“

There must exist a paradigm,

a practical model for

social change

that includes an understanding of ways to

transform consciousness

that are linked to efforts to

transform structures.

”

- Bell Hooks

PUBLIC ALLIES LOS ANGELES

Everyone Leads

AMERICORPS

CD TECH

CREATING COMMUNITIES THAT WORK

ALLY HANDBOOK

Class of 2018

PUBLIC ALLIES LOS ANGELES
CLASS OF 2018 ALLY HANDBOOK

Table of Contents

Section I

Organization Information

About Community Development Technologies (CDTech)

While Public Allies is a national program, the Los Angeles site is hosted and supported by CDTech. CDTech is a catalyst for change in South LA, activating and focusing the potential of residents and businesses. CDTech equips them with the training, strategies and programs they need to be leaders and organizers for neighborhood improvement and economic growth.

A nonprofit organization with 20 years of experience in South LA, CDTech combines grassroots participation with strategic community understanding. CDTech places special emphasis on the development and utilization of local human capital, fostering leaders and organizers in the community and leveraging them in CDTech programs. Collaborative, inclusive education and training cultivates residents' ability to act effectively today and to think strategically about emerging opportunities and challenges. Our activities help communities to build their capacity for action and focus on what will have the most long-term impact.

Mission:
CDTech's mission is to build livable and economically viable communities in the low-income areas of Greater Los Angeles. This is accomplished by strengthening the skills and self-sufficiency of residents, businesses and community serving institutions through a variety of capacity building and direct service programs. Our specific goals are to:

- Expand the capacity of grassroots leaders to affect change
- Increase job and economic opportunities for low-income residents
- Strengthen the economic base of the neglected communities of greater Los Angeles
- Foster new ideas, approaches and partnership for community and economic change.

CDTech has been proudly hosting the Public Allies, Los Angeles program since 2006.

About Public Allies

MISSION
The mission of the Public Allies program is to create a just and equitable society and the diverse leadership to sustain it. We are changing the face and practice of leadership in communities across the country by demonstrating our conviction that everyone can lead, and that lasting social change results when citizens of all backgrounds step up, take responsibility, and work together.

HISTORY
Public Allies was founded in 1992 by two remarkable women who set out to prove that prevalent stereotypes which labeled young adults as "slackers" and "Generation X" were wrong. Vanessa Kirsch and Katrina Browne saw that young people were committed to active citizenship and community change, though this significant energy and talent often remained untapped, especially by the nonprofit sector. With help from hundreds of volunteers, Kirsch and Browne created Public Allies to recruit, train and support diverse young leaders, preparing them to assume national and community leadership on pressing public issues.

PROGRAM SITES
In September, 1992, Public Allies launched its first apprenticeship program in Washington DC, placing 15 outstanding young people aged 18 to 30 in positions of influence in the city's nonprofit sector. The following year, Public Allies Chicago began with 30 more Allies. In 1994, young people started local chapters in Milwaukee, Raleigh-Durham and Wilmington, DE. San Francisco/Silicon Valley followed in 1995, Cincinnati in 1998, Los Angeles and New York City in 1999, Taos in 2000 (in partnership with the Rocky Mountain Youth Corps), then in at Eagle Rock School and Professional Development Center in Estes Park, CO in 2002. In 2006, three new communities joined the national network. In conjunction with the Louisiana Delta Corp Public Allies Louisiana began in Baton Rogue. Simultaneously, Public Allies Arizona and Public Allies Pittsburgh developed 25 young leaders respectively. And In 2007, Public Allies continued its growth and ushered in three new sites: Miami, Florida; Albuquerque, New Mexico; and San Antonio, Texas. In fall of 2008 Public Allies launched its 2 yr. Turning the Tide Fellowship Program in Baltimore, Chicago and Milwaukee. In 2009 Public Allies expanded to Indianapolis and Maryland. In the fall of 2010, Public Allies National launched sites in Twin Cities, Minnesota; Orlando, Florida, and re-opened a site in Washington D.C., followed shortly by Iowa and Detroit in 2013. New Orleans has become the newest site, announced in August of 2017.

"EVERYONE LEADS"
We have continued to promote innovative leadership to meet demanding and changing times. Through this signature AmeriCorps program, Public Allies identifies talented young adults from

diverse and under-represented backgrounds that have a passion to make a difference, and help them turn that passion into a viable career path. Allies become leaders who can engage and unite

people of all backgrounds, lead effective projects and organizations, and commit long-term to creating a more just society with opportunity for all.

What makes Public Allies unique is its conviction that everyone leads. We reject the notion that the best ideas and expertise always lie outside of a community because we know that everyone has leadership potential and assets to contribute towards making a difference. "Everyone leads" means that we can all make a difference, and that leadership is about taking personal and social responsibility and practicing values that engage others to work for common goals. Public Allies' citizen-centered, values-based approach to leadership has created pathways for young people to engage in their communities, and has helped communities and organizations tap the energy, passion, and perspectives of a new generation. Public Allies is the leadership and human capital solution our diverse communities need.

PUBLIC ALLIES, LOS ANGELES

Public Allies Los Angeles was started in 1990 by Rafael Gonzalez, Founding Executive Director. In the last fifteen years, Public Allies Los Angeles has graduated over 375 diverse young leaders who have served in more than 100 non-profit organizations in Los Angeles County.

In 2006, Public Allies Los Angeles became a program of Community Development Technologies (CDTech), a nationally recognized nonprofit organization dedicated to promoting economic opportunities and justice for low income residents and communities throughout Greater Los Angeles. CDTech has pioneered:

- The nation's first community college degree and skills program in community development
- The nation's first and largest employer-based Individual Development Account (IDA) Program
- One of only three degree programs in mortgage lending, and
- The region's first sector development and employment programs in both low wage and high wage industries.

These initiatives – among others – have changed the lives of thousands of inner city families and businesses, the capacity of community serving organizations and, in the process; they have been instrumental in testing and modeling new economic development approaches and technologies.

LOCAL IMPACT

To date, nationally, over 3200 diverse young adults have participated in our program in the communities where we are located. Through apprenticeships and team service projects at more than 1500 nonprofit organizations across the country, Allies and the 85,000 volunteers they have recruited have served over 520,000 children, adults, and families. Our alumni continue to impact communities with over 85% of them working in the nonprofit and public sectors, and 75% actively volunteering.

Public Allies Values & Goals

CORE VALUES

1. **Diversity/Inclusion:** We believe leadership is best when it reflects our diverse communities. We listen, learn and work across differences to build the common good.
2. **Integrity:** We believe leaders meet their commitments and act responsibly with public and personal trust.
3. **Focus on Assets:** We recognize and catalyze the strengths and natural leadership of everyone to build momentum for social change.
4. **Collaboration:** We believe in the strength of the collective and we build consensus and empower each other to achieve common goals.
5. **Continuous Learning:** Allies continuously learn about themselves, others and systems and use that knowledge to strengthen their community and those they serve.
6. **Innovation:** We believe individuals and institutions must relentlessly seek new information and bold ways to apply that learning.
7. **Critical Self Reflection:** (A Los Angeles Value) Allies understand the importance of deep, thoughtful and intentional reflection that is action oriented. Also, Allies understand that effective Critical Self Reflection requires the feedback of those around us in order to better improve our leadership practice

LEADERSHIP ACTIONS

These leadership actions describe the ways in which individuals -- acting on their own behalf or as part of networks or movements -- can create a more just and equitable society.

1. Recognize and articulate how systemic oppression affects all levels of society.
2. Build inclusive spaces through inclusive words and actions, and by responsibly challenging exclusionary spaces.
3. Engage constructively in discussions related to diversity and oppression where there are conflicting points of view.
4. Hold yourself and others accountable to the interests of the whole.
5. Catalyze the strengths and natural leadership of individuals and communities, particularly those affected by social problems, to build sustainable solutions.
6. Collaborate within a group by leveraging mutual interests, developing relationships, and building consensus to define and achieve common results.

7. Create partnerships, both formal and informal, that cross boundaries to build positive interdependence.
8. Commit to being a lifelong continuous learner by developing the skills and expertise necessary to accomplish personal and professional goals.
9. Create opportunities to give and receive feedback that supports personal development and the learning of others.
10. Using all of the above, develop and implement novel solutions to persistent social problems and dysfunctional, oppressive systems.
    +1. Cultivate and preserve the times and spaces necessary to play, rest, rejuvenate, and heal.

PROGRAM GOALS

Through our core program, Public Allies advances the skills, networks and experience of diverse young leaders as they strengthen communities, nonprofits and civic participation. Public Allies selects our communities' most promising young leaders who commit to a rigorous and rewarding ten-month program of full-time, paid apprenticeships in community organizations, team service projects and weekly leadership training. As a result of participating in the program, Allies achieve the following goals:

- **Advancing Leadership:** Allies practice leadership that is collaborative, inclusive, accountable, and reflective, and are committed to continuing careers or volunteerism focused on community and social change.

- **Strengthening Communities:** Through their full-time service, Allies directly impact issues such as youth development, community development, public health and economic development in their communities.

- **Strengthening Nonprofits:** Allies create, improve, or expand services, and leverage new resources and partnerships to build the capacity of nonprofit organizations.

- **Strengthening Civic Participation:** Allies become catalysts for the active citizenship of others and join a network of resourceful, collaborative leaders committed to a lifetime of public service to strengthen communities and public advocacy to create a more just society.

About the Public Allies Logo

The Public Allies logo draws on indigenous tradition to make a point about the impact that individuals have on their world.

The **handprint** represents the mark that people leave on their communities and on the people they touch in the course of their lives. It is the symbol of a human's life, achievements and legacy, the creative spirit, channeled energy.

The **swirl** stands for the energy and idealism that drive people to serve their communities. Too, it represents a broadening of consciousness, which is the destination after a long journey.

The **seven rays** symbolize the interconnectedness of the seven generations: The belief that an individual living today has been influenced by the preceding generations, and that individual will leave a legacy affecting the three generations to follow.

Public Allies Los Angeles Staff Contact List

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www.twitter.com/publicalliesla
Instagram: @PublicAlliesLA

#PALA2018

Section II

The Ally Program

PROGRAM CALENDAR REQUIREMENTS

PISD Due Dates

PISD TIME LOGS – Every 1st & 15th of the month

SERVICE REFLECTIONS: End of Every Month

Supervisors MUST review and approve PISD reports within three (3) days

Consequences of late reporting:

If Time Logs and Service reflections become past-due, the following Public Allies, Los Angeles disciplinary action measures will be followed:

Public Allies, Los Angeles Corrective Action Measures

- **Verbal Warning* –** A Public Allies Program Manager will issue a verbal warning directly to the Ally. Ally must be responsible for monitoring their progress after verbal warning.
- **Written Warning* –** A Public Allies Program Manager will issue a written warning to the Ally. This may be in the form of a written memo, e-mail or message via messenger service (text or other).
- **Corrective Action Period* –** Should the Ally's attendance/punctuality not improve, the Program Manager will place the Ally on a Corrective Action Period for a duration to be determined by the Program Manager. The Corrective Action Period will include a Corrective Action Plan which the Ally must agree and comply to and will remain in place during the period.
- **Reassessment Leave –** Should the Ally not meet their goals as outlined in the Corrective Action Plan, the Ally will be placed on leave without pay for a period as determined by the Program team. At this time it is the responsibility of the Ally to reflect and assess their actions and needs for successful program completion.
- **Return & Final Corrective Action Plan –** If the Ally, Program Team and Partner Organization representative feel the Ally is able to return, a final Corrective Action Plan will be put in place for a duration of time as determined by the team.
- **Termination –** Should issues not be remedied by the above steps, the Ally will be terminated from the program. Termination also disqualifies the Ally from receiving their Education Award or completing another Americorps term of service.

**** For PISD & Service Reflection Issues, Corrective Actions can look like the following actions:***

1.) *(Verbal Warning) A phone call from your Program Manager reminding you that your Time Logs or service reflections are past due.*
2.) *(Written Warning) An e-mail or text to you and your placement supervisor regarding your past-due time logs or service reflections.*
3.) *(Corrective Action) A phone call from your Program Manager advising you that you are to report to the Public Allies offices instead of placement so that your time logs or service reflections can be completed. Your supervisor will also be advised that you have been pulled from placement, and you will be responsible for any consequences of your time away from placement.*
4.) *The Program Manager may choose to continue with a Corrective Action Period or release the Ally from Corrective Action.*

Please be sure you are reporting your hours and service reflections on time! If you need help completing them, please contact your Program Manager.

PUBLIC ALLIES LOS ANGELES
Everyone Leads

August '17

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '17

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '17

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '17

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '17

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January '18

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '18

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March '18

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April '18

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May '18

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June '18

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July '18

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Important Dates:

Mandatory Training or Service

Time Logs Due (1st & 15th)

Service Reflections Due

Sep. 1: Ally Orientation

Sep. 6-8: Core Retreat

Sep. 11-15: Core Training

Sep. 18: First Day at Placement

Oct. 28: Service Day

Dec. 1: Mid 360 Evaluations Open

Dec. 15: Mid 360 Evaluations Due

Jan/Feb: Mid 3-Way Meeting

Jan. 15: MLK Service Day

Feb. 8-10: Mid-Year Retreat

Feb. 9: Mini POILs

May: Final 360 Evaluation (TBD)

May/June: Final 3-Way Meeting

Jun. 15: Last Day at placement

Jun. 18-22: POIL Week

Jun. 25-27: Close Out Week

Jun. 29: Graduation Day

**Additional Service Days may be added to the calendar. Advance notice will be provided.*

Public Allies, Los Angeles Program Calendar 2017-2018

Volunteer & Service Day Certification

Please fill out this form when completing volunteer or service day hours with another organization/event outside of mandatory PALA Service Days. Allies must clear the volunteer position or event with their Program Manager prior to completing hours.

Ally Name: ____ **Program Year:** __________________________________

Organization/ Event Name: ____

Volunteer Site Supervisor Certification: *I certify to the best of my knowledge the Ally provided service to our organization or project as recorded on the attached timesheet(s).*

____ *(Signature)* __________________________________ *(Date)*

____ *(Typed or Printed Name)* __________________________________ *(Title or Position)*

Ally Certification: *I certify that I performed the service hours listed, and that the attached timesheets are an accurate representation of my service.*

____ *(Signature)* __________________________________ *(Date)*

____ *(Typed or Printed Name)* __________________________________

Public Allies Program Manager/Director Certification: *I certify to the best of my knowledge that the volunteer's time was spent in the manner described and in the duration identified on the attached timesheets.*

____ *(Signature)* __________________________________ *(Date)*

____ *(Typed or Printed Name)* __________________________________ *(Title or Position)*

Volunteer & Service Day Time Log

Date	Service Duties performed	Service Hours - Non-Fundraising	Service Hours - Fundraising	Total Hours
Totals				

Instructions:

Date
Enter volunteer or event date.

Service Hours (Non Fundraising)
Enter the time spent by the Ally performing service for organization/project. Exclude service hours spent performing fundraising-related activities.

Service Hours (Fundraising)
Enter the time spent by the Ally performing fundraising-related service activities for organization/project. Remember, Allies cannot have more than 170 hours/year spent on Fundraising.

Totals
Please enter the totals for each row and column.

Public Allies & Community Development Glossary

- **360°**: A review of how someone works from multiple viewpoints.
- **501(c)3**: One of many nonprofit types. People who donate to this type of nonprofit can claim all or part of a donation as a tax deduction because this type of nonprofit cannot engage in certain types of political activities.

A

- **Affiliate**: A nonprofit organization that operates a local Public Allies program.
- **Ally**: (1) An AmeriCorps member serving in Public Allies' signature service program. (2) A member of the dominant identity group who actively supports someone who oppressed in that identity group, i.e. heterosexual allies, white allies, able-bodied allies, documented allies, male allies, etc.
- **AmeriCorps**: (1) A service stream of the Corporation for National & Community Service (CNCS). See www.nationalservice.gov for more information. (2) Often implied to mean the State or National sections of AmeriCorps, of which Allies are a part. State or State Commission implies that funding is derived from state or territory government and is monitored by a Governor-appointed commission. State Commissions vary in proceedings and naming conventions. Examples include Serve Wisconsin and Texas' One Star Foundation. National or National Direct implies that funding is provided directly by CNCS.
- **AmeriCorps Member**: In the case of Public Allies, an additional official title of an Ally or Fellow (if indeed the Ally is funded by an AmeriCorps program (see AmeriCorps)). In some cases certain Fellows, for example, are members of other programs of the Corporation for National & Community Service (see AmeriCorps).
- **Asset**: (1) An inherent strength of an individual, association, organization, economy, story, or physical place. (2) An answer to the Head, Heart, Hand, Human activity, in which a person names something s/he knows or does well intellectually, emotionally, physically, or with others.

B

- **Boilerplate**: A standard sentence of two that describes what a nonprofit is or does. For example, a paragraph that can easily be inserted into any press release.

C

- **CBO**: Acronym for a Community Based Organization.
- **Cisgender**: A term used to identify a person who identifies with the gender or sex they were assigned to at birth.
- **Core**: Refers to "Core Week" or "Core Retreat," the orientations that begin the Ally program.
- **Corporation, The**: Refers to the Corporation for National & Community Service (CNCS). See the entry for 'AmeriCorps.'
- **Capacity Building**: When an Ally enhances the ability of a nonprofit to do its work or facilitates the ability of other people to perform services.
- **Community Linkage**: A person an Ally networks with on one of three levels in order to measure collaborations between his/her Placement and other organizations.

D

- **Direct Service**: When an Ally performs the service activities of the nonprofit with members of the community as service recipients.

E

- **Earned Income**: Money received in exchange for a good or service. Popular examples of nonprofit earned income include the sale of Girl Scout Cookies and theatre tickets.

F

- **Fiduciary Board**: The group of people that is ultimately responsible for the fiscal well-being of the organization. This is as opposed to an advisory board or community board which typically have no binding legal obligation regarding fiscal matters.
- **For Profit**: An entity created, set up, incorporated, or perpetuated to make a profit.

G

- **Grassroots**: The local level. Typically used to refer to grassroots fund development or grassroots efforts, both of which focus on how those who are affected by an issue are the ones to address the issue.

I

- **In-Kind**: A non-monetary donation. Typical in-kind support or donations include(s) training or consulting time, meeting space, equipment, printing, food, and other products and services.
- **Institutional Knowledge**: The know-how of an organization's performance and best practice, how it has been organized, and what brought about past successes. Often referred to as what has to be written down by an individual before s/he departs a company because this type of knowledge is often not documented during a staff person's tenure.

J

- **Job Aid**: A worksheet, guide, podcast, video cast, interactive presentation, or PowerPoint that provides step-by-step instruction or listed information. Job aids are often provided in addition to or in lieu of training sessions, especially if the process or information contained in a job aid is not something a person will likely--or need to--remember or know without the presence of the job aid.

L

- **LGBTQI+**: Lesbian, gay, bisexual, transgender, queer or questioning, & Intersex; a common acronym used to provide a unified and empowered identifying reference term for an extremely diverse, non-heterosexual community. (Also commonly referenced as LGB, LGBT, LGBTQ, or LGBTQIH)

- **LOI**: Letter of Inquiry. A short query that outlines a nonprofit or program and a potential funding request. Foundations often request an LOI before requesting a full proposal to gauge initial interest in a funding opportunity.

M

- **MOU**: Memorandum of Understanding. A letter of joint agreement, written and signed by at least two

  persons or entities, that establishes a relationship and the expectations, rules, and exit conditions of said relationship.
- **Matching**: The process of aligning Ally applicants with Partner Organization positions

N

- **National or National Direct AmeriCorps**: See 'AmeriCorps.'
- **Needs Assessment**: (1) The traditional name for the process of deterring community needs. (2) The report that outlines a community's needs. (3) A term that Public Allies typically views as promoting needs-based language. Public Allies finds that the language of Needs Assessments is used to create generalized views of entire populations or geographic regions as needy and without value unless outside intervention occurs to better people or areas. While needs do exist, Public Allies tends toward Asset Based Community Development language that would encourage the assessment and invitation of naturally occurring assets (see Asset) to address Community Challenge or Opportunity Assessments.
- **Nonprofit**: An organization created not to make a profit but rather fulfill a charitable, religious, scientific, literary, or other purpose. There are many types of nonprofits, 501(c)3 (see 501(c)3) being one oft cited. Many nonprofits are legally known as charitable organizations and are thus tax-exempt, meaning they can purchase items without paying certain taxes. See IRS to read more.

O

- **One-time Volunteer**: An Ally counts this person as someone who provides services at no cost once.
- **Operating Partner**: An organization, often a community-based 501(c)3 or a University, that operates the Public Allies apprenticeship program in a specific geographic region. The staff members who implement Public Allies in this region typically are employees of the Operating Partner, not Public Allies, Inc.
- **Outcome**: Change brought about in community members due to the Ally or Fellow working directly with them.
- **Output**: A countable result of direct service or capacity building.

P

- **PANO**: Public Allies National Office, the national headquarters of Public Allies, Inc., located in Milwaukee, WI.
- **Partner Organization**: Also called a 'PO.' The organization, typically a 501(c)3 (see 501(c)3), that hosts an Ally or Fellow for a term of service. Most often the Ally or Fellow is paid directly by the PO because s/he is an employee of the PO, not Public Allies, Inc. or the Operating Partner (see Operating Partner), although exceptions exist.
- **PDF or pdf**: a computer file format for the transmission of a document that cannot be edited further

without special software. Common use includes "Email me that file as a PDF attachment." Most computers include the free PDF viewer Adobe Acrobat.

- **Person Achieving Result**: Someone who meets the desired direct service outcome.

- **Person Assessed**: Someone who is surveyed or tested for data to see if a direct service outcome is reached.
- **Person Served**: Someone who is an identifiable recipient of an Ally's direct service.
- **PISD**: Personal Impact and Service Documentation. The online member reporting application designed by Public Allies, Inc. A database and data aggregation tool that can be used by Partner Organizations and Public Allies offices to assess member impact in the communities Public Allies serves. A data and narrative reporting system for members to track their progress throughout the 10-month program.
- **Placement**: see 'Partner Organization.'
- **PM**: see 'Program Manager.'
- **PO**: see 'Partner Organization.'
- **PGP**: A preferred gender pronoun, or PGP, the pronoun or set of pronouns that an individual would like others to use when talking to or about that individual.
- **PRAXIS**: This is the “framework” we follow at Public Allies, Los Angeles. The belief that there is a balance between learning, understanding, doing and reflection and that this balance leads to transformational change.
- **Program Manager**: Sometimes referred to as a 'PM.' The staff person who coaches individual Allies; finalizes PISDs (see PISD) after Allies and Supervisors (see Supervisors) have approved PISDs; guides a TSP team's (see TSP team) 360° process (see 360°); and acts as a contact for a Partner Organization (see Partner Organization) with the local Public Allies office.
- **Public-Private Partnership**: A government or private venture that receives both government and private funding and oversight or management. For some this means that the government provides the start-up capital for a private sector service.

Q

- **Quid Pro Quo**: Translates as one thing for another. Most often heard in relation to Quid Pro Quo Harassment in which a superior offers something--such as a promotion--in exchange for a sexual favor.

R

- **Repeat Volunteer**: An Ally counts this person as someone who provides services at no cost multiple times.

S

- **Sector**: Refers to the nonprofit sector (sometimes called 'third sector' or 'independent sector'), the goverment sector, or the private business sector. The term is used to denote into which category an organization establishes itself and generally operates.
- **Site**: A local office that runs a Public Allies program.
- **State or State Commission AmeriCorps**: See 'AmeriCorps.'
- **Stream of Service**: One of many sections of the Corporation for National & Community Service.

AmeriCorps (see AmeriCorps) is an example of a stream of service. SeniorCorps is another.

- **Success Story**: A narrative that reveals value of service or participation in Public Allies to the reader.
- **Sunshine Law**: Mandates that certain meetings of certain nonprofit boards are open to public attendance.
- **Supervisor**: (1) Someone to whom a person directly reports. (2) Often used to mean the Partner Organization (see Partner Organization) supervisor of an Ally or Fellow.
- **Survey Monkey** : The program Public Allies uses to create and administer online surveys.

T

- **TSP Team**: Team Service Project team. The group lab setting in which Allies practice leadership skills and knowledge, participate in group 360° reviews, and plan/implement a project that has a measurable effect during the ten month program and is sustainable after the program.
- **Term of Service** : The roughly 10-month time period in which an Ally is an AmeriCorps Member.

U

- **URL**: Uniform Resource Locator. Often used as a synonym for 'website address,' such as: "Public Allies' URL is http://www.publicallies.org."

V

- **VISTA**: Volunteers in Service to America. A division of AmeriCorps. In comparison, Allies are part of the National or State AmeriCorps (see AmeriCorps) program, not VISTA. VISTA Allies are part of the Public Allies cohort serving under the VISTA program. To read more, please visit the VISTA website.

W

- **Webinar**: an internet-based visual meeting supplemented by a voice call (typically via a phone or VoIP (see VoIP)) that allows for the presentation of documents on one computer to appear on the computers of those in attendance of a meeting. Webinar software services (such as WebEx) typically have integrated instant messaging chat programs, video conferencing, video sharing, interactive polling, and other features.

Y

- **Year-End Giving** : (1) When people, in general, tend to donate near the end of the calendar year. (2) The active solicitation of donations from individuals, often with the reminded incentive that a donation to a 501(c)3 (see 501(c)3) organization is deductible when filing taxes.

Public Allies Graduation Requirements

1. Complete a **minimum** of 1700 hours of service. (*We recommend you complete 1750-1800 to ensure no challenges with meeting graduation requirements*)
2. Actively participate in the program from **September 1, 2017 through June 30, 2018**, which includes, but is not limited to, the following activities:
   a) Participate fully in all Team Service Project (TSP) expectations, which include, but are not limited to the following:
      - attend and fully participate in TSP meetings, planning sessions, events, information sessions, and functions
      - contribute to and/or complete a TSP report and all evaluations, Including PISD
      - attend and participate fully in two Gift Seats
      - complete final TSP group presentation
      - earn an overall recommendation from your TSP Coach or Team Lead

   b) Attend and fully participate in **all** Public Allies program components.

   c) Attend the Orientation, Core Training and Retreat, Mid-year retreat, Year-end retreat, and Graduation.

   d) Complete **ALL 360-Degree evaluations** in December and May.

   e) Earn a recommendation for graduation from your Program Manager.

   f) Complete all programmatic evaluations and Personal Impact Service Documentation (PISD) online and **<u>on time</u>**.

   g) Complete and submit all PA documentation by the deadlines assigned by your Program Manager, which includes, but is not limited to the following:
      - bi-weekly service documentation forms approved by Supervisor and Program Manager
      - beginning of year survey and end of year survey
      - mandatory Continuous Learning Tools
      - all assessments and evaluations
      - any AmeriCorps forms
      - all paperwork required by the Partner Organization

   h) Attend the AmeriCorps Service Days as announced. Attend all monthly required Familias check-ns, complete all required assignments.

   i) Prepare a five-minute (mid-year), fifteen-minute (year-end), and fifteen-minute Team Service Project Presentation of Learning (POL).

Public Ally recognition of Graduation Requirements:

I, ____ have read and understood all of the Public Allies graduation requirements as outlined above and agree to them as written. I understand that if I fail to comply with any of the above graduation requirements, my Program Manager may not grand me recommendation for graduation which can result in discharge from the program.

Program Manager Graduation Recommendation:

The above Ally, ____ has successfully completed all program requirements as outlined above to the best of my knowledge. I recommend the Ally, ____ for graduation of the Public Allies program for the program year, 2016-2017, and all benefits following program completion.

Program Manager Name: ____

Program Manager Signature: ____

Date: _________________

Program Manager Comments (optional):

Public Allies Continuous Learning Tools

Personal Impact Service Documentation (PISD)

- What: Two separate entries. One, a bi-weekly online time sheet and the other, a monthly documentation of work towards objectives/outcomes (Service Reflection)
- When: Due every 1st and 15th of the month.
- Ally responsibility: accurately submit completed PISDs on-time
- Supervisor responsibility: Ensure Ally completed PISD on time, approve (or return) PISDs regularly as they are submitted

Coaching

- What: monthly meetings between Allies and their Program Manager to support the professional/personal development of the Ally, in relation to the work the Ally is responsible for.
- Ally responsibility: communicate to supervisor when you are scheduled for coaching, come prepared with your goal sheet, actively engage in process
- Supervisor responsibility: allow time for coaching and be clear about expectations around scheduling these meetings; support Ally development through weekly check-ins

3-way Meetings

- What: Quarterly meetings between Ally, Program Manager and PO Supervisor to share progress, encourage feedback, and support Ally development and make necessary workload adjustments
- Ally/Supervisor responsibility: prepare for and participate in meetings

360 Feedback and Evaluation

- What: written & verbal assessment of Ally's strengths and challenges
- When: December & May
- Ally/Supervisor responsibility: complete online 360 degree assessment and be prepared to share verbal feedback at the 3-way meeting that follows

Presentations of Impact & Learning (POIL)

- What: presentations prepared and presented by Allies at the mid-year retreat and at the end of the year that covers their personal and professional growth
- When: February, June
- Ally responsibility: complete all components to prepare for your presentations
- Supervisor responsibility: save the date and come to the end-of-year presentations—they are a powerful experience!

Ally/Supervisor Survey

- What: beginning of year and year-end survey to help us evaluate our partnership and program and Ally growth
- When: September and June
- Ally and Supervisor responsibility: complete online survey with honest, constructive feedback

Service Hours Breakdown

Public Allies Team Service Projects (TSP)

TSP Philosophy

Experiential learning is an important aspect of the Public Allies experience. Public Allies believes that an effective way to practice the ideas and concepts introduced in the training and learning curriculum is to engage in activities that allow people to gain hands-on experience. The Team Service Project (TSP) embodies this philosophy of learning.

TSP Description

Through TSP, Allies are given the opportunity to collaborate on, implement, and evaluate service projects as a team, both within the Public Allies community, as well as in the local community and in partnership with a partner organization, thereby exhibiting leadership both within the organization and as ambassadors to other organizations. The Team Service Project is a laboratory of learning, as it allows the Allies to practice skills that they already have or have newly acquired, as well as a chance for the Allies to learn about working with other individuals and organizations different from themselves to fulfill a common goal.

TSP Learning Outcomes

- Continue evolving a vision for how to strengthen my community, a plan to act on it, and the knowledge, skills and relationships to achieve it.
- Build relationships and learn from people of all backgrounds, beliefs and experiences.
- Know about myself and use that knowledge to enhance my work.
- Work with others to achieve goals.
- Be responsible and reliable in my work.
- Take responsibility for continuously learning and applying that learning to strengthen communities.
- Enable alliance members to recognize the skills and viewpoints of all community members, especially young people and others often disengaged or not considered as assets.
- Enable alliance members to create, expand or improve projects with measurable community impacts.
- Initiate partnerships between different community organizations.
- Participate in and help build an alliance of individuals and organizations that can support efforts to strengthen communities.

Training, Workshops & Classes

Up to 20% of an Ally's cumulative service hours will be dedicated to training. Allies take weekly formal classes from the Community and Economic Development Department at the Los Angeles Trade Technical College. Courses range from Community Economic Development, Nonprofit Management, Program/Project Planning and Development, and Leadership Development. Allies also take trainings in social dynamics, intercultural context and justice issues three times a month. Best of all, you can expect to learn from seasoned and respected community leaders, professionals and peers.

PALA Training and Learning program

Training and learning is an important catalyst for Ally growth. It is made possible by content and presenter savvy, but also importantly, due to the community reinforced amongst the Allies themselves. This is key for our Ally trainings: It is only through the creation and fostering of a diverse cohort and community space that is a reflection of the communities we serve, that Allies are challenged on their deepest held biases, beliefs and opinions. This built community allows for a safe environment in which Allies challenge themselves and each other, share perspectives, become vulnerable by taking risks, and creates a space in which learning occurs that staff and Allies could never predict or plan.

Trainings typically occur at the CDTech offices, and on the first Thursday and Friday of every month, as well as the third Friday of those same months for a total of three days a month. For specific dates, please refer to the Program Calendar included earlier in this handbook. Full Ally participation in ALL trainings is mandatory for our Allies. Should you have a conflict, Ally/Supervisor should contact their respective Program Manager immediately.

Service Days

While the majority of learning for Allies will come from placement and training, a very important learning opportunity for Allies comes in the form of volunteer service outside of regular Public Allies programming. Service Days are typically identified by the Public Allies, Los Angeles team in conjunction with partner organizations. Service Days offer a unique opportunity for Allies to become more engrained in community work, and to build stronger connections with partner organizations, Allies and community residents.

Personal Impact Service Documentation (PISD) Overview

Time Log Reports are required/due on every 1st and 15th of each month. Reports on Activities and Outputs are due on the 1st of every month for the prior month of service. Not doing so is a compliance risk and puts the Ally's participation in the program at risk. Supervisor are required to approve PISD's no later than two days after submittal. Again, failure to do so puts the Ally's participation and the program itself in jeopardy.

Ally Reporting Overview

Allies report on their success and "ah ha" moments throughout the Program Year in PISD. Allies submit **Time Log Reports** twice per month and report on **Activities & Outputs** once per month.

After Allies submit the reports, Partner Organization Supervisors and Program Managers review the reports and either approve or deny them. Partner Organization Supervisors and Program Manger are able to leave comments for Allies within the reports. Below, please find visuals to aid in your understanding of the PISD system.

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Everyone Leads

Time Log Report Example – 2x per month

Time Log

Name: Randall Cobb
Date Range: 11/01/2011 - 11/15/2011

Enter hours in quarter-hour increments (for example: 7.0, 7.25, 7.5, 7.75, 8.0).

Day	Date	Placement	Fundraising	TSP	Service Day	Training	Daily Total	Late	Absent
Tue	11/01						0	☐	☐
Wed	11/02						0	☐	☐
Thu	11/03						0	☐	☐
Fri	11/04						0	☐	☐
Sat	11/05						0	☐	☐
Sun	11/06						0	☐	☐
Mon	11/07						0	☐	☐
Tue	11/08						0	☐	☐
Wed	11/09						0	☐	☐
Thu	11/10						0	☐	☐
Fri	11/11						0	☐	☐
Sat	11/12						0	☐	☐
Sun	11/13						0	☐	☐
Mon	11/14						0	☐	☐
Tue	11/15						0	☐	☐
Totals:		(Placement + Fundraising + TSP + Service Day)			0	0	0	0	0

Explain why you were late or absent, or if your daily total adds up to more than 11 hours on any day.

Activities & Outputs Report Example – monthly

Allies report on their Activities & Outputs in four sections:

1. Placement Activities & Outputs
2. Snapshots of Success
3. Training & Learning
4. Volunteer Recruitment & Management

Placement Activities & Outputs

- Placement Activities and Outputs * Not Started/Editing

Service Objective: Ally will coordinate all volunteer activities and establish a regular schedule for voluteers. Volunteers engaged will increase.

Please describe recent activities you have been involved with at your Partner Organization to achieve your Ally Objective. *

Output Measure: Number of New Community Volunteers Engaged by the Ally

New This Period: *

Output Measure: Number of new beneficiaries receiving service as a result of these efforts

New This Period: *

Do the New Beneficiaries Include Individuals from any of the following groups? *
If so, check each of the groups that apply (more than one could apply to a single new beneficiary). If no, please check "None"

- ☐ Children & Youth of Incarcerated Parents
- ☐ Disadvantaged Children & Youth
- ☐ Individuals Affected by a Disaster
- ☐ Individuals Receiving Independent Living Services
- ☐ Individuals Receiving Mentoring
- ☐ None of the Above

Output Measure: Hours of Service by Community Volunteers Engaged

New This Period: *

Snapshots of Success

- Snapshots of Success Saved/Editing

Please use Snapshots to tell us about one or more of the following:

- a personal success, large or small, or obstacles you overcame
- someone you've met who has touched you in some way
- an "aha moment"
- an example of lives that were improved in some way - large or small - by you or your partner organization as a result of your efforts
- or experiences that illustrate your personal growth or leadership development

Save Snapshots of Success Stories

Training & Learning

- Training and Learning Just Deleted One

Is there a specific way you have applied one or more of your Public Allies trainings at your placement or for your personal leadership development? (Please include the name of the training along with a brief description of the training):

Date of Training*

Title of Training*

Save

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Everyone Leads

Volunteer Recruitment & Management

- Volunteer Engagement & Management at Partner Organization * Not Started/Editing

Total Number of New Volunteers Engaged this Period at Placement Organization
(New volunteers are defined as those volunteers new to the Ally, not necesarily new to the Partner Organization)

As an AmeriCorps National Service program with the belief that people who are often recipients of services can be partners in improving their communities, we are interested in knowing two pieces of information about new volunteers you engage. Please let us know (1) if the volunteers fit the demographic categories below; and (2) if you would identify the volunteers as coming from the neighborhood, client group or communities your partner organization serves.

Please enter the total number of new volunteers you engaged this period, including any volunteers you may have reported in the Placement Activities & Outputs section above, by selecting the appropriate categories below. Then enter the number of volunteers that qualify as from the community and the number not from the community.

If you are uncertain of the category of a volunteer, select Other Volunteers.

If you are uncertain of the community affiliation of a volunteer, please err on the side of caution and list them as not from the neighborhood, client group or communities your partner organization serves:

AmeriCorps Demographics Categories	Number of volunteers in this category from the neighborhood, client group or communities your partner organization serves	Number of volunteers in this category not from the neighborhood, client group or communities your partner organization serves
☐ Baby Boomers (Individuals born between 1946 & 1964)		
☐ College Students		
☐ Disadvantaged Children and Youth		
☐ Other Volunteers		

Total Number of New Volunteers Engaged This Period (Auto-calculated based on information entered above.): 0

Total Number of Volunteer Hours Generated by New and Returning Volunteers Engaged this Period: *

Briefly describe the activities your volunteers carried out. If your volunteers came from the neighborhood, client group or communities your partner organization serves, please name it here:
(required if new volunteers were engaged or volunteer hours were generated during this period)

Save Volunteer Recruitment and Management Data

Mid-Year Presentation of Learning

What Is The Purpose?

The Mid-Year Presentation of Learning is an opportunity for you to reflect on lessons learned during the first five months of your Public Allies experience. And from these reflections, you will be able to share with your community the progress you have made toward reaching your personal outcomes, as well as the four learning outcomes of Public Allies. It is also a way to practice and become familiar with preparing and delivering a formal presentation.

What Do I Have To Do?

Create a presentation! For your POIL, you are to concentrate on **ONE** of the five Public Allies learning outcomes and what it has meant to you over the past four months. How have you made strides toward reaching this outcome? What other learning has occurred? What are the challenges and what were your accomplishments? What are the impacts and implications of this learning for your life outside of Public Allies?

We encourage you to be creative in presenting your learning. Emphasis should be placed on the *application* of your learning, not just a list of the projects you have completed. We don't want to know what you have done for four months. We want to know what you have *learned* in those four months. POLs *should not* be a five-minute presentation about the mission and vision of your partner organization. Instead, it should serve as a presentation on what you have learned from any aspect(s) of the Public Allies experience: placement, trainings, retreats, tsp, others, etc.

You also need to prepare a written visual to accompany your presentation (make copies ahead of time!). We will not have access to any audio-visual equipment for your Mid- Year POIL. You will have access to an easel and flipchart paper if you request it in advance.

Evidence of your learning can be documented utilizing, but not limited to your:

- Documentation Binder
- Personal Impact & Service Documentation Forms (PISD's)
- Individual Development Plan (IDP) goals
- **Examples of completed projects**

What Is The Process?

You will have five minutes MAXIMUM to make your presentation. Immediately following your presentation, there will be a five-minute question and answer session. The entire POL process will be ten minutes per person. You will give your presentation to the Allies with whom you share a Program Manager. These presentations will take place at the Mid-Year Retreat. As observers, you will participate by evaluating your Ally group and providing each other with written feedback on the presentation. Feedback will be given on each presenter's use of visual aids, mannerisms/body language, voice, preparation, time use, content, and organization. During a separate session, one representative from each Ally group will give their presentation to the entire retreat audience for feedback from the large group.

You will be given a POL packet with expectations, guidelines and prompt questions before your POL dates. It is expected that you follow the format as presented in the POL packet.

360° Assessments

The Public Allies 360° Assessment supports Allies' leadership development and, in turn, their effectiveness at building the capacity of our Partner Organizations. The 360° is most effective when it invites feedback from those who have the greatest stake and interest in both the Allies' performance and the capacity increase the organization desires.

Feedback from the 360° helps the Ally become aware of his/her areas of strength and challenge with regard to the Public Allies values--collaboration, diversity and inclusion, integrity, focus on assets, and continuous learning.

Assessments of Allies occur twice in order to measure the progress in Allies' leadership development. The second 360° is a retrospective assessment (measuring the Ally's change in leadership practice over the course of the program).

360° Assessments: Basic Design

- Your local site (Los Angeles) will set the dates for the 360 Assessments. Please refer to the calendar for these dates.
- The Allies will be the only people assessed.
- Allies will complete a self-assessment and will be assessed at a minimum by three other people: Program Manager, Partner Organization Supervisor, and an Ally peer or PO colleague/client.
- Each Ally can include additional individuals in the 360° Survey process, including colleagues, program participants, or other stakeholders. There is no upper limit on the number of individuals an Ally can engage in the process.

360° Set-up in PISD

- Under the 360° tab in PISD, the Ally will enter the following information for each individual selected to complete a survey: name, email address, and affiliation.
- Each individual entered by the Ally will receive an email with a link to complete the survey without having to log into PISD.

- Resulting info will be used to create reports shared with Allies during three-way meetings with Program Manager and Partner Organization Supervisor.

- Ally will be able to review Partner Organization Supervisor and Program Manager Responses separately, and all other responses cumulatively under the 360° tab in PISD.
- Program Manager, Site Director, and National Admin will have ability to see status of assessments and to review individual survey responses.
- Program Manager, Site Director and National Admin will be able to delete a survey respondent if that individual does not provide a survey response.

360° Assessments: Time Line

Assessments are completed twice a year: December and May. The Assessment dates for the 2015-2016 program year are:

First Assessment:
Open – December 1, 2017
Closed – December 15, 2018

Second Assessment (Exact dates TBD):
Open – May 2018

In-person 3-way meetings will follow the closing of both assessments. 3-way meetings will be coordinated between the Program Manager, Ally and Partner Organization Supervisor.

Policies and Procedures for Public Allies AmeriCorps Members 2017-2018

This set of policies and procedures accompanies the "Agreement" (Member Contract) between Public Allies and the Public Allies AmeriCorps Member, and provides further policy and procedural detail behind the obligations outlined in the contract. These policies comprise our program's code of conduct and are designed to help maintain the highest possible quality in managing all aspects of the Public Allies program.

1. ADDITIONAL MEMBER GRADUATION REQUIREMENTS
In addition to the graduation requirements outlined in the Member contract, you must meet the following requirements to graduate from the Public Allies program and receive a full Education Award:

Complete a **minimum** of 1700 hours of service. We recommend you complete 1750-1800 to ensure no challenges with meeting graduation requirements.

a) Actively participate in the program from **September 1, 2017 through June 30th, 2018** which includes, but is not limited to, the following activities:
   - attend and fully participate in TSP meetings, planning sessions, events, information sessions, and functions
   - contribute to and/or complete a TSP report and all evaluations, Including PISD
   - attend and participate fully in two Gift Seats
   - complete final TSP group presentation
   - earn an overall recommendation from your TSP Coach or Team Lead

b) Attend and fully participate in **all** Public Allies program components.

c) Attend the Orientation, Core Training and Retreat, Mid-year retreat, Year-end retreat, and Graduation.

d) Complete **ALL 360-Degree evaluations** in December and May.

e) Earn a recommendation for graduation from your Program Manager.

f) Complete all programmatic evaluations and Personal Impact Service Documentation (PISD) online and **on time**.

g) Complete and submit all PA documentation by the deadlines assigned by your Program Manager, which includes, but is not limited to the following:
   - bi-weekly service documentation forms approved by Supervisor and Program Manager

- beginning of year survey and end of year survey
- mandatory Continuous Learning Tools
- all assessments and evaluations
- any AmeriCorps forms
- all paperwork required by the Partner Organization

h) Attend the AmeriCorps Service Days as announced. Attend all monthly required Familias check-ns, complete all required assignments.

i) Prepare a five-minute (mid-year), fifteen-minute (year-end), and fifteen-minute Team Service Project Presentation of Learning (POL).

2. ATTENDANCE POLICY

Public Allies has instituted the following regulations to assure that each Member attains at least 1700 hours of service. If you do not adhere to these attendance policies, your enrollment in Public Allies, final paycheck, and education award may be in jeopardy.

- Retreats - Attendance is mandatory at all retreats. All time in attendance at retreats, including evenings, is Public Allies time. Compliance with Public Allies' policies is required throughout the period of each retreat.
- Absences - Absences fall into one of two categories: unexcused absences and excused absences that are accounted for in your absence allotment. All absences, including holidays, must be recorded in the PISD time log.
- Unexcused Absences - An unexcused absence is one in which proper absence notification is NOT GIVEN to your Partner Organization supervisor and/or your Program Manager. For any unexcused absence you will be subject to termination.
- Excused Absences - An excused absence is one in which proper absence notification is given to your Program Manager and/or Partner Organization supervisor.

In addition to the holidays listed below, you are permitted six (6) excused paid absences. This allotment includes absences at both your Partner Organization and Training/Team Service Days. These absences can be used when you are sick or need to attend to personal business. As a part of the AmeriCorps/Public Allies program, you are not eligible to participate in your Partner Organization's vacation structure. Excessive absences from the Training/Team Service Days may result in release from the program.

Consequences of Excessive Absences or Tardiness
Public Allies, Los Angeles Corrective Action Measures

- **Verbal Warning* –** A Public Allies Program Manager will issue a verbal warning directly to the Ally. Ally must be responsible for monitoring their progress after verbal warning.
- **Written Warning* –** A Public Allies Program Manager will issue a written warning to the Ally. This may be in the form of a written memo, e-mail or message via messenger service (text or other).
- **Corrective Action Period* –** Should the Ally's attendance/punctuality not improve, the Program Manager will place the Ally on a Corrective Action Period for a duration to be determined by the Program Manager. The Corrective Action Period will include a Corrective Action Plan which the Ally must agree and comply to and will remain in place during the period.
- **Reassessment Leave –** Should the Ally not meet their goals as outlined in the Corrective Action Plan, the Ally will be placed on leave without pay for a period as determined by the Program team. At this time it is the responsibility of the Ally to reflect and assess their actions and needs for successful program completion.
- **Return & Final Corrective Action Plan –** If the Ally, Program Team and Partner Organization representative feel the Ally is able to return, a final Corrective Action Plan will be put in place for a duration of time as determined by the team.
- **Termination –** Should issues not be remedied by the above steps, the Ally will be terminated from the program. Termination also disqualifies the Ally from receiving their Education Award or completing another Americorps term of service.

Public Allies recognizes the following holidays:

- Labor Day
- Thanksgiving Day
- The Friday following Thanksgiving
- December 24th
- December 25th
- New Year's Day
- Memorial Day
- Fourth of July

In the case that your Partner Organization does not recognize these holidays, a Member may have the option of using any of the above dates at another time during the program year. For example, if a Partner Organization does not observe the Friday following Thanksgiving, the Member may use that day off later in the program year with proper Absence Request Documentation provided. Should your Partner Organization observe a holiday that Public Allies does not observe, you will be required to take that date as one of your personal days. Special situations will be handled on a case-by-case basis.

Process for Notification of Absence from Program or Placement

- **Illness and emergency situations** - If you are going to be absent from your Partner Organization or from Training/Team Service Day due to illness or emergency, you must speak with your Partner Organization supervisor and/or Program Manager at least a half hour before the start of the work day. Once you have returned to work, you must promptly submit a completed absence request form to your Program Manager. Should you not speak with your Partner Organization Supervisor and/or Program Manager prior to the start of that workday, you will be charged with an unexcused absence which is cause for dismissal.

- **Other Absences** - When using one of your allotted personal days for a planned absence from the Partner Organization, an Absence Request form must be completed and submitted for approval to your Partner Organization Supervisor and Public Allies Program Manager at least two days in advance of your absence. Absence requests not submitted at least two days in advance may be denied by either Public Allies or your Partner Organization. If either party does not approve the absence request, the absence is considered denied. Absence requests for Training/Team Service Days must be completed and submitted for approval to your Public Allies Program Manager at least two days in advance of your absence. Absence requests not submitted at least two days in advance may be denied by Public Allies. Absences without prior approved documentation will be considered unexcused unless due to illness or emergency situations (see "Illness and emergency situations" section above). Any unexcused absence may be grounds for termination.
- **Jury Duty** - Absences for jury duty are paid absences and count towards the 1700 hours that are required to graduate from the Program. Approved absence request documentation should still be submitted following the above procedures; however, these days will not be deducted from your excused absence allotment.
- **Non-Public Allies Training Opportunities** - You may use two Training/Team Service Days to pursue training opportunities, retreats or conferences that are sponsored or supported by your Partner Organization. The following restrictions apply:

  - Members may not miss more than a total of four Training/Team Service Days for any reason.
  - The alternate training opportunities may only be used on regularly scheduled training/Team Service Days; they may not be used to miss any part of a Program retreat.
  - The event you choose to attend must be relevant either to your work at your Partner Organization or to the outcomes of the Public Allies program.
  - You must give your Program Manager at least one week's notice. Your Program Manager will use his/her discretion to either approve or deny the Alternate Training Opportunity. If the denied request is not observed by the Member, it will be considered an unexcused absence. Any unexcused absence is grounds for termination from Public Allies.
  - These days are not subtracted from your excused absence allotment.
  - Public Allies will not cover any costs or fees associated with these events.
  - Missing any part of a Training/Team Service Day for an alternate training opportunity will count as an entire Alternate training opportunity. (ie: no ½ Alternate Training Days will be recorded.)

- **Lunch Breaks** - Allies **cannot** count time spent on lunch as hours served in PISD timesheets. Allies are expected to follow the lunch break policies of the Partner Organization with the expectation that the Member will have at least a 30-minute lunch break during the day.

Failure to uphold these expectations may result in Public Allies terminating the relationship. It is the sole discretion of Public Allies to remove the Member from your organization at any point during the relationship, and to terminate its relationship.

3. LATENESS

You are expected to arrive on time to all Public Allies activities and all Partner Organization activities. On time is defined as zero minutes after the specified start time. Repeated tardiness will result in release from the Program.

Partner Organization - If you are going to be late to your placement site, you must call to notify your Partner Organization Supervisor and Public Allies Program Manager at least a half-hour before the scheduled start time, or as soon as you know you will not be on time. These incidents must be recorded and briefly explained in your Personal Impact Service Documentation (PISD) time log. Repeated tardiness at your placement will result in release from the Public Allies Apprenticeship Program.

Training/Team Service Day - If you are going to be late to a Training/Team Service Day, you must call to notify your Program Manager at least a half-hour before the scheduled start time, or as soon as you know you will not be on time. These incidents must be recorded and briefly explained in your Personal Impact Service Documentation (PISD) time log. Repeated tardiness will result in release from the Public Allies Apprenticeship Program. The same rules apply for returning on time from lunch or breaks.

In either case, it is critical that if it is not possible to speak directly with your Program Manger that you leave a detailed voice mail message or other message at the Public Allies office explaining your situation prior to the start time of the day's activities. In the case that you are anticipating being late for a Training Day not being held at the Public Allies office or training space, an attempt to reach your Program Manager at the alternate training location should be made, if possible, in addition to the mandatory message left at the Public Allies office.

4. IDENTIFICATION AS AN AMERICORPS MEMBER

The Public Allies Apprenticeship is an AmeriCorps program and your service at your Partner Organization is a resource being provided by an AmeriCorps grant. To highlight the connection between your service and broader national service efforts, you must identify yourself as a Public Allies AmeriCorps Member during public speaking opportunities.

501(c)(3) organizations are prohibited from participating in political activity. This prohibition, however, does not apply to the activities of officers, directors, or employees of 501(c)(3)s who are acting in their individual capacity. 501(c)(3) staff may work on political campaigns outside of work hours, or while using their available leave time; however, 501(c)(3) leaders, staff and volunteers may not use the facilities, equipment, personnel, or other 501(c)(3) resources to provide support to or oppose a candidate or campaign.

If you are personally advocating any social / political issue, you must clearly establish guidelines with your supervisor and program manager that delineates when you are and aren't able to represent that AmeriCorps, your Placement Organization or CDTech on social media or public communications of any kind.

5. PISD TIME LOGS AND MEMBER SERVICE REFLECTIONS (MSRS)

All time Logs must be approved by your supervisor and program manager ten days after the time period ends. To that end, Public Allies relies on timely PISD time logs and Member Service Reflections in order to meet our grant requirements. Failure to submit these within the required time frame puts our program in jeopardy. Repeated failure to submit the time log or Member Service Reflection on time will result in the requirement of the Member to come into the office to submit them for the duration of the program year. Failure to do so may result in unpaid suspension or termination from the program. Failure to submit logs or reports may also result in the Member's living allowance being withheld by the Program until the reports are submitted.

Once submitted, your Partner Organization Supervisor and Public Allies Program Manager will review your reports for accuracy, and may return them to you for corrections or further explanation. In the event that your time log or Member Service Reflection is returned, you must make the requested changes and re-submit them within 2 business days. If you do not understand or do not agree with the requested changes, it is your responsibility to seek clarification from the returning party before making the requested changes.

6. DRESS CODE

You are expected to have a neat and clean appearance and wear attire that is suitable and within the guidelines specified by the Partner Organization. During Training/Team service Days, you are required to wear attire that is appropriate for the day's activities, as determined by Public Allies Site Staff.

7. SPECIAL EVENTS

On occasion, you will be asked to represent Public Allies at special events. Public Allies staff will provide you with as much advanced notice of such events as possible. Should the event occur during placement time, it is your responsibility to obtain permission from your Partner Organization Supervisor to attend the event. If you attend the event without approval from your Partner

Organization Supervisor, your absence will be counted as an unexcused absence without pay. Any unexcused absence is grounds for termination from the Program.

If your partner organization has a special event that conflict with any scheduled Public Allies Program events, it is your responsibility to discuss it with your Public Allies program manager and your Partner Organization supervisor in advance.

8. ELI SEGAL AMERICORPS EDUCATION AWARDS

An Eli Segal AmeriCorps Education Award may be used in the following ways:

- To repay qualified existing and future student loans;
- To pay all or part of the cost of attending an institution of higher education accredited by the state or province (including certain vocational programs); and or
- To pay expenses incurred while participating in an approved school-to-work program.

Your Education Award must be used within seven years upon completion of your service. You may apply for an extension if, during the seven-year period, you perform another term of service in an approved AmeriCorps position or if you were unavoidably prevented from using the award.

The awards are provided from a special account in the United States Treasury called the National Service Trust. This trust is managed by the Corporation for National Service, which is the parent organization for AmeriCorps programs. Educational Awards are subject to income taxes in the year they are used.

When you complete your term of service, Public Allies will notify the Trust that you have successfully completed the program. You will need to set up a “My AmeriCorps” account (https://my.americorps.gov/mp/login.do) which will allow you to manage your Education Award, Student Loan Forbearance, Interest Accrual payments, etc. Ed. Award payment will be made directly to the Institution you identify, not to you. Your Ed. Award account balance can be tracked through your My AmeriCorps account.

9. CHILDCARE

You may be eligible to receive childcare either through an eligible provider or a childcare allowance in an amount determined by the Corporation for National Service if you demonstrate adequate "need." You are responsible for identifying and securing the actual childcare provider.

The criteria for childcare approval: for household income, provider credentials, and other qualifying requirements, CNCS uses the rules determined by the state in which the care is provided.
For any additional questions, please visit the website of the AmeriCorps Child Care Subsidy provider Gap Solutions at http://www.americorpschildcare.com.

10. MEMBER-STAFF RELATIONS
Public Allies staff members are here to help guide and assist you through your 10 months of service. In order to maintain healthy working relations with Allies, Public Allies staff is required to maintain a professional relationship with Allies. Public Allies staff may not consume alcohol or drugs with a Member (regardless of his/her age) or engage in any sexual behavior with a Member. Furthermore, Members may not consume alcohol or drugs with their Partner Organization staff members, and may not engage in any sexual behavior with their Partner Organization supervisor.

11. PERSONAL BOUNDARIES & CODE OF CONDUCT
Practice good personal and professional boundaries, by ensuring you take care of personal business before or after program and placement activities. You may not take care of personal business, such as making excessive personal phone calls, text messages, or emails while at your Partner Organization or during Training/Team Service Days. Personal phone calls, text messages, and emails should be made during break periods.

12. NON-FRATERNIZATION POLICY
Allies are encouraged to develop friendships both inside and outside of the workplace as long as the relationships do not negatively impact work. Any relationship that interferes with the program's culture of teamwork, the harmonious work environment or the productivity of allies, will be addressed by applying the progressive discipline policy. Adverse behavior or behavior that affects the workplace that arises because of poor personal boundaries will not be tolerated.

Public Allies desires to avoid misunderstandings, actual or potential conflicts of interest, and complaints of favoritism, possible claims of sexual harassment, and the employee morale and dissension problems that can potentially result from romantic relationships involving managerial and managerial Allies or certain other Allies. Additionally, all Allies, both managerial and non-managerial, may be prohibited from fraternizing or becoming romantically involved with other Allies when, in the opinion of the Program, their personal relationships may create a conflict of interest, cause disruption, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security, or morale.

An employee involved with a manager or fellow employee should immediately and fully disclose the relevant circumstances to the Program Manager so that a determination can be made as to whether the relationship violates this policy. If a violation is found, the Program may take whatever action appears appropriate according to the circumstances, up to and including transfer or discharge. Failure to disclose facts may lead to disciplinary action, up to and including termination.

All Allies should also remember that Public Allies Los Angeles maintains a strict policy against unlawful harassment of any kind, including sexual harassment. The Program will vigorously enforce this policy consistent with all applicable federal, state, and local laws.

13. SEXUAL HARASSMENT

CDTECH's goal is to provide a pleasant and comfortable workplace, free from harassment, intimidation, hostility or other offensive conduct that interferes with the work of CDTECH's employees. CDTECH will not tolerate harassment in any form including, but not limited to, verbal, physical, visual or other conduct.

A. Prohibition against Harassment.

It is the responsibility of all employees to maintain a work environment free from harassment and/or intimidation based on race, color, religion, sex, gender, sexual orientation, age, national origin disability, marital status or status as a veteran. Harassment refers to unwelcome behavior that is offensive, fails to respect the rights of others, and interferes with work effectiveness. It shall be prohibited for any employee to make or to be required to endure or submit to sexual advances of any nature as a condition of recruitment, employment, advancement, training, promotion, salary increase or any other personnel action.

All employees are prohibited from engaging in any conduct, whether verbal, physical, demonstrative or suggestive, which creates, continues or contributes to an atmosphere of sexual harassment, sexual intimidation, or a sexually hostile environment. All employees are required to refrain from using sexually suggestive language, whether explicit or inferential, or engaging in offensive sexual innuendo or other forms of sexual harassment include, but are not limited to:

- Verbal: Sexual innuendoes, racial epithets, suggestive comments, derogatory slurs, off-color jokes, propositions, threats, suggestive or insulting sounds.
- Visual Non-Verbal: Derogatory posters, cartoons or drawings, suggestive objects or pictures, graphic commentaries, leering, or obscene gestures.
- Physical: Unwanted physical contact including touching, interfering with an individual's normal work or movement, or assault.
- Other: Making, or threatening to make, reprisals as a result of a negative response to harassment.

It does not matter whether an employee intends to intimidate or offend. All employees should assume that the sensitivity of their co-workers is such that language or conduct of this type is unwelcome.

The following are examples of prohibited conduct:

- abusing a person’s dignity through insulting or degrading remarks, propositions, jokes, tricks, sexual advances, or similar conduct;
- touching any part of a person's body after that person has indicated, or it is known, that such physical contact was unwelcome;

- continuing to ask a person to socialize on or off-duty when that person has indicated that he/she is not interested;
- displaying or transmitting sexually suggestive pictures, objects, cartoons or posters if it is known or should be known that the behavior is unwelcome;
- regularly using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- derogatory or provoking remarks about or relating to an employee's gender, sexual activity or sexual orientation;
- coerced sexual acts.

B. Duty to Report All Harassment Incidents.
Harassment and the creation or continuation of a hostile work environment has serious adverse effects upon the work force. It is the responsibility of all employees who believe they have been subjected to an incident of harassment or the creation or continuation of a hostile work environment to immediately report the matter to their Supervisor or to the President or designee.

C. Investigation and Disposition of Harassment Complaints.
Any complaint of harassment or the creation or continuation of a hostile work environment reported to CDTECH, or of which CDTECH becomes aware, shall be promptly investigated. CDTECH shall take prompt action to resolve and dispose of the complaint. CDTECH shall take appropriate disciplinary or other action against all employees found to have engaged in harassment or the creation or continuation of a hostile work environment and shall take all necessary steps to ensure that the incident of harassment or the creation or continuation of a hostile work environment is discontinued.

D. Protection of Privacy.
In investigating, resolving, and disposing of an incident of harassment or the creation or continuation of a hostile work environment, CDTECH shall take all reasonable steps to protect the privacy of the individuals involved.

14. DRUG FREE WORKPLACE POLICY
Public Allies is a Drug-Free Workplace. It is prohibited to manufacture, distribute, dispense, be in possession of, use, or be under the influence of any illegal controlled substance on Public Allies time, premises, events, or any other activities in association with the Public Allies AmeriCorps Program. Public Allies time includes time spent in service at your Partner Organization. Anyone in violation of these rules will be terminated from the Public Allies program.

Drug and alcohol abuse use has serious adverse effects upon a significant proportion of the work force and results in lost productivity. As an employer, CDTECH is concerned with the wellbeing of its employees, the successful accomplishment of its mission, and the need to maintain employee productivity. CDTECH seeks to achieve a drug and alcohol-free workplace and will not tolerate the use of illegal drugs and alcohol in the workplace.

Further, the abuse of alcohol and use of illegal drugs, on or off duty, is inconsistent with CDTECH's purpose and mission and the special trust placed in CDTECH's employees. Employees who abuse alcohol or use illegal drugs, on or off duty, tend to be less productive, less reliable, and prone to greater absenteeism than their fellow employees who do not abuse alcohol or use illegal drugs. The abuse of alcohol and use of illegal drugs, on or off duty, by employees impairs CDTECH's efficiency, undermines public confidence in the organization and makes it more difficult for other employees who do not abuse alcohol or use illegal drugs to perform their jobs effectively. The abuse of alcohol and use of illegal drugs, on or off duty, by employees also can pose a serious health and safety threat to members of the public and to other employees. Employees who abuse alcohol or use illegal drugs must themselves be primarily responsible for changing their behavior and, if necessary, begin the process of rehabilitating themselves.

1) Drug and Alcohol Free Workplace Policy
The abuse of alcohol and the use of illegal drugs by employees, whether on duty or off duty, is contrary to CDTECH's purposes and mission. Employees are required to refrain from the abuse of alcohol and use of illegal drugs. Persons who abuse alcohol and use illegal drugs are not suitable for employment by CDTECH.

2) Personnel Actions.
1. In addition to any other appropriate personnel action, CDTECH shall refer any employee who is found to be under the influence of or to abuse alcohol or use illegal drugs for assessment, counseling, and referral for treatment or rehabilitation as appropriate.
2. CDTECH shall take disciplinary action against any employee who is found to be under the influence of or to abuse alcohol or use illegal drugs.
3. No employee who is found to be under the influence of or to abuse alcohol or use illegal drugs shall be allowed to remain or continue on duty and shall immediately be placed on leave without pay pending investigation. An employee placed on leave under this policy may apply within 15 months following the commencement of leave to be returned to duty provided:
a. The employee demonstrates that they have successfully completed a qualified rehabilitation program; and

b. The employee demonstrates that they have refrained from abusing alcohol or using illegal drugs for 12 months following the successful completion of a qualified rehabilitation program; and
c. An opening then exists for a position for which the employee is otherwise qualified.
4. CDTECH shall initiate action to immediately terminate the employment of any employee who is found to be under the influence of or to abuse alcohol or use illegal drugs and who:
a. Refuses to enroll or continue in a qualified rehabilitation program; or
b. Does not thereafter refrain from abusing alcohol or using illegal drugs; or
c. Is found to be under the influence of or to abuse alcohol or use illegal drugs on a second offense;
5. An employee who voluntarily self-identifies as being under the influence of or as an abuser of alcohol or user of illegal drugs prior to being identified through testing or other means and who is temporarily unable to perform their usual and customary work due to an alcohol or drug-related disability may in the discretion of CDTECH, upon request, be granted a medical leave of absence for a reasonable period of the disability, not to exceed four months, according to CDTECH's medical leave policy. A medical leave due to an alcohol or drug-related disability will only be granted on the basis of a physician's written statement that an employee is no longer able to work due to the alcohol or drug-related disability.
6. The results of a drug test and information developed by CDTECH in the course of the alcohol or drug testing of an employee may be considered in processing any adverse action against the employee or for other administrative purposes. Preliminary test results may be confirmed by a second analysis of the same sample unless the employee confirms the accuracy of the initial test by admitting the abuse of alcohol or use of illegal drugs.
7. The determination that an employee is under the influence of or abuses alcohol or uses illegal drugs can be made on the basis of any appropriate evidence, including but not limited to direct observation, a criminal conviction, administrative inquiry, or the results of testing. Positive test results may be rebutted by other evidence that an employee is not under the influence of or has not abused alcohol or used illegal drugs or medical documentation supporting legitimate use of the specific drug or controlled substance for which the employee tested positive.

15. PROGRESSIVE DISCIPLINE PROCEDURE

Public Allies utilizes a progressive discipline policy to address violations of policy with the exception of cases where during the term of service the Member has been charged with or convicted of a violent felony, possession, sale or distribution of a controlled substance, or in cases where the Public Allies Site Director determines that the seriousness of the offense warrants distinct action. The progressive discipline policy will be carried out in the following fashion:

Public Allies, Los Angeles Corrective Action Measures

- **Verbal Warning –** A Public Allies Program Manager will issue a verbal warning directly to the Ally. Ally must be responsible for monitoring their progress after verbal warning.
- **Written Warning –** A Public Allies Program Manager will issue a written warning to the Ally. This may be in the form of a written memo, e-mail or message via messenger service (text or other).
- **Corrective Action Period –** Should the Ally's attendance/punctuality not improve, the Program Manager will place the Ally on a Corrective Action Period for a duration to be determined by the Program Manager. The Corrective Action Period will include a Corrective Action Plan which the Ally must agree and comply to and will remain in place during the period.
- **Reassessment Leave –** Should the Ally not meet their goals as outlined in the Corrective Action Plan, the Ally will be placed on leave without pay for a period as determined by the Program team. At this time it is the responsibility of the Ally to reflect and assess their actions and needs for successful program completion.
- **Return & Final Corrective Action Plan –** If the Ally, Program Team and Partner Organization representative feel the Ally is able to return, a final Corrective Action Plan will be put in place for a duration of time as determined by the team.
- **Termination –** Should issues not be remedied by the above steps, the Ally will be terminated from the program. Termination also disqualifies the Ally from receiving their Education Award or completing another Americorps term of service.

16. GRIEVANCE PROCEDURE

CDTECH recognizes each employee's desire to receive fair and impartial treatment. In keeping with its efforts to promote the, fair, consistent and nondiscriminatory administration of its policies and procedures, CDTECH has established a grievance/problem solving procedure that can be used by employees. The provisions of this grievance procedure are discussed below.

A. You understand that the Program has established a grievance procedure to resolve disputes concerning your suspension, dismissal, service evaluation, proposed service assignment, or any decision that materially limits, denies or terminates your participation in the Program. Informal efforts to resolve the dispute should be pursued before a formal grievance is initiated. You understand that, as a participant of the Program, you may file a formal grievance in accordance with the Program's grievance procedure as set forth below. No employee will suffer any retaliation or reprisal as a result of the use of this procedure.

   A formal grievance is a written document filed by the employee with their supervisor. If at any time a current employee believes that they are not being treated properly, the problem should immediately be reported to the employee's supervisor. The employee should also put in writing the remedy that they would like to see as a result of the grievance. CDTECH has established the following steps to respond to and resolve problems, differences and grievances concerning wages, hours and working conditions. An employee wishing to file a grievance must do so within a reasonable time period, no more than thirty (30) working days following his/her knowledge of the incident giving rise to the grievance. Grievances filed after the thirty (30) working day period are considered untimely and may not be accepted. Termination of employment as part of a Reduction in Force is not covered by the Grievance Procedure.

Step I: The employee should submit a complete Employee Grievance Problem form to their Supervisor/Assigned Program Manager as soon as possible, but no more than thirty (30) working days, after becoming aware of the problem. The Supervisor/Assigned Program Manager is the person responsible for the employee's immediate work area. The Supervisor/Assigned Program Manager will document and review the problem, keep the employee informed of the progress, and provide a written response within five (5) working days, unless additional time is needed, in which case the Supervisor/Assigned Program Manager shall provide the employee with a written statement of the reasons why additional time is needed and an estimate of the amount of additional time needed.

Step 2: If the employee believes the problem is not solved to their satisfaction with the Supervisor/Assigned Program Manager, they may give a written statement of the problem to the President of the organization, understood moving forward to be **Benjamin Torres**, or the Vice President of the organization, understood to be **Kristine Williams** moving forward, within five (5) working days after the Supervisor/Assigned Program Manager gave, or should have given, a response. The written statement should include a complete description of the problem, the date it occurred, the reasons why the response given by the Supervisor/Assigned Program Manager was not satisfactory and the resolution requested by the employee. The President or Vice President will provide a written response within twenty (20) working days, unless additional time is needed, in which case the President or Vice President shall provide the employee with a written statement of the reasons why additional time is needed and an estimate of the amount of additional time needed. The response and decision of the President or Vice President is final and binding, unless suspension or termination of employment is involved.

If the problem involves suspension or termination of employment and the employee believes the problem is not solved to their satisfaction with the President or Vice President, they may request review by the Personnel Committee of CDTECH, which consists of **Yvette Nunez, Vanessa Vela Lovelace and Alan Treister**, within five (5) working days after the President or Vice President gave, or should have given, a response. The Personnel Committee will notify the employee that the Committee has either denied or granted the request for review within twenty (20) days, unless additional time is needed. A decision to deny review is final. If review is granted, the employee may be invited to discuss the problem at a meeting of the Personnel Committee. The Personnel Committee will provide a written response within twenty (20) working days, unless additional time is needed, in which case the Personnel Committee shall provide the employee with a written statement of the reasons why additional time is needed and an estimate of the amount of additional time needed. The response and decision of the Personnel Committee is final and binding unless it involves any action required to be taken by the full Board of Directors, in which case the Board of Directors shall consider and decide the issue at its next regularly scheduled meeting. If additional time is needed, the Board of Directors shall provide the employee with a written statement of the reasons why additional time is needed and an estimate of the amount of additional time needed.

The above steps should be followed in order, but an employee may begin with Step 2 if: (1) the employee suspects or has proof that a federal or state law is being or is about to be violated; or (2) if a safety hazard exists that threatens the health of an employee or client; or (3) if the problem, difference or grievance directly involves the employee's Supervisor/Program Manager and the Supervisor/Program Manager may not be able to deal objectively with the problem.

Acknowledgement Statement
I have read, understand and agree to uphold the Public Allies Policies and Procedures for AmeriCorps Members:

Signature of Public Ally AmeriCorps Member Date

Printed Name

Section III

ALLY BENEFITS
&
RESOURCE INFO

APPLYING FOR FOOD STAMPS (NOW CALLED CALFRESH)

As an AmeriCorps member, you are eligible for Food Stamps because your stipend is not considered a salary. We encourage all allies to apply for CalFresh. Below are links and instructions on how to access this information and apply today.

Main CalFresh Site
http://www.ladpss.org/new_portal/dpss_foodstamps.cfm
Has all the information you need.

Step 1: Gather your information and complete the application. Find it here:
http://www.ladpss.org/dpss/calfresh/pdf/app_DFA285A1.pdf

You can apply for CalFresh benefits online by visiting the YourBenefitsNow! website. Also, you can apply:

- At your Community and Faith-Based Organizations,
- By mail (an application will be mailed to you), if you call the Health and Nutrition Hotline 1(877) 597-4777, and
- At your local CalFresh Office.

In addition, CalFresh/Medi-Cal Outreach Eligibility Workers are now stationed at various non-traditional sites such as health clinics, food pantries, farmer's markets, WIC sites, churches, and schools, where they accept and assist with CalFresh benefits and/or Medi-Cal applications. Call the Health and Nutrition Hotline 1(877) 597-4777 to find the non-traditional/outreach sites in your community.

Step 2: Turn in Food Stamp Application and make an appointment for an eligibility interview.
Link to CalFresh offices: http://www.ladpss.org/dpss/maps/maps.cfm?program=calfresh

The closest County agency to the Public Allies office is:
Metro Special - 70
2707 S. Grand Ave.
Los Angeles, CA 90007
(213) 744-5601
Participant Help Line: (213) 744-4860 or (213) 744-4869
Open to the Public. Monday thru Friday. 8:00 a.m. to 5:00 p.m.

If you'd prefer to go to a nonprofit see this directory:
http://www.ladpss.org/dpss/calfresh/pdf/CBO_FBO_List_0411.pdf

Once your application has been completed and submitted, an Eligibility Worker will interview you and review your application. S/he will then determine if you are eligible to CalFresh benefits, and if so, to the amount you may be entitled each month. The entire process must be completed in 30 days, but if you have an emergency situation, you can get CalFresh benefits in three days. Be sure to tell your Eligibility Worker if you have an emergency and need your CalFresh benefits right away.

Once your case is approved, you will receive an Electronic Benefit Transfer (EBT) Card and Personal Identification Number (PIN) that will allow you to make food purchases at grocery stores and farmer's markets that accept EBT.

Step 3: Interview Checklist—what you need to bring to assess your eligibility to the interview

- Public Allies Letter
- FDA letter
- Identification Card
- Social Security Card or Documentation of naturalized citizenship status
- Birth Certificate or Passport
- Marriage or Divorce Documents
- Bank Account Numbers
- Rent, Utility bills, Lease, Letter from the person you are staying with saying you are staying with them and not paying any rent, but….(cleaning up around the house/plan to move, etc.)
- Vehicle registration information/insurance policy

NOTES:

Once you do qualify, you must make sure to turn in the monthly reports that they send you in the mail. You are required to fill out the form indicating if there has been any change in your income or living situation and ask you to provide copies of your pay stubs with each report. If you don't turn one in, they will suspend food stamp account.

EXTENDED LIST OF NEEDED DOCUMENTS:

- Non-citizen sponsor(s) Statements
- Proof of Income such as: Pay Stubs or other proof of earnings
- Social Security and Veteran Benefit Award Letters
- School Grants/Loan Statements
- Child Support papers showing awards by the courts
- Unemployment printouts/stubs
- Disability/Workman's Compensation award letter stubs
- Statements of any other income

- Rent and Utility bills showing the address and person billed for the rent and/or utilities (i turned in a copy of my lease)
- Property Tax Statements
- Real Estate, Mortgage, and Personal Property Loan Statements
- Cost of medical bills or receipts
- Cost of medical transportation
- Child Care Receipts
- Proof of Court Ordered Child Support you pay
- Statement of school expense for household members
- Personal Property and/or resource documents such as:
- Vehicle Registrations and Payment Books
- Checking Account Statements
- Savings Account Statements or Bank Records
- Insurance Policies
- Property Trust Deeds
- Mortgage Bills
- Verification documents such as:
- Identification for anyone over the age of 18 who lives in the home
- Social Security Cards
- Documentation of Naturalized citizenship Status/Non-Citizen Status
- Proof you applied for Disability Benefits or Unemployment Benefits
- School or Training Enrollment/Attendance Documentation
- Registration for Work with Employment Development Department (EDD)
- Doctor's Statement
- Verification about settlements such as Lawsuits and Insurance Claims
- Immunization Verification for all children ages six years and younger
- Birth Verification
- Proof of Pregnancy
- Marriage/Divorce Documents
- Heath Insurance policies and premiums paid
- Conservator, Guardianship, Power of Attorney papers

Determining Applicant Eligibility for an Additional Term of Service & Education Award

v. 24 July 2012.a

AmeriCorps Members can earn up to the **value** of two full time Education Awards in no more than four terms of service in AmeriCorps State & National, three terms in AmeriCorps VISTA and two terms in AmeriCorps NCCC.

	Action	Example
Step 1	Has the applicant completed (successfully or unsuccessfully) fewer than four terms of service in AmeriCorps State & National? If yes, go to **Step 2**. If no, the applicant **cannot** serve an additional term with our program.	Applicant Vanessa Ally has previously served 3 terms of service in AmeriCorps State programs. She wants to serve a full-time term of service with Public Allies (an AmeriCorps National program) in the 2016 grant year. You go to step 2 since she has served fewer than four terms.
Step 2	Was the applicant exited from his/her most recent term of service for cause? If yes, go to **Step 3**. If no, go to **Step 4**.	Vanessa graduated from 2 terms and was exited from her last term for Compelling Personal Circumstances. You go to step 4 since 'cause' was not the exit reason.
Step 3	Did the applicant receive a satisfactory year-end evaluation? (You can find this information out by contacting the program the applicant previously served with.) If yes, go to **Step 4**. If no, the applicant **cannot** serve the additional term with our program.	
Step 4	Gather the following information from the applicant: 1. How many terms of service has the applicant served (including AmeriCorps State & National, VISTA & NCCC)? (This information is probably noted in his/her application.)	Example Answers For Applicant Vanessa: 1. 3 terms 2. Term 1: 2014 Term 2: 2015 Term 3: 2016

	2. When did the applicant serve the terms? (The applicant can retrieve this information from his/her "Home" page on https://my.americorps.gov.) 3. What is the amount of education award the applicant received for each term completed? (The applicant can retrieve this information from the "My Education Award" page at https://my.americorps.gov.) **Call these amounts "A".** 4. What was the value of a full-time education award for the grant year(s) in which the applicant served? (You can use the following Grant Year list to help determine this.) **Call these amounts "B":** **CNCS Grant Year** **Full-time Education Award Amount** 1993 – 2009 $4,725 2010 $5,350 2011 $5,550	Example Answers For Applicant Vanessa (con't): 3. Term 1: A1 = $2,362.50 Term 2: A2 = $1,000 Term 3: A3 = $2,006.25 4. Term 1: B1 = $4,725 Term 2: B2 = $4,725 Term 3: B3 = $5,350
Step 5	Calculate the value of each education award received using the following formula: Value of Ed Award Received = Amount of Ed Award ÷ Value of full-time Ed Award or **C = A ÷ B**	C1 = A1 ÷ B1 = $2,362.50 ÷ $4,725 = 0.5 C2 = A2 ÷ B2 = $1,000 ÷ $4,7525 = 0.21 C3 = A3 ÷ B3 = $2,006.25 ÷ $5,350 = 0.375
Step 6	Calculate the aggregate value of all the education awards received (**add up all the Cs)**. If the aggregate value (**call this D**) is less than 2, the applicant is eligible to enroll for another term of service and receive an additional education award. **D = C1 + C2 + C3…**	D = C1 + C2 + C3 = 0.5 + 0.21 + 0.375 = 1.085 Since D is less than 2, Vanessa is eligible to receive an additional education award.
Step 7	Determine the Education Award the applicant can receive for upcoming term. If the aggregate value of the education awards (**D**) is between 1 and 2, the applicant is eligible to receive a discounted education award for the term of service with Public Allies. Use this formula to calculate the discounted education award:	Since D = 1.085 the amount of education award Vanessa would receive for her 2011-12 term with Public Allies is: (2 – 1.085) * $5,550 = **$5,078.25** You would enter this amount in her

	Eligible Ed Award for upcoming term = (2 – D) x Amount of full-time Ed Award for grant year they will serve in OR If the aggregate value (**D**) is less than 1, the applicant is eligible to receive the total value of a full-time education award for the grant year s/he will serve in.	Member Contract and in other appropriate forms.

Postponing Student Loan Payments and Getting Interest Paid

(http://www.nationalservice.gov, 06/2015)

Forbearance

Individuals who are serving in a term of service in an approved AmeriCorps position may be eligible to temporarily postpone the repayment of their qualified student loans through an action called loan forbearance. While your loan is in forbearance during your term of service, interest continues to accrue. However, If you successfully complete your term of service the National Service Trust will pay all or a portion of the interest that accrued on your qualified student loans during your service period.

Eligibility for Forbearance

Individuals in approved AmeriCorps positions are eligible for forbearance for most federally-guaranteed student loans. If your loan holder tells you that your student loan does not qualify for forbearance based upon your national service, ask if your service qualifies you for some other type of forbearance or for a deferment.

The Corporation cannot approve or disapprove forbearance requests; it can only verify that you are in an approved national service position. Only the loan holder can determine your loan's eligibility and approve a request for forbearance If your loan is in default, it may not be eligible for forbearance. However, if you have loans that had gone into default before you began your national service, you can attempt to negotiate an arrangement with the loan holder or collection agency to bring the loan out of default so forbearance can be granted and interest can be paid.

How to Apply for Forbearance

After you have enrolled in an AmeriCorps project, you can go into your account in my.americorps.gov. In your home page, click on the "Create Forbearance" link at the top of the page to bring up the page to request forbearance. Follow the instructions. You will select your current term of service and identify the company that holds your student loan. When you click on "submit," a request will be sent electronically to your loan company. This request will verify your involvement in AmeriCorps and request that your qualified loans be put in forbearance during your service period.

Your loan holder will notify you when they have acted upon your request. You should contact your loan holder if you have not heard from them within four weeks of submitting your information online.

If the loan company has not registered in My AmeriCorps, they will not be on the list of institutions in the system. In this case, you should click on the institution "Not Found" link and follow the directions.

Interest Payments

Individuals who have successfully completed a term of service in AmeriCorps or Silver Scholars are eligible to have the Trust pay as much as 100% of the interest that accrued on their qualified student loan during their service. The portion that the Trust will pay is determined by the type of service (full or part-time) and the length of your service period. The Trust will only pay interest on qualified student loans, as described on the Using your Segal AmeriCorps Education Award web page.

The Trust will not pay interest if you fail to complete your term of service. Exceptions will be made only if you fail to complete your term of service for compelling personal circumstances and you have earned a pro-rated award. It is up to your individual program to determine compelling personal circumstances. Examples that might be considered are a serious illness or injury, death of your immediate family member, or early closing of your project. An interest payment can only be made after you have completed your service and have earned an award.

Interest payments are in addition to your education award; they are not deducted from your education award amount. Interest payments are based upon the interest that accrued only during the time you were serving in the AmeriCorps program.

Remember that interest payments, as well as payments made from your education award account, are considered by the IRS to be taxable income in the year in which a payment is made.

How to Apply for an Interest Payment

After you have completed your service and received notification of your award, you can go into your account in My AmeriCorps. In your home page, click on the "Create Interest Accrual" link at the top of the page to bring up the page to request the payment. Follow the instructions. You

will select the appropriate term of service and type of loan and identify the holder of your student loan. When you click on “submit,” a notice will be sent electronically to your loan company. A record of your request will appear in your account home page.
This notice will verify your involvement in national service and request that the loan holder provide AmeriCorps with the amount of interest that accrued between your start date and end date of your service period. The loan company will provide additional information, then certify and submit the information electronically to AmeriCorps.

When the interest payment has been made, it will show up in your account. It should also show up in your account statement that the loan company provides to you.

If your loan company has not registered in My AmeriCorps, they will not be on the list of institutions in the system. You should click on the institution “Not Found” link and follow the directions. These payment requests may need to be processed manually through paper forms and may take several weeks to complete.

The Importance of Using My AmeriCorps to Conduct Your AmeriCorps Business

In order to prevent a delay in the processing of interest payments, individuals must request payments electronically using our on-line system, My AmeriCorps. This is a secure, fast, and user-friendly method for requesting interest payments to be remitted to your loan holders. It also provides electronic records of payments requested and paid and there are no forms to mail in.
The Corporation for National and Community Service cannot guarantee the prompt and accurate processing of requests for interest payments using paper forms. Payments requested by paper can take up to six months or more for processing and are less secure.

It is fast and easy to access your National Service Participant account inMy AmeriCorps. To register, go tohttps://my.americorps.gov/mp/login.do and click on “Register to create a new Member/Alum account” and follow the instructions.

PUBLIC ALLIES LOS ANGELES
Everyone Leads

Section IV

ALLY FORMS

PUBLIC ALLY MEMBER ACKNOWLEDGEMENT
REGARDING STIPEND PAYMENTS

I, ____ , an "Ally Member" of the Public Allies Los Angeles program acknowledge that I am being paid "living allowance" stipend payments by ____ , a non-profit Partner Organization of the Public Allies Los Angeles program operated by Community Development Technologies Center (CDTech).

Public Allies Program "Members" receive stipend payments over the course of the Public Allies 10-month program. First Year Allies receive $15,000 stipends and Second Year Allies receive $20,000 stipends (from which FICA, SDI and withholding taxes are deducted).

I also acknowledge that Public Allies Los Angeles is a training program partially funded by AmeriCorps, a federally funded program that is administered by non-profit organizations. In accordance with the unemployment statutes of the State of California, stipend payments paid by non-profit organizations pertaining to partially federal funded training programs, such as AmeriCorps, are exempt from both state or federal unemployment statutes. **Since no unemployment contributions will be made related to my stipend earnings, I will not be eligible for any unemployment benefits as a result of my stipend earnings. Therefore, I agree not to file for unemployment benefits based upon these earnings when I leave the Public Allies program.**

____

Public Allies Los Angeles Ally Member Signature Date

____

Public Allies Los Angeles Representative Signature Date

PUBLIC ALLIES LOS ANGELES
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Ally Absence Request Form

Name: ____ **Today's Date:** _______________

Requested date of absence(s): ______________________________

Reason for Absence(s):
❑Vacation **❑Personal Day** **❑Maternity/Paternity**
❑Sick Day **❑Family Leave** **❑Training with Partner Org.**
❑Other (please specify): ____

❑ I am floating a Public Allies recognized holiday (meaning: I am working on a Public Allies recognized holiday and will add it to my personal days).

Please list holiday and date: ____

Was this form completed in accordance with the handbook policy stating that in case of vacation and personal day requests this form must be completed and submitted to both your Program Manager *and* Partner Organization Supervisor at least two days in advance of your requested absence?

❑Yes **❑No (if no, please explain):**

____

In the case of sickness or emergency related absence requests, you must speak with your Partner Organization Supervisor *and* Program Manager at least ½ hour before the start of your workday (for Training/TSP day absence, notify Program Manager only). Was this policy followed?

❑Yes **❑No (if no, please explain):**

____

Personal Days Available Before this Request: _____ **Personal Days Remaining After this Request:** __________

____
Approval by Program Manager: **Date**

____
Approval by Partner Organization Supervisor: **Date**
(Not necessary for Training/TSP day absence)

(Each Ally is permitted 6 excused, paid absences. These absences include the combined total of absences at both your Partner Organization and at training/team service days. These absences can be used when you are sick or when you need to attend to personal business. As part of the AmeriCorps/Public Allies program, you are not eligible to participate in your Partner Organizations vacation structure. If you are absent without approval from both your Program Manager and Partner Organization Supervisor or without proper notice given, an unexcused absence will be added to your record. Any unexcused absence is grounds for release from the Public Allies apprenticeship program.

PUBLIC ALLIES LOS ANGELES
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Individual Development Plan

Name:
Month:
GOAL:
Core Value Addressed:
Date of Next Meeting:
Anticipated Challenges:

Strategies

Describe, in general terms, what is to be done in order to accomplish your goal. Each goal will probably have several strategies. Strategies are designed as broad, directional statements:	
All of the specific, step-by-step tasks and activities required to accomplish a strategy. Each strategy will probably have several action steps.	Write in the date by which each action step will be accomplished.