

Dear <Insert Name> ,

Greetings and happy spring! We are grateful for the partnership between <Insert Agency Name> and the Bonner Program at <Insert Campus Name> . We appreciate your efforts to engage our students in meaningful service opportunities at your agency.

As a college that participates in the Bonner Foundation's National AmeriCorps Program, we are required to report data pertaining to certain performance measures to the Bonner Foundation. The Foundation then aggregates the data from all participating colleges and universities and submits the information to the Corporation for National and Community Service which is the federal agency that provides funding for and manages AmeriCorps programs.

Like many funders in the field, in 2010 CNCS moved towards the integration of outcome and performance measures tied to the areas of direct service in which we work.

They established five priority areas for AmeriCorps including:

- Education
- Health
- Economic Opportunity
- Environment/Clean Energy
- Veterans

In establishing these Priority Areas, CNCS also articulated a new set standardized performance measures for all programs that utilize AmeriCorps funding to use. Using standardized measures will allow CNCS to aggregate the results of similar programs and demonstrate the impact of AmeriCorps.

The performance measures applicable to the Bonner Program relate to mentoring disadvantaged youth, job skill training and job attainment and nutrition education for children and youth.

We have determined that the following AmeriCorps members serving at your agency engage in activities related to mentoring, job skill development and job attainment and/or nutrition education.

- Insert Name
- Insert Name
- Insert Name
- Insert Name

I have attached a PDF document that introduces the information we need to collect at this time. The questions are straightforward and the survey should not require more than a few minutes of your time. To facilitate this process, I would like to set up a time to talk with you via phone to obtain the requested information from you. I will enter that data into a survey to record it, so you will not need to provide anything in writing.

<Campus Administrator can insert what process they would like to use to set up the phone calls with the community partner agencies>

We know you are very busy, and we truly appreciate your help.

Best,

<Insert Campus Administrator Name>