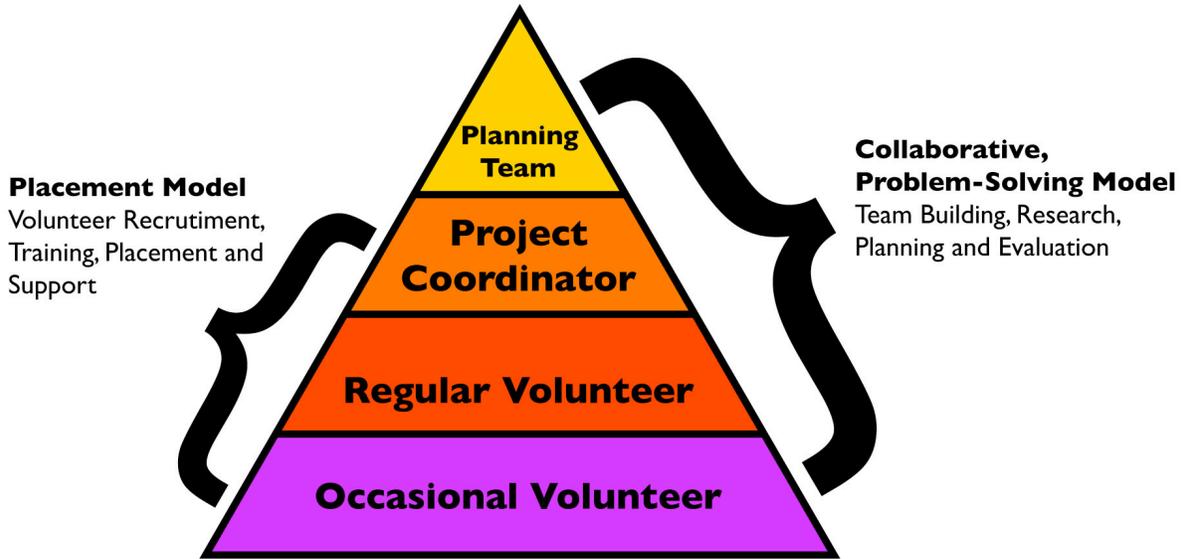




Bonner Program Handout

Community Partnerships: Part I

Community Partnership Model



Developmental Nature of Placements

Placements evolve to offer increasing complexity and responsibility

Expertise - specialist

- Culminating project or capstone
- Academic connection
- Future-focused

Example - site/project coordinator

- Continued focus
- Project/Site Coordinator
- Possible third summer (abroad or career connection)

Experience - regular volunteer

- Development of greater focus
- Commitment to one agency and type of placement
- Sophomore Exchange
- Summer in a new geographical area

Exploration - occasional volunteer

- Exposure to the neighborhood, agencies, issue areas and types of placements
- First-Year Service Trip
- Summer in the hometown

Developmental + Capacity Building Placements

TYPE OF WORK	DESCRIPTION	EXAMPLE: <i>Education</i>
Vision/Strategy	Students involved in strategic planning, visioning for future work	Steering a five-year strategic plan for the school's immunization program
Fundraising	Students involved in grant writing, financial partnerships	Writing a Healthy Start grant; creating a corporate partnership
Research / Writing / Academic Work	Students involved in community-based research that answers an identified community question	Interviewing families about health care needs and developing a written paper
Outreach/Public Relations	Students involved in broader community development work	Brokering relationships with other non-profits for expanding health services for children
Project Coordination	Students involved in managing other volunteers or staff	Managing a corps of regular volunteers
New Program Development	Students involved in creating a new program or service	Creating a Family Involvement Program
Improving Existing Services	Students involved in expanding or improving a key service area	Curriculum development
Regular Volunteer Work	Students involved in sustained volunteer activity over a semester	Tutoring a child in the classroom
One-time Service Projects	Students involved in short-term service project or meeting a need	Playground Build Family Fair

Expertise



Explore

Campus Administrator Monitoring & Reporting

*Prepare
BWBRs*

Student Profiles



Member Enrollment

Agency Profiles



Service Opportunities



Training & Enrichment

*Monitor
& Approve*

Community Learning Agreements

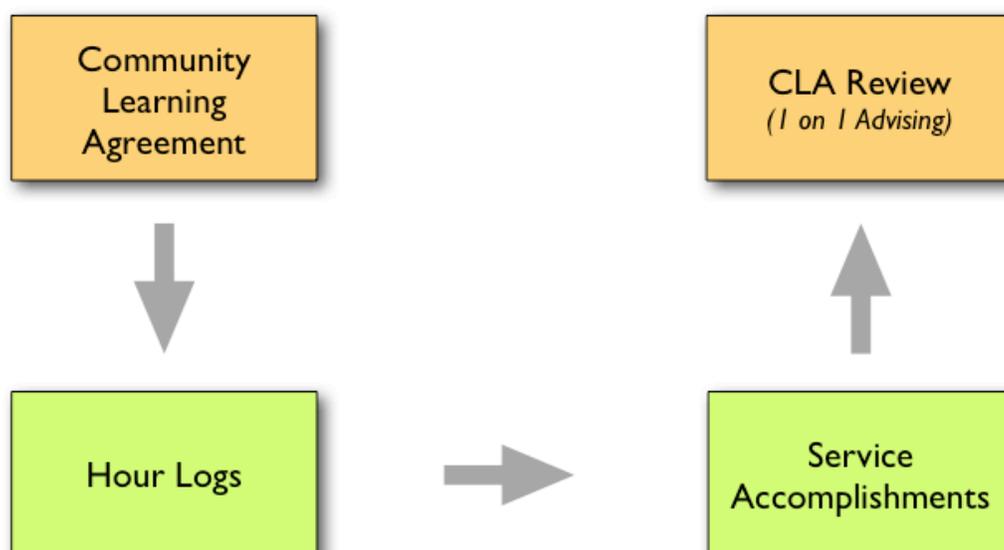


Hour Logs



Service Accomplishments

Student Reporting



Placement Process: Sequence

Step	Student	Agency Site Supervisor	Campus Director/ Coordinator
Prepare Bonner Web-Based Reporting System (BWBR)			Each Semester/Summer: Update BWBR Agency, Service Opportunity, and Training & Enrichment Profiles
Community Learning Agreement	Each Semester & Summer: Enter & print CLA in BWBR	Sign printed Community Learning Agreement	Sign Community Learning Agreements Electronically approve CLAs in BWBR
Hour Logs	Each Week: Enter Hours in BWBR Monthly: Print Hour Log Report	Sign printed Monthly Hours Log Report	Sign printed Monthly Hour Log Reports Electronically approve Hour Log entries in BWBR
Service Accomplishments	End of Semester: Log & Print Service Accomplishments in BWBR	Sign printed Service Accomplishments Report	Approve & Sign Service Accomplishments Report

Placement Process: Steps & Resources

1. Agencies submit **Requests for Partnerships** and all relevant Service Opportunity job descriptions.
2. Students review the BWBRS **Service Opportunity job descriptions** to identify a placement.
3. Student and agency site supervisor complete the BWBRS **Community Learning Agreement**, including the student's service objectives for the semester or summer.
4. Student records service and training/enrichment hours in the BWBRS **Hours Log**, submitting signed Hours Logs
5. At the end of each semester or summer, the students summarize the impact of their service activities in the BWBRS **Service Accomplishments** log.
6. Finally, the student and agency site supervisor complete **Community Learning Agreement Review** at the end of each semester or summer.

Resources on Bonner Network Wiki (bonnernetwork.pbwiki.com):

- Bonner Handbook—Comprehensive Placement Process
- CLA Quickstart Guide
- *Creating Service Objectives* Training Module
- Summary Calendar — monthly guidelines for reporting
- Community Partner Implementation Guide — sections on management

Bonner Web-Based Reporting System

BWBRS began development six years ago under the direction of Robert Hackett, Vice President of the Bonner Foundation and Robert Shubert, President and Lead Programmer for Tronics. In collaboration with staff and students from the network of schools participating in the Bonner Program, BWBRS has been refined over the years and is now moving towards a major 3.0 upgrade. This new version will be made available for licensing through Tronics by other programs and organizations

BWBRS Tour

Web-Based Platform for Managing Service Programs

[HOME](#) [ABOUT](#) [FEATURES](#) [MEMBERS](#) [ADMINISTRATORS](#) [FUNDERS](#)

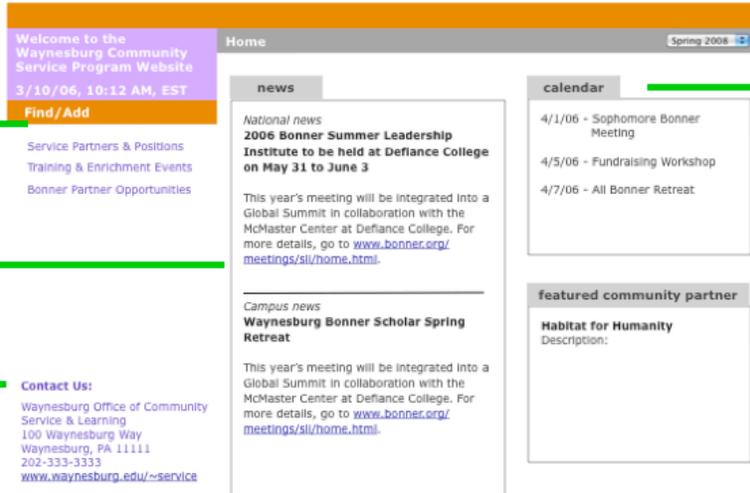
The BWBRS Tour website (www.bonner.org/bwbrstour/index.html) is designed to give potential BWBRS users and administrators an overview of its structure, key features, and use by (a) students or AmeriCorps members, (b) staff managing campus or AmeriCorps programs, and (c) organizations and state service commissions managing a network of service programs.

Each campus or program can have a custom logo, color scheme, & photos.



Help system and video tutorials cut down on training and support time.

Interested individuals can search for service opportunities, training events, and other partner organizations.



News stories and other announcements are found on the home page for all users to see.

Contact information for the program is easily found.

Contact Us:
Waynesburg Office of Community Service & Learning
100 Waynesburg Way
Waynesburg, PA 11111
202-333-3333
www.waynesburg.edu/~service



Calendar box highlights upcoming meeting and training dates.



Featured community partners highlighted.

Public View

Identifying Partners

Recommendations:

- Select organizations with strong staff and the capacity to host Bonner students
- Organize around the place (asset mapping) or prominent issues and themes
- Utilize written materials
- Higher level application for committed, multi-year sites
- Simple application or form for occasional sites
- Input each partner into BWBRS (identify level, type, mission, projects, placements)

Resources on Bonner Network Wiki (bonnernetnetwork.pbwiki.com):

- Bonner Handbook
- Community Partnerships Implementation Guide
- In Good Form examples
- Create a binder for partners using samples
- Bonner WBRS

Selecting Primary Community Partner Sites

Recommendations:

- Consider capacity building and the developmental model as frameworks
- Have a mix of partners at all levels—identify 4-12 committed sites

Level				Activity
1	2	3	4	
X	X	X	X	Complete Service Opportunity Form
X	X	X	X	Open and consistent channels of communication
X	X	X	X	Appropriate structure and supervision for students working at all levels
X	X	X	X	A clear timeframe and expectations for the partnership
	X	X	X	Completion of an Partnership Application at least annually
	X	X	X	All students are expected to complete Community Learning Agreements
		X	X	At least one student is working at a student volunteer project/site coordinator
		X		A written Memorandum of Understanding (or similar agreement form)
			X	At least one student is working at a problem-solving level

- Make site visits in the summer to solidify arrangements

Inappropriate Activities

Community placements that are inappropriate for all Bonners include:

- For-profit companies
- Limited office administrative work to 20% (e.g., filing, copying, answering phones, etc.)
- Scientific research in a lab
- Religious training or proselytizing
- Military service

Additional placements that are inappropriate specifically for Bonner AmeriCorps Members are:

- lobbying
- international service
- limited fundraising (10%)
- other restrictions listed in Prohibited Activities Form

Orientations for Community Partners

Recommendations:

- Have time set aside; build this into program expectations
- Introduce Bonner Program structure; Bonner volunteers can commit to a longer time frame and higher level work
- Introduce the developmental model
- Provide a binder or written materials
- Set out communication expectations
- Talk about appropriate and inappropriate service projects

Resources on Bonner Network Wiki (bonnernetwork.pbwiki.com):

- Community Partnerships Implementation Guide
- Sample calendar—annual timeline
- Utilize other schools in the network, i.e., Berea

Community Partners as Co-Educators

Recommendations:

- Invite the partner to be involved in an Bonner Orientation, Retreats, Meetings
- Invite the partner to present to your class (if you are faculty) or connect with a faculty member
- Gather information from partners about topics that they would be willing and able to provide training
- Encourage a partner to help articulate an agenda for research or shape the project
- Gather information from partners about what skills and topics they would like to see students receive training

Resources on Bonner Network Wiki (bonnernetwork.pbwiki.com):

- Community Partnerships Implementation Guide—full section
- Sample calendar—annual timeline
- Other schools examples, i.e., Mars Hill

Supervising Placements

Recommendations:

- Set clear expectations with partners about what their management roles are and how to respond when there are issues
- Utilize materials on topics like:
 - Rights & Responsibilities of Partners
 - Above Suspicion Policy
 - Informed Consent
 - Volunteer Retention
 - Handling Problems
- Design & implement a communication strategy that keeps you in touch with partners and an open door to you

Resources on Bonner Network Wiki (bonnernetwork.pbwiki.com):

- Community Partnerships Implementation Guide—sections with forms and details
- Bonner WBRS
- Bonner Handbook

Evaluation

Recommendations:

- Written evaluations should be carried out each semester—these are completed by both partner supervisor and student
- Use the sample evaluation materials from the Community Partner Implementation Guide
- Integrate information from evaluations into your 1 on 1 advising and other meetings
- Utilize information annually with partners when you solidify next year's arrangements

Resources on Bonner Network Wiki (bonnernetwork.pbwiki.com):

- Community Partnerships Implementation Guide—sections with sample evaluations
- Advising Implementation Guide

Awards & Recognition

Recommendations:

- Have a formal Awards Program at least annually
- Ceremonies can build campus-wide and community-wide visibility, recognition and support
- Have students involved in personalized recognition and thanks to partners
- Informal recognition should also happen consistently

Resources on Bonner Network Wiki (bonnernetwork.pbwiki.com):

- Community Partnerships Implementation Guide—section on Awards & Recognition

Self-Assessment & Evaluation

- **Bonner Community Partner Selection:** appropriate, effective strategy for selecting or confirming community partners; annual planning, including in written form (applications or agreements); orientation for partners around the Bonner Program
- **Developmental Model in Place:** mix of community partners offer developmental student service placements; integration into partner orientation, materials, selection process, and ongoing management; coding of agencies and in students' CLAs in the reporting in BWBRS.
- **Community Partner Communication and Management:** consistent communication with community partners; at least one annual site visit; communication at least each semester or more often
- **BWBRS Administrator Usage:** staff use Bonner Web-Based Reporting System (BWBRS) effectively
- **BWBRS Student Usage:** students use Bonner Web-Based Reporting System (BWBRS) effectively
- **Partners as Co-Educators:** engage community partners as co-educators; community partners are informed and engaged in providing training, orientation, guidance, and structured learning opportunities to students
- **Site-Based Model and Project Coordinators:** utilize a site-based partnership model, with some sites identified as longer-term or multi-year; have teams at sites with a (student) project/site coordinator

- **Partner Evaluation Process:** implement partner evaluation process; formal (written) evaluation and feedback at least once each year; ongoing informal opportunities for feedback and recognition
- **Awards and Recognition:** institution recognizes contributions and achievements of students and community members through awards and other recognition initiatives.
- **Community voice and involvement:** accessible channels by which community individuals and/or agencies can be involved in contributing to, designing, carrying out, and/or evaluating academic, research and service-learning activities; representation on institutional boards, presenting to classes, teaching, and shaping the research agenda

Other Resources

These additional resources can be found on bonnernetwork.pbwiki.com:

- **Bonner Handbook**—see the section on the Comprehensive Placement Process
- **Community Partnerships Implementation Guide;** use this for a complete overview, as well as numerous downloadable documents to create a Community Partner Binder and other resources
- Sample documents from various campuses from the **In Good Form** project (located also in the Useful Documents section of the Bonner website)
- **Bonner Web-Based Reporting System (BWBR)**
- **Recipes for Change;** some examples of campus excellence
- **Community Fund Guidelines**