention Strategies

Each Host Site is required to focus on using the following three strategies to impact youth success: caring adults, high-quality in and out of school activities, service-learning.

- How will you operationalize each of these strategies for the youth on the Promise Fellows' Focus List? Share details (who, what, where, when, and why) regarding existing and new programs using these strategies to engage the youth participants in dropout prevention. Please be specific about resources, partnerships, curricula, staff, etc. that relate to the interventions.
- What are the roles of the Promise Fellows in delivering the required strategies and interventions? What will be their ongoing activities?
- What are the roles of adult volunteers in the working with youth? How will volunteers be recruited, trained and supported?

6. Supervision and Support for Fellows

- Describe how and by whom each Promise Fellow will be supervised; including which partner will take the lead role in as Site Supervisor to the Fellow. What are his/her qualifications and experience in supervision?
- What structures are in place to contribute to a successful year for the Fellow(s)? Where will the Fellow(s) be officed?

- What is your plan to orient and train the Promise Fellow to your organization and Youth Success Team?
- What personal and/or professional activities, in addition to those provided by the Alliance, will be offered to your Fellow(s)?
- How will the Promise Fellow interact with the staff of your organization? How will the role of the Promise Fellow be shared with your larger organization/staff?
- A Site Coordinator is expected to review student data concerning attendance, behavior, and course performance on a weekly basis, convene a weekly meeting including Promise Fellows and Youth Success Team, determine which youth need to be on Promise Fellows' Focus List, and what interventions are needed. Describe who will serve in this role, her/his qualifications, and the details of how these processes will take place in your setting.

7. Cash Match and In-kind Support

- Describe the sources that will be used to fund your cash match contribution (\$6,500 per Fellow).
- Describe the types of in-kind support that will be provided, including a budget for the Promise Fellow and other resources they will need.
- Please reference *Requirements of Host Sites* to read about the expectations regarding the Cash Match.

8. How will your Partnership and Fellows' activities be sustained in the future?

- As a result of having a Promise Fellow, what structures or systems will continue once the year is complete to support dropout prevention efforts?
- How does hosting a Promise Fellow enhance the capacity of your organization to serve and support youth at risk of dropping out?

9. For Returning Host Sites ONLY: What are your past accomplishments hosting a Promise Fellow?

- If your partnership or key members of your partners hosted a Promise Fellow in the past, include your accomplishments and how the new Fellow(s) you are requesting will build on past efforts and accomplishments.
- Describe any challenges in hosting a Promise Fellow you have had in the past and how you will ensure a successful Promise Fellow experience for the coming year.

Required: Position Description for your Promise Fellow(s) (limit 2 pages)

Using the template provided, submit a Position Description for the Promise Fellow. Up to 20% of the Promise Fellow's time may be spent on professional development experiences and no more than 10% may be spent on supporting fundraising efforts. This Position Description should be written so that it can be sent to external audiences for posting and advertising your position.

Required: Letters of Support

Please have each member of the Youth Success Team submit a signed Letter of Support on organizational letterhead that addresses the following:

- What they commit to providing to the Youth Success Team partnership—resources, human capital, financial support, access to students/data, etc.
- Their dropout prevention and youth success goals & how that aligns with this project

APPLICATION CHECKLIST

- Answer all questions using the Application Template provided (can be accessed at www.mnyouth.net), including a Position Description in a Saved Document
- Complete the online Host Site Contact Information.
- Upload your Completed Application online.
- Upload in one file copies of letters of support from each member of the Youth Success Team. Submit hardcopies with the original hard copy of the application.
- Submit one original hardcopy & three copies (4 total) of your application with all attachments postmarked by Friday, March 2nd.



Position Description Template

INSERT HERE YOUR ORGANIZATION'S NAME) AMERICORPS PROMISE FELLOW

POSITION DESCRIPTION

Title: AmeriCorps Promise Fellow
Placement Site: Your Organization's Name
Street Address
City, State Zip Code
Contact: Name, position within organization, email and/or phone number (or the best way for the applicant to reach you)



Position Overview

Describe in 4-5 sentences about this organization and how a Fellow will help achieve its mission. Please be sure to reference that this position is an AmeriCorps position hosted by the MN Alliance With Youth and your organization/community.

Position Responsibilities

Please break down your position's tasks and duties into **Essential** and **Marginal** Functions.

Essential Function: (A task or service duty that is critical to the position... If it is not performed, then the nature of the position is fundamentally changed. A list of potential tasks is provided below for both essential and marginal functions)

- **Example:** Coordinate and deliver after-school academic enrichment activities with the goal that at least 30 youth (approx. 6th – 10th graders) will experience academic gains.
- Organize field trips and other special events to make learning and being at school more engaging and relevant to youth who are disengaged and at risk of dropping out.
- Coordinate a lunchtime or afterschool mentoring program that connects caring adults with youth.
- Develop and organize projects that engage youth participants in at least 20 hours of civic engagement activities during the year as an additional strategy to improve academic success. Lead civic engagement activities with youth, including reflection components.
- Recruit and/or support community volunteers, including family members, to work with youth participants in areas such as mentoring, tutoring, civic engagement, and college/career exploration.
- Participate in all Alliance and AmeriCorps required meetings and assignments.

Marginal Functions: (tasks or duties that are preferential or marginal to achieving the position's goals; can be "traded" to another member or staff person)

- **Example:** Support teachers and other school and community members to finalize the best local dropout prevention strategies, including how community volunteers will help address the needs of the targeted youth.
- Assist supervisor and site coordinator to keep program records and evaluate program outcomes, making changes as needed based on evaluation data.

Requirements (the minimum requirements as outlined by AmeriCorps are listed below and must be included in your position description)

- Must be 18 years old*
- U.S. Citizen or U.S. National or have status as a Lawful Permanent Resident Alien
- Please note that final candidates will be required to successfully pass a background check before being officially enrolled by the Minnesota Alliance With Youth.

Qualifications (those skills, experiences, education, that candidates must have in order to be fully considered for the position)

- Interest in youth, service, education, and non-profit work
- Strong written and oral communication skills
- Able to deal effectively with ambiguity of tasks and able to take the initiative
- Self-motivated, able to work independently without daily supervision—strong organizational skills a must
- Able to present oneself in a highly professional manner and be an ambassador of the program
- Promise Fellows may NOT be in school full-time and serve at the same time

Desirable Characteristics (this section can include other desirable, but not required characteristics or experiences you would like your candidate to have)

- **Example:** Associates or Bachelor of Arts Degree in community or youth development, education, or related field
- Volunteer experience and desire to develop a strong ethic of service
- Experience working collaboratively with youth and adults
- Commitment to positive youth development
- Has initiative to see and follow through with “next steps” to be taken

Typical Work Environment (this section helps people understand the setting and context in which they might serve; please try to provide a short description of what the member might encounter on a weekly/daily basis)

- Able to work at a computer for up to 8 hours per day
- Able to work in environment that is noisy with many young people and adults demanding attention
- Able to work independently without much direction as well as on teams
- Work setting may include working in a cubicle and/or sharing office and computer with other members/staff

Benefits (Please use the language provided below in listing the benefits for AmeriCorps members. If you have additional benefits such as providing a bus/parking pass, list those following the text. In addition, please note that Fellows receive a living allowance, not a stipend, and before taxes are taken the living allowance is \$450 paid every two weeks. The benefits listed below are for full-time members who serve a full-year).

As a full-time AmeriCorps member, Promise Fellows serve 1725 hours from August 15, 2012 to August 14, 2013 and receive: Modest Living Allowance (appx. \$450 every two weeks pre-tax); Health Insurance; Qualified Student Loan Deferment; \$5,550 Education Award upon successful completion of service; Ongoing, extensive support and training

To apply, please visit www.mnyouth.net for a complete application. (For host sites: please include information on your application process. This year, the Alliance is requiring that applicants complete an Alliance application available on our website. In addition, if you would rather your applicants send a resume/cover letter or complete your own application, please be sure to include that information in this section.)

Insert name of Contact Person

Organization, Address, Fax or Email address

Please note (the following statements must be included in your position description stated in the same verbiage as listed below):

- We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation.
- Reasonable accommodations provided upon request.
- This document is available in alternative formats.