



PARTNERSHIP HANDBOOK

Alumni for Public Schools

This handbook contains resources to help a college or university alumni group start and maintain a successful volunteer partnership with a school.

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For more information about how to form a partnership with a school, contact the APS Project Manager by phone at 773-553-1549 or by email at info@aps-chicago.org.

You can also visit the APS website at www.aps-chicago.org to see examples of other partnerships and learn more about the program.



Chicago Public Schools – Department of External Resources and Partnerships
125 South Clark Street, 11th Floor, Chicago, Illinois 60603



Checklist for Starting a Partnership

How to Develop a Successful Partnership with a Chicago Public School

- Assess club interest** using an email blast or announcement at a club event, then gather interested volunteers and learn their interests and availability using the Alumni Survey (found on page 3 of this handbook or online at www.aps-chicago.org/alumnisurvey.shtml). Responses can be emailed directly to the APS contact or committee for your group.

- Identify a leader** or form a committee to manage the partnership.

- Meet with APS Project Manager** to discuss alumni's interests.

- The APS Project Manager will contact principals** of potential partner schools and arrange meetings with one or more of them.

- Meet at the potential partner school** to develop a Partnership Plan (found on page 7) of specific volunteer activities. Check page 2 of this handbook and the APS website (www.aps-chicago.org) for activity ideas. The Project Manager will draft a Partnership Plan based on the discussion.

- Discuss the Partnership Plan** with the committee or whole club and commit to three or more specific activities, then confirm these with the school principal.

- Enjoy your first project** with your partner school!

- Report your activities** online using the APS Activity Reporting Tool, (found on page 9 or online at www.aps-chicago.org/reporting.shtml). This helps track your involvement and measure your partnership's impact

Top Ten Partnership Activities

By forming a partnership with a Chicago Public School, your alumni club can make a positive difference in the lives of students. There are numerous ways for an alumni group to get involved depending on the school's needs and the group's resources. Below are the ten partnership activities that have proven most effective for other Alumni for Public Schools partnerships.

1. **Tutor students in reading or math** – Meet regularly with students before, during or after school or on Saturdays to provide individual assistance for students who need it. Also, consider using an online tutoring program for added convenience.
2. **Judge a Science or History Fair** – A great way to participate with an event that may already be on your school's calendar. Judge the fair or meet with students beforehand to help them prepare their projects.
3. **Serve as Principal for a Day** - Encourage prominent alumni in your club to serve as Principals for a Day at your partner school on 30 October 2007. Alumni can get to know the partner school by touring classrooms and talking to students during the day.
4. **Hold a Beautification Day** – Improve your school's learning environment by working alongside students on landscaping, painting or decorating your school.
5. **Mentor or e-mentor students** – Form ongoing personal relationships with students, meeting regularly or communicating online. Mentoring can be one of the most meaningful ways to engage with students at your school.
6. **Talk to students about going to college** – Increase students' college awareness by speaking as part of a panel, a small group discussion or an assembly. Describe the college application process and the opportunities available to students during and after college.
7. **Speak at a Career Day** – Bring alumni to your partner school to speak about their professions and the job seeking process, advising students on how to pursue careers in the fields they are interested in.
8. **Host a student for job shadowing** – Give interested students a chance to experience your workplace and see how the skills they are learning in school will apply to their careers once they graduate.
9. **Help establish and support extracurricular activities** – Use your alumni's skills and interests to start or support an after-school activity such as a book club, robotics club or chess team.
10. **Collect and donate dorm supplies for college-bound seniors** – If you work with a high school, you can ease the transition to college life by providing supplies like sheets, phone cards, and reading lights for students from your school who are starting college.



PARTNERSHIP HANDBOOK

Alumni Survey

This survey is also available online at www.aps-chicago.org/alumnisurvey.shtml

Name _____ Class of _____

Email _____

Telephone (please circle one: *work home cell*) _____

1. Preferred geographic area of partner school: _____

2. Preferred age group: *elementary* or *high school* or *either*

3. Volunteer Preferences

a. Time Availability:

Weekdays

- Weekday early mornings (7:30—8:00)*
- Weekday mornings (8:30—noon)*
- Weekday afternoons (noon—3:00)*
- Weekday after school (3:00—5:00)*
- Weekday evenings (5:00—8:00)*

Weekends

- Weekend mornings (9:00am-noon)*
- Weekend afternoons (noon—3:00)*

Notes: _____

b. Activities:

Interest, talent or hobby you could you share with students: _____

One-time projects—

- Guest speaker in classroom (on work experience, schooling, background, hobby, etc)
- Career Day, College Panel, or Small group discussion
- College Application Support (circle all that apply)

reviewing essays *financial aid form help*

- Judging (circle all that apply)

science fairs *history fairs* *debate* *other:* _____

- Beautification Projects (circle all that apply)

painting *landscaping* *organizing (e.g. library)*

Ongoing projects—

- Tutoring (≈2 hours per week) in subjects: _____
- Mentoring (≈1 time per month or e-mentoring)
- Coaching—could be a one-day workshop (circle all that apply)

debate *sports* *music* *drama* *other:* _____

- Technology Support or Training

For more information, contact the APS Project Manager at info@aps-chicago.org or 773-553-1549.

Alumni for Public Schools



PARTNERSHIP HANDBOOK

How to Plan and Organize a Partnership

Initial Planning

Make sure both the alumni group's leadership and the school's administration are supportive of the partnership before moving forward. Identify one enthusiastic and consistent leader in the alumni club and at the school who will 'champion' the partnership and return phone calls and emails promptly. These leaders may assign another alum or school staff person to coordinate a particular project, but maintain one overall leader on both sides.

Time Management

Provide a range of activities with different levels of commitment. Generate a list of one-time activities to recruit volunteers without a lot of time availability. Utilize multiple time slots, such as early weekday mornings and Saturday mornings. Recognize that high school students often have difficulty attending Saturday events and elementary school students often have difficulty staying late at school (if they take a bus). Communicate with the school about time availability in order to schedule events on evenings and weekends.

Event Planning

Think big, start small. Avoid over-promising and under-delivering. When developing a new partnership, be careful not to think too broadly. Both the club and the school should be realistic about expectations and start with small, feasible projects that will not overcommit alumni. Understand your partner school's and principal's goals and plan accordingly. Set clear goals for your partnership with the school principal and school APS point person. For a larger program, such as tutoring, make sure to set realistic and specific goals.

Plan activities and dates far in advance. In particular, make sure to give the general alumni membership a lot of advance notice of ongoing or one-time activities, such as tutoring once a month or a career fair next May. Specificity increases the likelihood that more people will attend. Focus the scope of a particular partnership event, so you can give specific directions to volunteers and provide an achievable goal. Avoid giving volunteers unclear roles or too many responsibilities by being as specific as possible when developing projects and assigning tasks.

Piggyback on pre-existent, already-structured programs such as an after-school tutoring program or a Career Fair. Use the CPS calendar (page 10 of this packet) to help plan your events.

Transitions in Leadership

If the leader within the alumni club or school must change, plan carefully for this transition and make sure the alumni club membership, volunteers and the school staff are aware of the change. Sometimes, changing alumni club leaders might relieve over-taxed volunteers and re-invigorate a partnership.



How to Recruit and Maintain Volunteers

Contacting Volunteers

Club meetings or events such as bar nights are often effective venues for describing a partnership to potential volunteers and gauging their interest. Some alumni groups have had success with utilizing their group's established methods of communication—such as e-mail or print newsletters and regular mailings—to get the word out about a partnership. When describing a partnership, it is often helpful to include pictures, testimonials, and details on specific opportunities for involvement to make the partnership tangible and appealing to potential volunteers. A story describing a connection between an alum and a student can be a meaningful way to convey the partnership's impact. Continue to provide updates via email or print about recent and upcoming activities.

Appealing to a Broad Range of Alumni

The partnership can provide a way to reach Chicago-area alumni in the alumni group who are not yet involved. Community service is increasingly prevalent in colleges today, and young alumni especially may be looking for ways to continue their service beyond college. It can sometimes be helpful to form an alumni sub-committee including alumni who have graduated in different decades who may be connected with different circles of people. Current students at your alma mater who are from Chicago may also be interested in getting involved while they are home over summer or winter break.

Scheduling Events

Retired alumni often have the most flexibility in their schedules and can commit to ongoing activities such as tutoring or mentoring, whereas younger alumni may not have as much leeway in setting their own schedules. In trying to address scheduling problems, some alumni clubs have found that Saturday mornings and weekday evenings allow for the greatest number of volunteers to attend. Activities held during the day, such as judging a Science or History Fair, should be planned and advertised as far in advance as possible to allow people to arrange their schedules.

Building Alumni Interest

Be sure to convey to alumni how a partnership is beneficial to the volunteers as well as the school. Partnerships reflect positively on the partner university's reputation, and they can be a way to form meaningful relationships with other alumni. When planning events, group alumni with similar interests and try to connect them with corresponding activities at your partner school, such as a group of alumni interested in the arts working with a Drama Club or those interested in engineering working with a Robotics Club.

How to Communicate Effectively with a School

Finding a Contact at the School

Sometimes it can be difficult to reach the principal or other designated contact at a school, and it may be worthwhile to seek out alternative contacts:

- *AVID Teacher or GEAR UP Coach* – Some elementary and high schools participate in the AVID and GEAR UP programs, which focus on providing rigorous coursework for students in the academic middle. AVID classes often have time allotted for outside speakers.
- *Assistant Principal* – Some principals prefer to have their assistant principals manage the partnership. Often the AP has specific projects for which he or she could use volunteers.
- *Counseling Department* – Whether focused specifically on college or on general student support, counselors often have a first-hand understanding of students' needs, and should be able to direct volunteers to where they can be most appreciated and useful.
- *Local School Council (LSC)* – The LSC is made up of teachers, parents and community members, and can be a useful venue to discuss how a partnership can best meet the needs of a school.
- *Postsecondary Education (PSE) Coach* – Many middle and high schools have PSE Coaches who help students learn about work and school options after graduation. Many Coaches will be able to provide opportunities for volunteers to speak with students about college and career options.
- *Teacher or Department Head* – One option is to ask if there is a teacher who would be interested in managing the partnership. Teachers may have specific extracurricular or class projects for which they could use volunteers, and those that head a department will be able to provide volunteer opportunities relating to a particular subject of interest.

Meeting with the School

Before meeting with your partner school, it is often helpful to meet with alumni who are interested in the partnership to talk about the group's interests and resources. Using APS's Alumni Survey (page 3 or online at www.aps-chicago.org/alumnisurvey.shtml) and suggestions from the Top Ten Partnership Activities (page 2) to find out what kinds of activities alumni would be interested in (one-time or ongoing, physical labor or personal interaction, etc.).

When meeting with your partner school, be sure to establish common goals so each side knows what to expect from the other. Using the Partnership Plan (page 7) format, focus on setting specific, quantifiable goals and deadlines for action to ensure that meetings are productive. Finally, provide feedback by sending photos or written reports to your partner school after an event. Also, complete the Activity Reporting Form (page 9 or online at www.aps-chicago.org/reporting.shtml) and send it to APS to help measure the impact of your partnership on students, volunteers and school staff.

Accountability

The best way to ensure accountability in a partnership is by designating at least one person in the alumni club and one person in the school as primary contacts that will represent their organization in the relationship. Some principals will serve as the partnership contact themselves, while others will prefer to delegate the responsibility to another administrator or a teacher. It can be helpful to include multiple school personnel in the initial planning meeting and designate one person as the primary contact so if a problem arises with an activity or if volunteers need details on a particular event, there is someone at the school who can be contacted.

 **PARTNERSHIP HANDBOOK**

Partnership Plan : _____ Alumni Group and _____ School
2007-2008 School Year

GOAL	ACTIVITIES	# STUDENTS IMPACTED / # ALUMNI NEEDED	TIME AND DATE	POINT PERSON(S)	EVAL/ MEASURE- MENT
1.	A.				
	B.				
2.	A.				
	B.				
3.	A.				
	B.				

Partnership Contact Form

Use this form to record contact information for the alumni volunteers and school contact for your partnership. Complete the form and distribute physical and electronic copies to all those involved.

School Contacts

School Address: _____

1. **Principal:** _____

Phone: _____ Email: _____

2. Other Contact: _____

Title: _____

Phone: _____ Email: _____

3. Other Contact: _____

Title: _____

Phone: _____ Email: _____

Alumni Group Contacts

1. **Primary Contact:** _____

Phone: _____ Email: _____

2. Other Contact: _____

Phone: _____ Email: _____

3. Other Contact: _____

Phone: _____ Email: _____

4. Other Contact: _____

Phone: _____ Email: _____

5. Other Contact: _____

Phone: _____ Email: _____

Activity Reporting Form

Use this form to record details about an activity with your partner school. The information can be used to help measure your partnership's impact on both students and volunteers. You can also report activities online at www.aps-chicago.org/reporting.shtml.

1. Name: _____

2. Alumni Group: _____

3. Email: _____ 4. Phone: _____

5. Activity date and time: _____

6. Frequency (check one):

One-time

Recurring (How often? _____)

7. Description of activity:

8. Participants – How many of each group were involved in the activity?

Volunteers: _____ Students: _____ School staff: _____

9. Preparation – Approximately how much time was spent planning and preparing for the activity?

By volunteers: _____ By school staff: _____

10. What was successful about this activity? How could the activity be improved?

11. Would you recommend this activity to another alumni club? Would you or another volunteer be willing to speak with another alumni club about how to plan and execute this activity?

Please submit completed forms to the APS Project Manager by fax at 773-552-1541 or by email at info@aps-chicago.org



2007 – 2008 REGULAR SCHOOL CALENDAR ELEMENTARY AND HIGH SCHOOLS

ARNE DUNCAN
Chief Executive Officer

AUGUST 2007																				
M	T	W	T	F																
		29+	30+	31+																
SEPTEMBER 2007					JANUARY 2008					APRIL 2008					SUMMER SCHOOL SESSION					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	JUNE 2008					
						(1)	(2)	(3)	(4)		1	2	3	4	M	T	W	T	F	
3*	4	5	6	7	7	8	9	10	11	7	8	9	10	11#Q	16e	17e	18e	19e	20e	
10	11	12	13	14	14	15	16	17	18	14	15	16PH	17PE	18	23	24	25	26	27	
17	18	19	20	21	21*	22	23	24	25#Q	21	22	23	24	25	30					
24	25	26	27	28	28	29	30	31		28	29	30			JULY 2008					
OCTOBER 2007					FEBRUARY 2008					MAY 2008					M	T	W	T	F	
									1					1	2	7	8	9	10	11
1	2	3	4	5	4	5	6	7	8	5	6	7	8	9	14	15	16	17	18	
8*	9	10	11	12	11	12*	13	14	15	12	13	14	15	16	21	22	23	24	25	
15	16	17	18	19	18*	19	20	21	22	19	20	21	22	23	28	29	30	31		
22	23	24	25	26	25	26	27	28	29	26*	27	28	29	30	AUGUST 2008					
29	30	31													M	T	W	T	F	
NOVEMBER 2007					MARCH 2008					JUNE 2008									1	
															4	5	6	7	8	
			1	2#Q	3*	4	5	6	7	2	3	4	5	6	11	12	13	14	15	
5	6	7PH	8PE	9	10	11	12	13	14	9	10	11	12+	13Q						
12*	13	14	15	16	/17/	/18/	/19/	/20/	/21/											
19	20	21	22*	23*	24	25	26	27	28											
26	27	28	29	30	31															
DECEMBER 2007																				
3	4	5	6	7																
10	11	12	13	14																
17	18	19	20	21																
/24/	/25/	/26/	/27/	/28/																
(31)																				

LEGEND	
() School closed – No salary paid	// Salary is paid except as provided for by Budgetary Action
+ Teacher Institute Days	* Holidays
Q End of Quarter	PH Full Day Parent-Teacher Conference – High School
# Professional Development Days	PE Full Day Parent-Teacher Conference – Elementary School
— Days of non attendance for students	e Emergency Days – school in session if student days fall below 170 (summer school would begin and end later as necessary)
BOLD	no classes for students; staff development days for School Improvement Planning

*HOLIDAYS 2007 - 2008

- | | | |
|--|--|-----------------------------------|
| September 3.....Labor Day | January 21.....M.L. King's Birthday | March 3.....C. Pulaski's Birthday |
| October 8.....Columbus Day | February 12.....Lincoln's Birthday | May 26.....Memorial Day |
| November 12.....Veterans Day Observance | February 18.....Presidents Day | July 4.....Independence Day |
| November 22, 23.....Thanksgiving Holiday | NOTE: Friday, November 23, 2007 - holiday for office employees | |

- **NEW STUDENT ENROLLMENT** - June 15, 2007 is the deadline for students enrolling for the 2007-2008 school year.
- **CLASSES BEGIN** - Tuesday, September 4, 2007. Students are scheduled for a full day of school.
- **TEACHER INSTITUTE DAYS (+)** – Wednesday, August 29, 2007; Thursday, August 30, 2007; Friday, August 31, 2007, and Thursday, June 12, 2008. On these days teachers are to report at the regular time. Institute days are non-attendance days for students and are days held or approved by the State Superintendent of Instruction for teacher in-service workshops or equivalent professional educational experiences such as educational gatherings, demonstrations of instructional materials, visitation of other schools, institutions or facilities. Teacher Institute Days are fully principal-directed.
- **PROFESSIONAL DEVELOPMENT DAYS (#)** – Friday, November 2, 2007, Friday, January 25, 2008 and Friday, April 11, 2008. On these days' teachers are to report at the regular time. These are non-attendance days for students. Professional development days are half principal directed/ half teacher directed.
- **STAFF DEVELOPMENT DAYS FOR SCHOOL IMPROVEMENT PLANNING (BOLD DATES)** - Wednesday, September 26, 2007, Friday, October 19, 2007, Friday, December 7, 2007 and Monday, February 11, 2008.
- **PROGRESS REPORT DISTRIBUTION DAYS** - Elementary and High Schools will distribute Student Progress Reports during the 5th week of each marking period on Friday, October 5, 2007, Thursday, December 6, 2007, Friday, February 29, 2008, and Friday, May 16, 2008
- **REPORT CARD PICKUP/PARENT-TEACHER CONFERENCE DAYS (PH PE)** - Elementary schools on Thursday, November 8, 2007 and Thursday, April 17, 2008; high schools on Wednesday, November 7, 2007 and Wednesday, April 16, 2008. The elementary school dates are non-attendance days for students in elementary schools. The high school dates are non-attendance days for students in high schools.
- **REPORT CARD DISTRIBUTION DAYS** - For second marking period, Wednesday, January 30, 2008; for fourth marking period, Friday, June 13, 2008.
- **WINTER VACATION** - Schools close at the end of the school day on Friday, December 21, 2007 and reopen on Monday, January 7, 2008.
- **SPRING VACATION** - Schools close for students at the end of the school day Friday, March 14, 2008 and reopen on Monday, March 24, 2008.
- **GRADUATION DATES** - Elementary graduation may not be held prior to the week of June 9, 2008. High school graduation may not be held prior to Friday, June 6, 2008.
- **LSC ELECTIONS** - Will be held on April 16 & 17, 2008.
- **PRESCHOOL PRE-REGISTRATION AND KINDERGARTEN PRE-REGISTRATION** - The suggested dates are April 14, 2008 through April 18, 2008.
- **SUMMER VACATION** - Schools close for students on Friday, June 13, 2008
- **SUMMER SCHOOL SESSION - GRADES 3-6-8 SUMMER PROGRAM** will operate for six weeks beginning Monday, June 16, 2008 and ending Friday, July 25, 2008. **HIGH SCHOOL SUMMER PROGRAM** will operate for seven weeks and may start on June 16, June 23, or June 30, 2008 at the discretion of the high school and end on August 1, August 8, or August 15, 2008.