



**Engagement. Voice. Success.**

## AmeriCorps Promise Fellows

2010-2011

### **Host Site Application for New Sites**

### **School-Community Partnership Sites**

*Proposals due Friday, February 12, 2010 at 4:00 PM*



# **MINNESOTA ALLIANCE WITH YOUTH AMERICORPS PROMISE FELLOWS 2010-2011 Host Site Application**

## Table of Contents

Overview of the Alliance & AmeriCorps Promise Fellows	3
Responsibilities & Roles of Promise Fellows	5
Requirements of Host Sites	6
Host Site Eligibility and Selection Criteria	7
How to Submit Your Application	7
Application to Host an AmeriCorps Promise Fellow	9
<i>Required Attachments:</i>	12
Position Description Template*	13
Indicators of Success Worksheet*	15
Memorandum of Understanding (MOU)*	16

## Timeline

Request for Proposals (RFP) available	January 4, 2010
Information Webinar	January 22, 2010
<b>Proposals due</b>	<b>February 12, 2010 (4</b>
<b>pm)</b>	
Preliminary notice of selection decisions	March 19, 2010 (approx.)
Host sites begin recruitment; compliance due	April 2, 2010
Required Supervisor Meeting	April 8; April 16 (outstate)
<b>All Promise Fellows begin their year of service</b>	<b>August 15, 2010</b>

# **Overview of the Alliance and AmeriCorps Promise Fellows**

---

## ***The Minnesota Alliance With Youth***

The Minnesota Alliance With Youth is a statewide network of schools, organizations and communities that advocate with and for youth to ensure all young people in Minnesota have five fundamental resources (also known as the “5 Promises”):

- Caring adults
- Safe places
- A healthy start
- Effective education
- Opportunities to help others

As a statewide collaboration of existing organizations, the Alliance offers training, resources, support, and AmeriCorps Promise Fellows to communities seeking to ensure all youth have the Five Promises. A unique strategy of the Alliance is to engage youth themselves in these efforts, especially disadvantaged youth who are often overlooked in youth leadership efforts.

## ***A Partner With National Service: AmeriCorps and ServeMinnesota***

Last year in Minnesota, over 1000 AmeriCorps members served in over 12 programs! AmeriCorps is a national service program funded by the Corporation for National and Community Service. The Alliance’s AmeriCorps Promise Fellows are one of the AmeriCorps programs in partnership with ServeMinnesota, the state Commission for national service. The State of Minnesota provides matching funds to support all Minnesota AmeriCorps programs through legislation called "Youth Works." ServeMinnesota is responsible for managing and evaluating the Alliance’s AmeriCorps Promise Fellows. Visit [www.serveminnesota.org](http://www.serveminnesota.org) or [www.americorps.org](http://www.americorps.org) for more information.

## ***Meeting Important Needs***

The Alliance was founded on the idea that every young person represents great promise. But we are concerned that particular groups of youth face tremendous obstacles in Minnesota. Youth of color, immigrant youth, and low-income youth face significant gaps in academic performance and civic engagement. AmeriCorps Promise Fellows reach and engage young people at the margins.

Promise Fellows develop strategies and secure resources to address the following:

- Closing civic engagement and academic achievement gaps experienced by many of Minnesota’s low income students and students of color by organizing in school and afterschool tutoring, mentoring, and service-learning activities.
- Connecting caring adults to youth experiencing civic engagement and academic achievement gaps. Caring adults can serve to be mentors, tutors, or volunteers in other partnership roles such engaging in service projects, serving on a non-profit board, etc
- Fostering more effective partnerships among schools, communities, organizations, and families

## ***School-Community Partnerships***

The Alliance believes youth development must be a community effort, not just an effort of those in the education or youth development fields. All sectors of the community (non-profit, government, schools, faith-based, business, parents, and youth) must mobilize around young people. School-Community Partnerships (SCPs) are sought to host one or a small number of fulltime Promise Fellows for one year. SCPs should include both school and community organizations. Each of the SCPs competing to host a Fellow must establish or strengthen a SCP Team comprised of school personnel and youth, plus representatives of community organizations, local businesses, faith communities, and/or government. They are typically formed with 4-6 members/organizations and meet regularly. For more information on the size & scope of these partnerships, please visit our website for a copy of our "Utilizing a School Community Partnership" document.

SCP Teams should review causes of the achievement gap and the civic engagement gap within their own communities, design strategies to address their particular issues (e.g. tutoring, mentoring, youth leadership development, future goal planning), and apply for one or more Fellows to help implement their plans. The Team should identify at least 25 youth to be targeted for program participation. The cohort of 25 youth might be a particular grade where transitions are difficult (e.g., 8<sup>th</sup> to 9<sup>th</sup> grade) or a particular group of youth, such as youth who are ineligible for Title I, youth with a history of academic failures in particular subjects or truancy, or youth identified by teachers as those with great potential if they only received individualized attention.

### ***Promise Fellow Recruitment and Selection***

Fellows will be recruited both by their School-Community Partnership and the staff of the Alliance With Youth. School-Community Partnership teams are expected to recruit aggressively through their networks and local media. The Alliance staff, in partnership with host sites, will place ads in major state and national websites, newspapers and work with national AmeriCorps recruiting systems. Applicants will be screened and interviewed by both the host site supervisors and the Alliance staff.

AmeriCorps Promise Fellows are typically college educated and serve fulltime for one year, beginning in August. The Alliance With Youth provides them with a modest monthly living allowance plus an Education Award of \$4,725. Other qualifications include:

#### For basic eligibility, Promise Fellows must be:

- 18 years or older
- A U.S. citizen or U.S. national or a lawful permanent resident alien of the United States
- Able to serve in a full time position (e.g., not a full time student or working elsewhere full time)
- Interested in serving youth and the community
- Pass a complete background check

Compensation of Fellows: Fellows receive a living allowance (provided by the Alliance), health insurance (for those serving 1700 hours), training/support, and an Education Award of \$4725 for completing the term of service.

## **Responsibilities and Roles of Promise Fellows**

---

The Promise Fellows are literally the “front line” for the mission of the Alliance – they heighten our ability to reach communities and youth across Minnesota with our resources and core values. They have successfully matched youth with caring adults, mobilized thousands of community volunteers to support youth programs, and engaged thousands of youth in service. Promise Fellows are typically college educated and serve fulltime for one year. Fellows will begin their year of service in August.

Promise Fellows develop strategies and secure resources to address the following:

- Closing civic engagement and academic achievement gaps experienced by many of Minnesota’s low income students and students of color.
- Connecting caring adults to youth experiencing civic engagement and academic achievement gaps. Caring adults can serve to be mentors, tutors, or volunteers in other partnership roles such as engaging in service projects, serving on a non-profit board, etc.
- Fostering more effective partnerships among schools, communities, organizations, and families.

**During their service, each Promise Fellow and Host Site must:**

- **Coordinate programs and volunteers so that at least 25 youth (approx. 5<sup>th</sup> – 9<sup>th</sup> graders) will experience academic gains**, demonstrated by a .5 increase in their GPA over one year and attendance records. Applicants should focus on students in grades 5-9, or during key transition years. *Additional students may be served, but Fellows will be asked to track and evaluate the progress of at least 25 youth who receive both academic interventions and are engaged in service.*
- Complete a **Plan for Success** with each youth in the cohort, in consultation with parents, volunteers, and/or teachers. The Plan includes youth-defined goals for academic improvement, civic engagement, and school engagement and is updated twice during the year. The Plan for Success will also enable Fellows and SCP sites to tailor programming according to the needs of students and resources available to students.
- Engage the cohort of youth in at least **20 hours of civic engagement activities** during the year. Develop meaningful civic engagement activities with the youth; orient and train youth for their civic engagement experiences; and lead reflection (resulting in at least 20 hours of service-learning and leadership by each youth). Sample curricula could include resources provided by the National Youth Leadership Council, the Power of Five, Start Something, etc
- **Recruit and/or support community volunteers (approx. 30)**, including family members, to work with youth participants in areas such as mentoring, tutoring, civic engagement, and college/career exploration. These volunteers will be charged with forming long-term relationships with youth (six months to one year). Adult volunteers will implement strategies designed by the School-Community Partnership, such as providing academic enrichment, civic engagement, leadership development, and career exploration.
- **Support adult-youth matches:** provide safe and structured places for volunteers to connect with youth; suggest enrichment activities; and celebrate volunteers and youth.

- Coordinate **Summer of Service** programs, engaging youth who are too old for daycare programs yet too young for summer employment. Activities could include community service; reading, writing, and math practice presented in engaging ways; skill-building; healthy meals; leadership opportunities; and youth-adult partnerships. SCP Team members and partner organizations will provide the infrastructure (e.g., physical space, oversight) for such programs coordinated by the Fellows. Some will create new programs while others enhance pre-existing summer programs.

*Promise Fellows may **not**: displace other paid staff of the organization, perform secretarial functions for other staff, lobby politicians or organize voter registration drives, or engage in activities that have connections to religious instruction. See full list of prohibited activities in the Attachments, pg 12.*

## **Requirements of Host Sites**

---

The Alliance provides support to Promise Fellows through monthly trainings, weekly communication via email, site visits, and coaching. Host sites provide the day to day supervision of members and provide additional training and evaluation support. Each School-Community Partnership must appoint one responsible Promise Fellow supervisor. Supervisors have a very strong influence on the success of the Promise Fellow's year. The supervisor in most cases must be a fulltime employee with available time to effectively supervise and mentor the Promise Fellow. Supervisors will be expected to participate in approximately five meetings during the year related to this program. In addition to supervision and training, the following are important requirements of Host sites.

### **Cash Match**

Host sites are required to help offset the cost of the program by providing a **cash match of \$6,000 per Fellow**. School-Community Partnerships may collaborate among various communities and organizations to provide this payment, but one host organization is responsible for collecting and submitting the total payment. ***Payment plans may be negotiated with the Alliance With Youth if the full payment is not available at the start of the program.***

### **In-kind Requirements**

In addition to the cash payment, hosts are required to provide their Fellow(s) with the following:

- ✓ personal workstation/desk and office supplies
- ✓ access to a computer with current software and individual internet account
- ✓ technical support for computer
- ✓ telephone with personal voicemail
- ✓ mileage reimbursement for required trainings
- ✓ local travel necessary for conducting service activities
- ✓ parking permit or bus pass if necessary

The Alliance provides Promise Fellows with approximately \$450 every two weeks as a living allowance. This living allowance plus the Fellows' educational award (worth \$4725), health insurance, workers compensation, FICA, background checks, and much of the Fellows' trainings are paid directly by the Minnesota Alliance With Youth. Fellows will receive their payroll checks directly from the Alliance's fiscal host, the Duluth Public Schools.

## **Program Evaluation**

The Alliance is committed to achieving measurable results through clear and consistent data collection, aggregation, and reporting. Host Sites must commit to completing all program evaluation requirements. Supervisors and Fellows will collaborate to write three progress reports during the year. SCP Teams must ensure the Fellow can assess youths' school records and complete other required elements of the evaluation. Fellows and Supervisors will also help assess the Alliance and the program overall.

---

## **Host Site Eligibility and Selection Criteria**

---

Applications to host a Promise Fellow will be assessed and reviewed by a team of Alliance staff, partners, host sites, youth and former Fellows according to the following criteria:

- Need, as demonstrated by a needs/resources assessment completed by the School-Community Partnership Team with clear plans to connect local activities to closing the academic achievement and civic engagement gaps and to engage and serve youth who are most affected by it
- Authentic collaboration among members of the School-Community Partnership team, including both school and community partners, and youth
- Good fit between the School-Community Partnership's planned roles for the Fellow (as outlined in a draft Position Description) and the goals of the program
- Assurance that a high quality supervisor will be assigned for the Fellow and ability to provide professional development experiences for the Fellow
- Ability to pay required cash and in-kind matches

---

## **How to Submit Your Application**

---

**SUBMIT ONE ORIGINAL AND EIGHT DOUBLE-SIDED COPIES.**

Please make sure your application responds to all the required questions below, in the order requested. Please follow the page limits. If you want your optional attachments shared with reviewers, attach a set to each copy. Your complete application (one original plus eight copies) must arrive **by 4:00 PM February 12, 2010. No emails or faxes will be accepted.** Applications sent by U.S. Mail should be sent with sufficient time to be processed and arrive by the deadline; the applicant is responsible for making sure the application arrives in time. Using a time-sensitive delivery service or hand-delivery is recommended.

### **Send applications to:**

Melissa Burwell  
Minnesota Alliance With Youth  
1313 Fifth St SE  
Mail Unit 21  
Minneapolis, MN 55414

### *Note for hand-delivered applications:*

The Alliance office is located in the UTec Building on the edge of Dinkytown by the University of Minnesota. We are in suite 321.

---

## **Reminders before submitting your application**

---

- Submit one original and **eight double-sided copies.**

- Respond to all the required questions below, in the order requested, no more than **6 – 8 pages** (plus required attachments). If you want your optional attachments shared with reviewers, attach a set to each copy.
- Your complete application (one original plus eight copies) must arrive **by 4:00 PM February 12, 2010**. **No emails or faxes will be accepted.**
- Applications sent by U.S. Mail should be sent with sufficient time to be processed and arrive by the deadline; the applicant is responsible for making sure the application arrives in time. Using a time-sensitive delivery service or hand-delivery is recommended.
- Complete the title page template and answer questions one through eight completely.
- Include the three required attachments (forms attached):
  - Position Description
  - Indicators of Success Worksheet (one for each member of the School-Community Partnership Team)
  - Memo of Understanding (signed by each member of the School-Community Partnership Team)

## **For Assistance While Preparing Your Application**

---

In order to help schools and community-based organizations collaborate with strong and enthusiastic partners, the Minnesota Alliance With Youth can help connect applicants with existing resources and leaders in any area of the state. It is reasonable that all your questions may not be answered by these guidelines. You are encouraged and welcomed to ask questions during the preparation of your application.

To learn more about the Minnesota Alliance With Youth and the Promise Fellows program, ***you are invited to join in on a Technical Assistance Webinar, Friday, January 22, 2010 from 10 am to 11:30 am.*** Please RSVP to Melissa Burwell, [mburwell@mnyouth.net](mailto:mburwell@mnyouth.net) if you plan to attend and access information will be sent to you prior to the call.

**Telephone consultation is also available, however, proposal drafts cannot be reviewed.** Please feel free to contact Melissa Burwell, Director of Strategic Initiatives, [mburwell@mnyouth.net](mailto:mburwell@mnyouth.net), 612-627-0162 (office) or 612-616-2574 (cell) with any questions.

***To attend the Webinar (strongly recommended for all new sites), RSVP to Melissa Burwell, [mburwell@mnyouth.net](mailto:mburwell@mnyouth.net) in order to receive details about the webinar and log-in instructions. The webinar will be held on Friday, January 22, 2010 at 10 am.***

# Application to Host an AmeriCorps Promise Fellow 2010-2011

<b>School-Community Partnership name</b>	
<b>Number of Fellows Requested</b>	<b>New Site</b>
<b>Lead contact person's name &amp; Title</b>  Address  Phone & fax Email <i>Lead Contact Person signature</i>	<b>Projected supervisor's contact information if different than the lead contact person:</b>  Name & Title Phone & fax numbers Email <i>Supervisor's signature</i>
<b>Name of one lead partner school or organization where the Promise Fellow's primary supervisor is located and where the Fellow will be housed</b>	
<b>Tax Identification Number of Host Site</b>	<b>Legislative District</b>
<i>Name of all partnering schools and organizations on your School-Community Partnership Team (include contact people's names and emails). These individuals should also sign and complete the Memo of Understanding (pg. 29).</i>	

**Please be sure to respond completely to the following questions:**

- 1. Executive Summary *paragraph*** listing the primary reasons you request a Fellow, key Fellow activities for the year, etc.

**2. What needs and opportunities led you to apply to host a Promise Fellow? (worth 15%)**

Describe needs and opportunities particular to your school(s) and community, including details regarding the civic engagement and academic achievement gaps in your school/community. Please describe your proposed cohort of at least 25 youth that the Fellow would serve. *Describe how you chose the cohort of students.* Share pertinent characteristics and any demographic information about these 25 youth, if known. Use specific school performance data, demographics, and any information that will help clarify why you need and want a Promise Fellow.

**3. How did your School-Community Partnership come to exist? (worth 20%)**

You may be creating a new School-Community Partnership for the purposes of this program, or strengthening or expanding an existing Partnership. Please describe the history of the Partnership, including your goals, how key partners will work together, and what the partners will contribute to the success of the Partnership. Visit the Alliance's website for a full description of the Indicators of Success for School-Community Partnerships and for how to utilize School-Community Partnership as a host site. *Be sure to attach the Indicators of Success and Memorandum of Understanding at the end of your application.*

**4. The following are our primary program goals. Please describe how your Partnership and/or Fellow will achieve each goal. What will be the roles of the partners and the Fellow in the activities? (worth 30%)**

*A. Promise Fellows will coordinate programs and volunteers so that at least 25 youth (approx. 5<sup>th</sup> – 9<sup>th</sup> graders) will experience academic gains, demonstrated by a .5 increase in their GPA over one year. What activities will the Fellow coordinate, facilitate or develop to help students increase their academic success? What will be the Fellow's strategy for addressing the academic achievement gap?*

*B. Promise Fellows will engage each targeted youth in at least 20 hours of civic engagement activities during the year. Please note that the same youth who "receive" services (e.g. tutoring) should also be engaged in service. Additional youth (beyond the 25) may also be involved in service and civic engagement activities. Describe what civic engagement, service, service-learning, and/or leadership activities the Fellow will coordinate to address the civic engagement gap of youth in the cohort.*

*C. Promise Fellows will recruit and/or support approximately 30 community volunteers, including family members, to work with youth participants in areas such as mentoring, tutoring, civic engagement, and college/career exploration. What are your plans to recruit these community volunteers? How will the School-Community Partnership help to achieve this goal?*

**5. How will the Promise Fellow(s) be supervised and supported? (worth 15%)**

Describe how and by whom the Promise Fellow will be supervised, including which partner will take the lead role in supervising the Fellow. What structures are in place to contribute to a successful year for the Fellow? What personal and/or professional activities, in addition to those provided by the program, will be offered to your Fellow?

**6. How will you secure the required cash match and in-kind support? (worth 5%)**  
Please describe the sources that will be used to fund your cash contribution (\$6,000 per Fellow) and the types of in-kind support that will be provided. Please reference *Requirements for Host Organizations* in the attachments to read about the expectations.

**7. How will your Partnership's and Fellow's activities be sustained in the future? (worth 5%)**

In some cases, Promise Fellows may be available to serve the same site more than one year, with increasing expectations for cash match. However, no site may host Promise Fellows for more than six years. What structures, programs, and/or partnerships will remain in place in the short- and long-term when the Fellow's year of service is complete?

**8. What are your past accomplishments hosting a Promise Fellow? (limit one page)**

*(required of returning applicants only)*

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. If there were issues related to past Fellows, how will you actively address or prevent future challenges.

**Required Attachment 1: Position Description for your Promise Fellow(s) (limit 2 pages; worth 10%)**

Using the template provided, submit a Position Description for the Promise Fellow. 20% of the Promise Fellow's time may be spent on professional development experiences. This Position Description should be written so that it can be sent to external audiences for posting and advertising your position. (See Attachments for an example of a Position Description)

**Required Attachment 2: Indicators of Success Worksheet**

Read the Indicators of Success found on the Alliance's website. Follow the instructions to complete the Worksheet and include your completed worksheet with your proposal.

**Required Attachment 3: Memorandum Of Understanding (MOU)**

Enclose a signed MOU from the leaders of your School-Community Partnership Team committing to the partnership and the goals of the Promise Fellows program. See sample MOU in the Attachments.

**Optional Attachments**

You may attach up to three items or pages as appendices that clarify or strengthen your application. Attachments are not required.

# Required Attachments

---

## Position Description Background

---

***Please utilize the template on the next page.*** The SCP Team should work together to create a customized position description reflecting your needs and plans. Insert your partnership's name, location, supervisor's name, overview, responsibilities, etc. Submit the position description with your application.

## What Promise Fellows Can and Can't Do

---

Promise Fellows will follow a pre-determined position description (written by their host organization, see *attachments for sample description*) for their year of service. Promise Fellow roles must relate to the goals of this program and contribute to achieving the program's goals.

While Promise Fellows provide an exciting opportunity to get additional things done for the School-Community Partnership during their year of service, *Promise Fellows may **not*** do the following:

- Promise Fellows may not displace other paid staff of the organization;
- Promise Fellows may not perform secretarial functions for other staff;
- Promise Fellows may not lobby politicians or organize voter registration drives;
- Promise Fellows may not attempt to influence legislation;
- Promise Fellows may not organize or engage in protests, petitions, boycotts, or strikes;
- Promise Fellows may not assist, promote, or deter union organizing;
- Promise Fellows may not engage in activities that have connections to religious instruction, religious proselytizing, or maintenance or construction of facilities that serve a religious purpose.

These are prohibited activities while Promise Fellows are accruing hours that count towards their living allowance and education award. However, a Promise Fellow can participate in activities of this nature on their own time.

# 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.

### Position Responsibilities

Please break down your position's tasks and duties into **Essential** and **Marginal** Functions. For more information, please see the information at the end of this document, from ServeMinnesota, our state commission, on how to differentiate between the two types of functions. This is a new requirement from AmeriCorps that we structure the position descriptions in this way.

**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:** Plan, organize, and coordinate programs in school and/or after-school with the goal that at least 25 youth (approx. 5<sup>th</sup> – 9<sup>th</sup> graders) will experience academic gains. Programs are determined by the School-Community partnership group in consultation with the Fellow and youth participants.
- 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.
- Identify meaningful civic engagement activities with the youth, including community service, service-learning, and leadership experiences;
- Orient and train youth for their civic engagement experiences;
- 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.

**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 SCP Team members to finalize the best local strategies for closing the achievement gap, including how community volunteers will help address the needs of the targeted youth;
- Assist supervisor and the SCP Team to keep program records and evaluate program outcomes, making changes as needed based on evaluation data.
- Participate in all Alliance and AmeriCorps required meetings and assignments

**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

**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 that the \$1000/month allowance is pre-tax. The benefits listed below are for full-time members who serve a full-year).

As a full-time AmeriCorps member, Promise Fellows serve 1700 hours from August 15, 2010 to August 14, 2011 and receive: Modest Living Allowance (appx. \$950/month, pre-tax); Health Insurance; Qualified Student Loan Deferment; \$4725 Education Award upon successful completion of service; Ongoing, extensive support and training

**To apply, please email/mail/fax cover letter, resume, and three references along with an AmeriCorps application to:** Insert name of Contact Person  
Organization, Address, Fax or Email address

(FYI: In 2010-2011, Organizations will be required to send along their final candidate’s AmeriCorps application. Applicants can submit an AmeriCorps application using the national online system at [www.americorps.org](http://www.americorps.org).)

**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.*

# INDICATORS OF SUCCESS WORKSHEET



Engagement. Voice. Success.

Partnership Name \_\_\_\_\_

Date Completed \_\_\_\_\_

Name of Person Completing the Document \_\_\_\_\_

Please visit the Alliance Website for the full Indicators of Success worksheet and background information. [www.mnyouth.net](http://www.mnyouth.net)

<b>Youth Engagement</b>	
<p>Check your current level:</p> <p><input type="checkbox"/> Beginning <input type="checkbox"/> Beginning/Proficient <input type="checkbox"/> Proficient <input type="checkbox"/> Proficient/Advanced <input type="checkbox"/> Advanced</p>	<p>What does your partnership hope to accomplish in this area in the coming year? Please list specific goals, plan, and/or activities.</p>
<b>Cultural Competency and Educational Equity</b>	
<p>Check your current level:</p> <p><input type="checkbox"/> Beginning <input type="checkbox"/> Beginning/Proficient <input type="checkbox"/> Proficient <input type="checkbox"/> Proficient/Advanced <input type="checkbox"/> Advanced</p>	<p>What does your partnership hope to accomplish in this area in the coming year? Please list specific goals, plan, and/or activities.</p>
<b>Volunteer Management</b>	
<p>Check your current level:</p> <p><input type="checkbox"/> Beginning <input type="checkbox"/> Beginning/Proficient <input type="checkbox"/> Proficient <input type="checkbox"/> Proficient/Advanced <input type="checkbox"/> Advanced</p>	<p>What does your partnership hope to accomplish in this area in the coming year? Please list specific goals, plan, and/or activities.</p>
<b>School-Community Partnership Development</b>	
<p>Check your current level:</p> <p><input type="checkbox"/> Beginning <input type="checkbox"/> Beginning/Proficient <input type="checkbox"/> Proficient <input type="checkbox"/> Proficient/Advanced <input type="checkbox"/> Advanced</p>	<p>What does your partnership hope to accomplish in this area in the coming year? Please list specific goals, plan, and/or activities.</p>



**Engagement. Voice. Success.**

## Memorandum Of Understanding Promise Fellow School-Community Partnership Team 2010-2011

Instructions: Include the language below (plus any additional language that you choose) in the form of a Memorandum of Understanding (MOU) that is signed by the leaders of all key partners in your School-Community Partnership. Add or subtract signature lines as needed. For additional information on the School-Community Partnership Team, please visit the Alliance’s website for the document, “Utilizing the School-Community Partnership Team” ([www.mnyotuh.net](http://www.mnyotuh.net)).

*As a School-Community Partnership, we pledge to work together to address educational equity and excellence in our community; mobilize youth and adult volunteers; strengthen school-community partnerships; and ensure student success.*

---

<i>Partner Name</i>	<i>Contact Person’s Name</i>	<i>Signature</i>	<i>Date</i>
---------------------	------------------------------	------------------	-------------

---

<i>Partner Name</i>	<i>Contact Person’s Name</i>	<i>Signature</i>	<i>Date</i>
---------------------	------------------------------	------------------	-------------

---

<i>Partner Name</i>	<i>Contact Person’s Name</i>	<i>Signature</i>	<i>Date</i>
---------------------	------------------------------	------------------	-------------

---

<i>Partner Name</i>	<i>Contact Person’s Name</i>	<i>Signature</i>	<i>Date</i>
---------------------	------------------------------	------------------	-------------

---

<i>Partner Name</i>	<i>Contact Person’s Name</i>	<i>Signature</i>	<i>Date</i>
---------------------	------------------------------	------------------	-------------