



## PARTNER ORGANIZATION APPLICATION

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Public Allies works in collaboration with Partner Organizations for the development and support of diverse young leaders for our community. Public Allies and our Partner Organizations share responsibility for creating a quality experience for our Allies, and in working to improve the Public Allies – Partner Organization collaboration. We are seeking community partners willing to commit to this process.

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## **Application Instructions**

1. Please answer all of the questions asked in the application and follow the format provided (and see sample) for the Service Description. Please print clearly or type responses to Sections I through V.
2. **ALL** items listed in Section V and VI must be included with your application before it can be reviewed. Incomplete applications will not be considered.
3. COMPLETE APPLICATIONS are due no later than July 3, 2008. Applications delivered after that date cannot be guaranteed participation in the full Ally interview process.

**If you have any questions, please call 305-576-5001 ext 31**



PUBLIC ALLIES  
PARTNER ORGANIZATION APPLICATION

SECTION I. ORGANIZATION INFORMATION

Please print or type.

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Name and Position of Ally's Direct Supervisor: \_\_\_\_\_

E-mail of Supervisor: \_\_\_\_\_

Will this person be Public Allies' contact throughout matching process: Yes \_\_\_\_ No \_\_\_\_

If not, name and position of contact person: \_\_\_\_\_

Name of Executive Director: \_\_\_\_\_

Name of Controller/CFO: \_\_\_\_\_

Staff Size: \_\_\_\_\_ Number of staff 18-30 years old: \_\_\_\_\_

Type of Organization: 501(c) (3) \_\_\_\_ Government \_\_\_\_

Other/describe: \_\_\_\_\_

Scope of Organization: \_\_\_\_\_ National \_\_\_\_\_ Direct client services  
\_\_\_\_\_ State \_\_\_\_\_ Education/Awareness  
\_\_\_\_\_ Citywide \_\_\_\_\_ Policy/research  
\_\_\_\_\_ Neighborhood \_\_\_\_\_ Community Development  
\_\_\_\_\_ Youth Development

How did you hear about Public Allies?

\_\_\_\_\_ PASV 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 Allie's 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 let us know.*

SECTION II. ORGANIZATIONAL INTENT AND DESIRED IMPACT

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II.A What is your organization's mission?

II.B How will hosting an Ally further the organization's mission?

II.C What communities does your organization serve?

II.D Describe how the organization collaborates with other nonprofits, local governments, civic organizations, schools, etc.

II.E How would an Ally contribute to the organization's infrastructure or capacity beyond the 10 months of the program?

II.F AmeriCorps strongly encourages job descriptions with volunteer recruitment objectives. Does your organization work with volunteers? If so, will the Ally have the opportunity to work with them? Please describe:

II.G Please attach copies the following organizational literature.

- organizational brochure
- organizational annual report
- budget for the current fiscal year
- letter verifying 501c3 status
- (If available) newspaper articles about our program

If you are unable to attach one or more of the above items, please explain: \_\_\_\_\_

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### SECTION III. ORGANIZATIONAL INFRASTRUCTURE

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III.A Does your organization have the (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).

*If your organization does not yet have the resources committed, by what date will you be certain that you have the financial resources to support an Ally?*

III.B 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).

- desk
- computer
- phone
- internet access
- printer access
- his/her own working space or office equivalent to other staff

If you did not check one of the above, please tell us how this will/will not affect the Ally's work.

## SECTION IV: ALLY SUPERVISION

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Public Allies Partner Organizations are equal partners in the creation of a quality experience for our Allies, and in working to improve the Public Allies – Partner Organization collaboration. General expectations and responsibilities of the Partner Organization and Ally Supervisor are listed below.

### **ALLY SUPERVISOR:**

- Accountability to objectives and support in achieving those objectives
- Professional mentorship and guidance
- Agency liaison
- **Evaluation Participant**

### **PARTNER ORGANIZATION:**

- Financial Commitment
- Support of Public Allies Organizational Philosophy

IV.A Please initial the following to agree to your organization's commitment to the following:

- Attend three (3) Partner Organization Supervisor meetings in September, March, and June
- 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
- 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 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 with tools to evaluate the impact of their work in communities, such as pre- and post-tests, participant surveys, etc.

IV.B If the Ally Supervisor or another organizational representative is not able to commit to the aforementioned criteria for the 10 months of the program, please explain.

IV.C What types of skills and support can the Ally's direct supervisor offer to the Ally?

IV.D Public Allies expects the Ally's direct supervisor to help guide the Ally's progress in developing a strong set of professional skills. What will your organization and the Ally's direct supervisor do to promote the Ally's professional development?

## SECTION V. ALLY POSITION AND SERVICE DESCRIPTION

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The following page contains the format for an Ally position description. Please fill out a description for each Ally you would like placed at your organization (maximum 2 Allies). These descriptions will be shared with Ally Applicant finalists during our matching process, and will serve as the basis for the Ally's work and reporting throughout the term of service.

Attachment I of this application contains a sample Ally Position Description. Attachment II contains a worksheet to help you create activities and outcomes for your Ally's service. The following are notes for filling out sections of the description:

### Activities and Outcomes

In order to determine community impact and understand Ally service activities, Public Allies requires that Allies regularly report on activity areas at their placements, and that they have at least one outcome that is measured. The positions description reflects this requirement in its format.

### Skills

In the "working conditions and physical effort" section, please tell us the typical place of work and types of activities the Ally will be expected to perform. For example: "Work is normally performed in a typical interior/office work environment. Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day."

In the "required skills" section, 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, and include:

- a. Skills/Qualifications (including educational level/degrees, language proficiencies, technical skills)
- b. Personality/Work Style (e.g. outgoing, analytical, patient, good with kids, etc.)
- c. Life Experiences, Demographic Considerations
- d. Other (Do they need a car? Will they need to have flexible schedule for weekend or evening work?)

### Interview Contact

Please list phone and email information for the person who will coordinate Ally Applicant interviews.

## SECTION V. Cont'd - Ally Position Description

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**Name of Partner Organization:**

**Website:**

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**Mission:**

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**Position Title:**

**Focus Area:**

- Education
  - Environment
  - Public Safety
  - Other Human Needs
  - Youth Development
  - Community Revitalization
  - Children and Families
  - Other:
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**Summary of Responsibilities:**

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Description - Activity Area 1

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Outcome:

Indicator/Standard:

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Description - Activity Area 2

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Outcome:

Indicator/Standard:

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Description - Activity Area 3

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Outcome:

Indicator/Standard:

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Working Conditions and Physical Effort:

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Required Skills:

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Desired Skills:

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Acquirable Skills:

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**Interview Contact:**

**SECTION VI. SIGNATURES OF APPROVAL -- ALLY APPLICATION**

I am aware of the application for \_\_\_\_\_ (#) Public Ally/ies for the 2007-2008 program year. I confirm that \_\_\_\_\_ (name of organization) is financially capable of hosting an Ally/ies for the duration of the program year from October 2007-July 2008. 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:

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**EXECUTIVE DIRECTOR** **DATE**

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**PRESIDENT/CHAIR OF BOARD OF DIRECTORS** **DATE**

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**POTENTIAL ALLY SUPERVISOR** **DATE**

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**FINANCE DIRECTOR/ACCOUNTANT, (if applicable)** **DATE**

## SECTION VII. CHECKLIST and TIMELINE

Public Allies cannot process this application until we have received all materials, including written approval from your organization's Executive Director, President/Chairperson of the Board, Ally Supervisor, and Finance Director/Accountant (see attached form).

- Completed Application
- Ally Service Description(s)
- Signatures of Approval
- Additional Literature/Materials

Public Allies will review all applications, Ally Position Descriptions and conduct site visits to Partner Organization applicants between June and July 2007 to review Public Allies and AmeriCorps regulations. If the position description:

- a) matches our goals with direct service and/or developing your capacity to provide direct service;
- b) provides the Allies with meaningful responsibilities;

**AND...**

- c) the Ally's supervisor has a commitment to supervising and mentoring the Ally as well as coaching her/him toward achieving her/his goals;
- d) your organization has the resources to pay your portion of the Ally stipend;

**THEN...**

***Your proposed position will enter into our competitive matching process.***

**On August 31, 2004**, the Ally Finalists we have selected will read through your position descriptions and rank them by their interest. We will then use these rankings and the skills/qualification information you provide to identify finalists for you to interview.

We will work with you to schedule interviews with Ally finalists and provide you with their applications and resumes.

**On September 12**, you will have the opportunity to interview 3-6 Allies at the Matching Fair. You will then evaluate and rank the finalists and the finalists will also evaluate and rank your organization.

We will then select the best matches from the ranking forms you and the Allies have completed, and will contact both of you to make an offer by **Thursday, September 20, 2007**.

***Please note this is a competitive process and we will accept more Partner Organization finalists than Allies to guarantee strong matches. This means that not all organizations that participate in the interview process may be matched with an Ally.***