

A
GUIDE
TO AN
EFFECTIVE
COMMUNITY
CONNECTIONS
SUMMIT

CENTER FOR COLLABORATIVE SOLUTIONS

September 2004

Made possible by the James Irvine Foundation
and the Foundation Consortium for California's Children & Youth



A GUIDE TO AN EFFECTIVE COMMUNITY CONNECTIONS SUMMIT

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INTRODUCTION

Over one hundred people listen as an enthusiastic afterschool expert presents the findings from recent studies on the impact of afterschool programs for children and youth. Then the participants gather around tables in groups of ten and soon the bargaining begins. “This is what I can offer ...” “I need...” With increasing volume, afterschool program leaders, agency heads, business executives, and elected officials trade ideas and suggestions. At the end of the day the afterschool leaders go home with signed promise sheets of financial and in-kind investments from more than fifty agencies and businesses. They will have been offered facilities to hold fundraisers; sites for afterschool arts, karate, health and money management sessions; field trips to museums, libraries, nature centers and business establishments; and backing for career development and other special student services programs. Community leaders go home knowing more about afterschool programs and education than they did before. They also leave feeling excited about the potential benefits to their respective communities, their increased business outreach and their renewed pride in their service to the public.

Designed and developed by the Center of Collaborations, with funding from the James Irvine Foundation through the Foundation Consortium for California’s Children & Youth, the innovative approach that made this possible resulted in the formation of over 500 new partnerships in urban and rural communities in four regions in California – more than twice times the number anticipated.

The process is exciting, creative and effective. It brings diverse stakeholders together in a way that enables afterschool programs to identify their interests and needs *and* enter into formal agreements with community organizations that are able to provide a wide variety of resources and support.

Through a structured format, each participant has the opportunity to meet face to face with at least 30 potential partners to explore opportunities for working together and has access to written information about other attendees. The real advantages of this approach are the connections made, the value of the resources committed, the number of contracts signed at the time of the event and the speed with which they are implemented.

Among the many participants included are local agencies, community-based organizations, businesses, foundations, museums, libraries elected officials and afterschool program directors. Investments in afterschool programs range from financial commitments to enrichment programs, staff development support, special events and field trips, assistance with fundraising - and much more!

Members of the community leadership committees who championed these Summits expect them to have long-term benefits through increased community awareness of and support for afterschool programs. They say that the energy in the room was so powerful that it became everyone’s desire to continue and expand the process in the future. We believe they’re right. The commitments by local community organizations and the resources they bring are making a real difference in the quality and sustainability of afterschool programs in these areas and can do same in other communities. This Guide will lead you through a step by step process to make this happen in your community!

THE SUMMIT CONCEPT

The unique approach of a Community Connections Summit offers a systematic process for allowing afterschool programs and community stakeholders to meet face-to-face and communicate each other's respective desires and offerings, strongly enhancing the probability of forming partnerships. In the Summit, everyone comes together for the specific purpose of creating connections, and the process allows for a multitude of partnerships to be formed.

The power of the Community Connections Summit is in its structure. The format is unique, exciting and productive. It enables afterschool program directors and community stakeholders to communicate their interests, identify their resources and actually form authentic partnerships with each other in *real time*.

Here's how it works:

- ✓ Resource notebooks are compiled in advance of the Summit, which contain profiles of afterschool programs and community organizations. These notebooks are then given to participants on the day of the Summit to streamline the "getting to know you" process.
- ✓ Participants are strategically assigned to 10-person round tables for discussion, intermingling representatives of community resources and of afterschool programs.
- ✓ Table discussions are facilitated, and participants share information about what their organizations can offer and need---providing the opportunity for on the spot relationship-building, networking and brainstorming of possible partnerships.
- ✓ Utilizing a unique rotation system, participants move about the room, repeating this process so that everyone can connect with at least 30 other participants during the day. At the end of each round, letters of interest can be signed to formalize connections.

The Summit process supports and facilitates the emergence of new, personal and organizational relationships, and ensures that participants leave the Summit with a solid list of potential partners and letters of interest and commitment.

ORGANIZING A COMMUNITY CONNECTIONS SUMMIT

This Guide provides you with the tools you'll need to make this an exceptionally positive and beneficial experience for participants – and one that leads to concrete, immediate results for everyone! These step-by-step instructions will help you prepare, carry out and follow through with everything you'll need to make your Summit a success.

A Summit Toolkit is also being provided with this Guide to help you plan an effective Summit. The items included in this Toolkit have been carefully designed based on the best practices and standards used by experienced and successful Summit organizers. Please study and, where applicable, use them because they have been tested and may save you considerable preparation time. You may also adapt them to the particular needs of the Summit you are planning, or create additional or substitute tools that will best suit your purposes.

We believe you'll have fun with this process and, most importantly, see wonderful results in your community. Good luck and much success to you and your team!

1. Forming a Leadership Committee

Forming a Leadership Committee is the starting point. The membership of this committee will vary, depending on how wide a reach the summit is intended to have, and where the idea of a summit originates. The committee may be established either at the regional, county or program levels, as follows:

- *Regional.* If a Region-wide Summit is envisioned, the leadership committee is likely to include the Regional Lead and members of the Regional Executive Board or Leadership Team – if there is one – and representatives of several programs. The Regional Mentor and the Regional CDE Consultant might also be invited to participate if they are not already involved with a Regional Executive Board or Leadership Team.
- *County.* For a County-based Summit, the committee may consist of Program Directors of all the programs in the county, with possible participation from the office of the Regional Lead, the County Office of Education, the Regional Mentor and the Regional CDE Consultant.
- *Program.* A Program-based Summit will involve the Program leadership, which could include the program director, site coordinators, activity director, curriculum director, volunteer coordinator, and others, depending on the size and staffing of the program.

2. Convening the Leadership Committee

After determining who will make up the Leadership Committee, set a meeting. At this meeting you will need to:

- Explain the basic concept of a Community Connections Summit. In this discussion:
 - ✓ Describe the general purpose of a Summit.
 - ✓ Describe what will happen at the Summit.
 - ✓ Describe in general terms the record-keeping needed to measure the success of the Summit, using appropriate tools from the Toolkit.
 - ✓ Allow time for questions. Be sure that all participants fully grasp the concept of a Summit before moving on.
- Create a group vision for your Community Connections Summit. This is likely to include such goals as:
 - ✓ Enriching your program.
 - ✓ Deepening your connection to the community.
 - ✓ Enriching your community by connecting organizations to each other.
- Identify, as a group, others outside the initial committee who could potentially contribute toward organizing an effective Summit and who should be invited to serve on the committee also. Consider representatives of umbrella organizations or heads of collaborative businesses and agencies, if there are any in the target area. These could include:
 - ✓ *Community Organizations.* The Chamber of Commerce, Junior League and service clubs such as the Rotary, Kiwanis, Lions, Exchange Clubs, etc. These groups often turn out to be excellent sources of funding for the Summit, and/or sources of funding connections between afterschool programs and community organizations, and/or a source of referrals to other potential partners.
 - ✓ *Local Funders.* Community, school district and business foundations. This also includes businesses known to offer funding for local community-based projects, such as Wells Fargo Bank, Wal-Mart, Starbucks, home-building associations, hospital districts, and so on
 - ✓ *Community Based Organizations (CBOs) and Faith-Based Organizations (FBOs).* Entities whose constituents include families and youths.

- ✓ *Public Agencies.* The local Public Health Department, City Parks and Recreation Department, Social Services Agency, and other governmental organizations serving families and youths.
- ✓ *Educational Institutions.* County offices of education, community colleges, public and private colleges and universities.
- ✓ *Honorary Sponsors.* Elected officials such as local State Assembly Members and Senators, local Congressional Representatives, County Supervisors, Mayors, County Sheriffs and Police Chiefs, etc.
- ✓ *Afterschool Collaborative.* Be sure to include all the key members of this group if the Summit is being conducted by a single program.

NOTE: Make sure the organizing group is of a manageable size and not so large that it cannot function effectively. On the other hand, if you succeed in persuading all or most of the above individuals to support the Summit, they may be assigned sub-committees to work with. The sub-committees would in turn have to be guided by a core leadership team.

- Divide the responsibility for recruiting the additional committee members. Develop a method for keeping in touch with each other about the effort.
- Set a date and place for an orientation meeting for the larger committee. You may wish to give this lead team a distinct name to differentiate it from the sub-committees, such as steering committee, work group, executive committee, etc.

3. Conducting the First Large Group Meeting

- Orient new members as you oriented the small leadership group at your first meeting.
- Get the new members' commitments.
- Create sub-committees and identify their functions. Have the new members volunteer for the sub-committees of their choice. Make sure that you include one member of the leadership team in each sub-committee.
- Discuss and agree on the dates, times and venues for the Summit. You will need this information before you can actually invite participants and finalize your budget.
- Determine the responsibilities of the sub-committee members and how the sub-committees are to work together as a larger group. Set dates for the different sub-committee meetings and the larger group meetings.
- Get moving!

4. Putting the Sub-committees in Motion

The different tasks required for organizing a Summit are best carried out by separate sub-committees. After identifying the key tasks that need to be accomplished and the individuals who are available to handle them, set up appropriate sub-committees. The greater the number of Leadership Committee members, the greater the options for forming sub-committees, and the likelier that each task will receive focused attention. However, try to limit the number of sub-committees to around five if possible. This will make it easier to coordinate everything. Remember that sub-committees are often able to handle multiple and even unrelated tasks.

Here are examples of sub-committees you may consider setting up:

- *Logistics Sub-committee.* This team may be responsible for making facility arrangements, setting up and decorating the facility, securing audio-visual and sound equipment, providing means for reproducing handouts and other printed items, gathering necessary supplies and tools, transporting materials, etc.
- *Program Sub-committee.* This team may be responsible for developing the Summit agenda and keeping time during Summit proceedings; designing and printing a Summit brochure; assembling handout binders; recommending, selecting and contacting speakers, facilitators and emcees; developing evaluation and survey forms; preparing certificates, token gifts and door prizes for speakers, contributors and outstanding participants; etc.
- *Participant Outreach Sub-committee.* This team may be responsible for recruiting and contacting participants, maintaining a roster and e-mail directory of Leadership Committee members, sub-committees, participants, contributors and donors; registering participants at the Summit; preparing registration forms and name badges; matching resource participants with afterschool participants for rotation tables, handling pre- and post-Summit inquiries; etc.
- *Finance and Budget Sub-committee.* This team may be responsible for fundraising; developing a budget; handling and recording donations; preparing purchase orders and paying invoices; keeping track of receipts and expenses, etc.
- *Food and Refreshments Sub-committee.* This team may be responsible for developing a meal and refreshment budget; developing a menu; making catering arrangements; procuring snacks, beverages, necessary utensils and related items; scheduling breaks; etc.

5. Holding Follow-up Meetings

Periodic meetings of the Leadership Committee and the larger group must be held as frequently as necessary for purposes of monitoring the progress of each responsible sub-committee and individual. These meetings should also be used for clarifying the next steps that need to be taken, addressing unforeseen problems or difficulties, assessing how effectively the workload has been distributed, etc.

6. Cost Factors

Projecting the costs of putting on a Summit and identifying sources of funding are two key steps.

- In developing your budget, give careful thought to the potential costs of:
 - Renting a Summit facility.
 - Printing and mailing invitations and thank you letters.
 - Food and refreshments.
 - Decorations.
 - Printing handouts, evaluation forms, etc.
 - Nametags, binders, notepads, pencils and other supplies.
 - Gifts for speakers, sponsors, leadership team members, youth staff, presenters, entertainers, etc.
 - Renting sound and audiovisual equipment.
 - Other necessary expenses.
- The cost of a Summit will range from under \$2,500 to more than \$8,000, depending on various factors. The factors that may affect your operating costs include:
 - The local cost of living.
 - The proposed menu.
 - The availability or non-availability of a rent-free venue.
 - Decorating costs.
 - Printing costs.
 - Mailing costs.

In your planning, think outside the box! Anticipate all your possible costs but also try to come up with creative cost-cutting ideas as well as fundraising ideas that match your unique circumstances.

- After you have projected all your costs and developed a budget, it may be necessary to identify different potential sources of funding and in-kind support. Be sure to allow at least several months for this, particularly if you anticipate incurring significant costs. Donors and contributors generally prefer to be given time to plan as well.

- Some useful resources for financial and/or in-kind support include:
 - *Participating afterschool programs.* Some of these have access to funds for special support activities. Others may have access to a school facility, school or program-owned equipment, volunteers, or established business contacts.
 - *Community organizations.* Many local nonprofit organizations such as the Lions Clubs, Parent Teacher Associations, labor unions, law enforcement agencies, church groups and others are committed to supporting activities and events that promote education and youth interests. They may be a good source of both monetary and in-kind assistance.
 - *Local merchants and businesses.* Ranging from mom and pop bakeries to large chain stores, small and large neighborhood businesses alike have a vested interest in attracting potential consumers, especially when they can be associated with high-profile community causes such as at-risk youths and educational programs. They are often good sources for small grants or donated goods and services.

7. Identifying Potential Participants

Your most immediate resource for participants will be the *participating before- and afterschool programs*. In considering them, you will have to determine the following:

- If more than one program is going to attend the summit, which programs will you include? From which geographic areas?
- Will you invite publicly-funded programs only, or fee-based programs as well?

Aside from before- and afterschool programs, all entities in the targeted area that might have a possible interest in supporting and promoting afterschool programs should be considered potential participants also. Develop a brainstorm list to get a comprehensive view of these entities. Depending on your Summit design, consider the following and others as potential community partners who can help enrich afterschool programs by providing free or modest-cost assistance or opportunities:

- ✓ *Health and safety organizations* such as the Red Cross, health maintenance organizations, hospitals, health industry associations, etc.
- ✓ *Cultural institutions* such as museums, art organizations, art galleries, symphony orchestra associations, theater groups, dance companies, etc.
- ✓ *Science and environmental groups* such as local, state and federal parks; water districts; local, state and federal environmental agencies, etc.

- ✓ *Recreational organizations* such as departments of parks and recreation, health clubs, yoga studios, martial arts academies, athletic associations, youth sports organizations, etc.
- ✓ *Business groups* such as Rotary Clubs, Chambers of Commerce, Business Round Table, Junior Achievement, entrepreneurship-training organizations, etc.
- ✓ *Traditional youth-serving organization* such as Boy and Girl Scouts, Campfire, Boys and Girls Clubs, Girls Inc, local youth organizations.

8. Setting Up and Implementing the Table Rotation System

The purpose of this unique approach is to establish a systematic process for afterschool participants and representatives of resource organization to informally brief each other on their respective needs and/or offerings. The process is also intended to provide opportunities for afterschool programs and resource organizations to enter into written agreements to pursue mutually beneficial partnerships. Specially designed forms are used for the agreements.

The process consists of pre-assigning afterschool representatives and resource organizations in equal numbers to specific groups. Each group convenes at a separate table. Following a brief presentation period, generally 5 minutes for each participant, the parties engage in an in-depth exploration of potential partnerships at their table. The period for exploration at each table will depend on the number of participants and length of the Summit. The Summit planners will need to take these factors into consideration when they prepare their rotation schedule. The participants are rotated from table-to-table at the appropriate intervals pre-determined by the Summit planners, until all resource participants have had the opportunity to talk with all afterschool participants at the Summit.

However, it is important to note that the matching of participants with resource organizations is governed by a one-one rule. Although more than one individual may be representing the same afterschool program at the Summit, a resource organization may exchange briefings with that afterschool program only once. This policy will eliminate duplicate briefings and ensure maximum opportunities for all parties to meet with the broadest number of parties possible. The facilitators of the table rotation system must therefore plan and monitor this part of the Summit agenda very carefully.

The responsibility for matching afterschool programs with resource organizations and coordinating the rotation process may be handled either by the appropriate sub-committee or the Leadership Committee. These rotations could be set up through a computer program: perhaps a computer programmer, or a college math or computer sciences student, or a math teacher or professor would volunteer to help with this.

9. Making a Task List

To ensure that all aspects of the Summit are properly planned and carried out, it is advisable to develop a list of all anticipated tasks well ahead of time. Each task should be assigned to a sub-committee or individual. In addition, the group should set realistic and clear timelines for the completion of each task and appropriate methods of following up on the progress of each person or team assigned a responsibility.

The task list should include at least the following:

- Search for and secure an appropriate venue.
- Select an appropriate date(s) for the Summit.
- Determine and secure the necessary funding.
- Recruit committee members, including honorary members, hosting organizations and sponsors.
- Conduct publicity and outreach work, including contacting the press media; informing the community; and inviting principals, district staff and superintendents of the districts involved to the event.
- Develop a theme for your Summit. Determine whether or not to hold it in conjunction with some special occasion such as Lights On Afterschool!
- Identify strong branding strategies to be used for the Summit. Some examples:
 - ✓ Create a Summit symbol to use on stationery, signs and flyers.
 - ✓ Secure sponsor permission to use sponsor logos on give-aways such as pencil, pens, coffee mugs, etc.
 - ✓ Select sponsors in the catering and/or food industry who will agree to place their logos in publicity material.
- Make plans for decorations, door prizes, etc.
- Develop strategies for child visibility during the Summit. This will remind participants of the beneficiaries being targeted by the Summit: children, youths, families, and communities. Examples of these strategies are:
 - ✓ Assign youths to serve as greeters, hosts, leaders during the flag ceremonies, etc.
 - ✓ Arrange for youths to provide cultural or other forms of entertainment at the Summit.

- ✓ Include youth speakers in the program.
 - ✓ Use youth-made products or displays to make interesting decorations and visuals.
 - ✓ Project slides or PowerPoint images of children and youth in before- and afterschool program settings on a large screen at strategic times during the Summit.
- Secure the participation of resource organizations.
 - Secure the participation of other ASPs, if desired and feasible
 - Design a good participant registration system. This includes requiring RSVPs in order to ensure correct catering and printing estimates. Consider using online registration.
 - Design a matrix to match program participants with resource organizations and prepare a table rotation schedule based on the number of participants and the time available for the rotations.
 - Design appropriate forms and procedures for use by Summit participants and organizers. Make use of the forms in the Toolkit provided with this guide.
 - Train the Summit staff in advance as necessary, including facilitators, youth staff, registration staff, etc.
 - Prepare and provide all participants with the necessary pre-Summit orientation information in advance.
 - Select speakers and make all necessary arrangements for their attendance.
 - In planning the day itself, make sure someone is given responsibility for each of the following:
 - ✓ Preparing a printed agenda.
 - ✓ Preparing a list of table groupings and a table rotation schedule.
 - ✓ Securing the necessary audiovisual equipment and ensuring that it is in good operating condition.
 - ✓ Keeping the agenda on track and troubleshooting problems.
 - ✓ Supervising youth staff and performers.
 - ✓ Supervising food handling and safety procedures.
 - ✓ Setting up and cleaning the facility.

- ✓ Photographing and/or videotaping the Summit for documentation and post-event purposes.
- Prepare Resource Notebooks to be handed out at the Summit.
- Secure appropriate gifts for speakers and sponsors.
- Develop appropriate Summit evaluation methods and tools.
- Develop and implement a post-Summit publicity plan.
- Develop and implement a process for guiding, monitoring and documenting participant/resource connections.
- Write thank-you letters.

10. Starting and Ending the Day of the Summit

Immediately prior to the start of the day's proceedings, the larger group should be convened to make sure that all loose ends are identified and taken care of, and that everyone is prepared to carry out the tasks required for the day's activities.

It is helpful to include a brief pep talk in this meeting and to conclude with some positive goodwill gesture such as a friendly hug, high-five, cheer or handshake that can be shared by the committee members and staff.

Similarly, when the attendees reconvene for the Summit's conclusion, a positive summary of the day should be given. Holding up a thick stack of signed agreements, encouraging positive testimonials from attendees and organizers alike, and sharing a good-luck gesture with everyone will reinforce the good feelings that the Summit should have evoked by the Summit's end.

11. Assigning Post-Summit Tasks

The Summit is only the beginning of the partnerships. A number of deliberate steps must be later followed to ensure the successful achievement of the Summit's goal of enriching afterschool programs. Some steps will take place over a duration of several weeks or months. One or more responsible committee members should be assigned to these post-summit tasks. These include:

- ✓ Following up with agreeing parties to make sure they have made connections.
- ✓ Making onsite visits to the connection events.
- ✓ Gathering logs, photos and other records documenting the connections.

- ✓ Preparing necessary reports required by the Summit's funding sources.
- ✓ Maintaining separate databases of participants, community based organizations, afterschool programs, foundations, businesses and other significant stakeholders. An online archive of this information would be ideal.
- ✓ Compiling and analyzing Summit evaluations.
- ✓ Making preliminary plans for future Summits.

CONCLUSION

We believe you'll discover that the real strength of this process is not just that it brings diverse community organizations and afterschool programs together to share information and explore interests, but more importantly that it results in actual agreements. In the four regions where this process has been used, more than 500 documented new connections have resulted in exciting opportunities for children, young people and their families that otherwise would not have been available – at little or no cost to afterschool programs. We're confident you'll have similar results in your community!

COMMUNITY CONNECTIONS SUMMIT TOOLKIT

**SAMPLE
PLANNING MATERIALS**

**SAMPLE
FLYERS**

Please Join Us



Community Connections Resource Fair

Come learn about a variety of community organizations and agencies which have something to offer to before-and afterschool programs!

One-stop shopping for enrichment opportunities and partnerships, many of them at little or modest cost!

Hear some inspiring stories about successful local partnerships and meet the folks who made them happen!

Spend some time with folks who care as much about our children, youth, families and communities as you do!

Orange County Community Connections Summit II

Wednesday, November 5, 2003

Downtown Community Center

250 E. Center Street

Anaheim, CA 92805

9:00 a.m. – 12:30 p.m.

No Charge – Continental Breakfast Provided

Please RSVP by October 31st via fax or email to:
Dr. Becky Newman, Orange County's Afterschool Mentor
Phone: 949-786-1669
Fax: 949-786-2668
Email: rlnewman@cox.net

An electronic registration form is being sent with this flyer, which you may either fill out and return as an email attachment or use as a fax-back registration form.

Funded by a grant to the Center for Collaborative Solutions
on behalf of the California AfterSchool Partnership from
The James Irvine Foundation,
and by Region 09 Before and After-School Partnerships



California
AfterSchool Partnership



Region 9 Before and
After School Partnerships



California School
Age Consortium



Anaheim Achieves
After School
Program



Santa Ana Unified
School District



Orange County
Dept. of Education

SAVE THE DATE:

Friday, March 7, 2003

8:00 – 11:00 AM



Tehama County Community Connections Summit

Red Bluff Elks Lodge

Sponsored by: SERRF After School Program

Contact: Dottie Renstrom at 528-7381 for further information

Purpose: To provide after school program and agency interaction in order to discover way to work together to benefit local children and youth.

(80-100 Programs and Community Agencies)

Imagine the possibilities...

for youth when you share your resources with after school programs.



Thursday, March 6, 2003 – Community Connection Reception 5:30 – 6:30 PM

Red Bluff Community Center, 1500 South Jackson Street, Red Bluff

*Network with public and private agencies,
cultural, and ethnic organizations, non-profit and local businesses.*

Thursday, March 6, 2003 – 4th Annual SERRF Student Highlights Show 6:30 – 8:00 PM

Red Bluff Community Center, 1500 South Jackson Street, Red Bluff

*Explore and learn the ways SERRF
expands opportunities for students to learn and be safe*

Tehama County Department of Education

Robert E. Douglas, Superintendent

SERRF After School Program

Safe Education and Recreation for Rural Families

Dottie Renstrom, Administrator

1135 Lincoln Street • P.O. Box 689, Red Bluff, CA 96080

530.527-5811 • FAX 530.529.4120

**SAMPLE
INVITATION LETTERS**



Orange County Community Connections Summit

Downtown Community Center
250 E. Center Street
Anaheim, CA 92805
Wednesday, February 19th, 2003

Dear Reader,

This letter provides information about the Orange County Community Connections Summit in which you are invited to participate. The Summit, a pilot project funded by The James Irvine Foundation, will bring together community organizations and afterschool programs in the Anaheim Elementary, Magnolia Elementary, and Santa Ana Unified School Districts.

Committee

- Serena Acuña
- Peggy Adin
- Stephanie Almaguer
- Todd Ament
- Judith Brown
- Noriko Burnham
- Nancy Cone
- Jessika DeJesus
- Josefina Guzman
- Debbie Jauch
- Barbara Meloy
- Rebecca Newman
- Jenel Prenovost

The primary goal is to connect afterschool programs with community organizations having offerings that can enrich the experiences of students in these programs, but the process is designed so that connections may also be made between organizations that share common interests. The potential list of community organizations includes: bus inesses; community based organizations; cultural organizations; faith based organizations; public agencies; service clubs; traditional youth-serving agencies; and others.

Participation is by invitation only; registration will require filling out a form on the Community Summit website at: <http://www.waywillopen.net/ccs/> where you will also find more information about the Summit. Please contact me if you have trouble accessing or using the website. Despite what the website may say, the deadline for registration is February 7, 2003. *Unless special arrangements are made in advance, each participating organization is asked to send only one representative.*

The representative must:

- Prepare a 5 minute informal presentation for a small group on the organization and what it has to offer;
- Know the details provided in the organization registration form; and
- Be authorized to sign non-binding letters of interest in collaborating with afterschool programs and, if appropriate, other organizations.

I hope that your organization can join us for this exciting day.

Sincerely,
Becky Newman
949-786-1669, rlnewman@cox.net

Funded by a grant to the Center for Collaborative Solutions on behalf of the California AfterSchool Partnership from
The James Irvine Foundation



August 26, 2003

Honorable Deborah Ortiz
Senator 6th District
State Capitol
Sacramento, CA 95814

Dear Senator Ortiz,

On behalf of the Community Connections Leadership Team for Region 3, it is my tremendous honor to invite you to be our guest and speaker at the Community Connections 2003 Summit in Sacramento. The summit, scheduled for October 9, 2003, will be held at the Capital Room of the Steven Lee Yamshon Alumni Center of the California State University. We would greatly appreciate five minutes of your time between 10:00 a.m. and 10:30 a.m. to welcome and address participants.

The Community Connections Initiative, which is funded by the James Irvine Foundation, was created to enhance learning opportunities and improved educational outcomes for children and youth by strengthening and expanding linkages between afterschool programs and community partners. As a result of the initial summit in November 2002, nearly 200 connections, serving 5,000 children, were made between afterschool programs and community organizations. *We feel that your participation dramatically impacted the outcome of last year's summit* and hope that you will once again join us for the opportunity to create new connections, as well as to celebrate our successes. October 9 also marks the day of "Lights On Afterschool!" -- a nationwide event showcasing the important role afterschool programs play in the lives of families and children. As an afterschool advocate, we hope you will be able to join us.

If you accept our invitation, please contact me at (916) 991-0808 or at EButtsASP@aol.com. A detailed agenda and topic areas of your speech will be forwarded to you. If you cannot make it, it would be greatly appreciated if you could send a representative on your behalf.

I greatly hope that you accept our initiation and once again extend your support to the Community Connections Initiative and afterschool programs.

Sincerely yours,

Ediel M. Butts
Project Committee Chair
Community Connections Initiative
California AfterSchool Partnership

October 1, 2003

Frederick Teichert
Director, Teichert Foundation
3500 American River Dr.
Sacramento, CA 95864

Dear Mr. Teichert:

On behalf of the Community Connections Leadership Team for Region 3, I would like to invite you to participate as a panelist on our Community Connections 2003 Summit in Sacramento. Connecting afterschool programs with business community partners greatly benefits our children and youth and I hope you will be able to join us in this important effort. The summit, scheduled for October 9, 2003, will be held at the Capital Room of the Steven Lee Yamshon Alumni Center of the California State University.

The Community Connections Initiative, which is funded by the James Irvine Foundation, was created to enhance learning opportunities and improve educational outcomes for children and youth by strengthening and expanding linkages between afterschool programs and business community partners. Community Summits, held as part of the Initiative, serve as forums where programs connect with community partners. Serving as a catalyst for the formation of community connections, the Initiative solicits and galvanizes partnerships from a wide range of local organizations, businesses and agencies. Participation can take many forms, including such varied activities as a six-week class, a one-day visit to a manufacturer's warehouse, providing speakers and volunteers, putting donation cans at stores' check-out counters, funding and donations.

For your role as a panelist we would like you to cover the following:

- funding priorities, programs offered,
- funding cycle/deadlines, and/or program cycle,
- funding criteria, and program criteria, and
- how to access your corporate funding. how to access you program.

Your panel will consist of other corporate foundations and is scheduled from 11:00 a.m. to noon. Each panelist is given approximately five minutes to present. Following your presentation, lunch will be provided. It is our hope that you will be our guest.

I greatly hope that you accept this invitation or send a representative and be part of a panel to discuss on how we all can contribute to both our youth and families who live in our community. If you have any questions, please feel free to contact me at (916) 991-0808 or at EButtsASP@aol.com.

Sincerely yours,

Ediel M. Butts
Project Committee Chair
Community Connections Initiative
California AfterSchool Partnership

**SAMPLE
BROCHURE AND REGISTRATION FORMS**

Wednesday, November 13, 2002

9:00 a.m. to 3:00 p.m.

Capital Room, Steven Lee Yamshon Alumni Center

California State University, Sacramento

6000 J Street, Sacramento, CA 95819



*Imagine
the possibilities for youth*

*when you bring your resources
to enrich after school programs
and have an opportunity
to partner with other organizations
in our community!*

**You are invited
to take part in this Community Summit
to bring together public and private agencies;
community, cultural and ethnic organizations; and local
businesses to network and help enhance
the afterschool programs that enrich the lives of
our children and youth.**

The Commitment to participate includes:

- Sending two representatives to participate in the program from 9:00 a.m. to 3:00 p.m.
- Registering and filling out the included organization or afterschool information sheet to be included in a notebook that will be distributed to all summit participants.
- Returning the forms by October 31, 2002.

The Program format:

- Eight organizations and one afterschool representative will each spend 5 minutes sharing information and describing the resources and services they offer, including cost and logistical requirements. The process will be repeated three times.
- Each session will end with a brief opportunity to make preliminary arrangements for collaborating.
- Participants will be assigned to sessions in such a way that they will meet the maximum number of other groups.

The Summit Agenda:

- 8:00 - 9:00 a.m. Registration & Continental Breakfast
- 9:00 - 10:15 a.m. Welcome & Speakers Setting the Context
- 10:15-10:30 a.m. Break
- 10:30-11:30 a.m. 1st Rotation Table Sessions
- 11:30-12:30 a.m. 2nd Rotation Table Sessions
- 12:30 – 1:30 p.m. Lunch & Networking
- 1:30 – 2:30 p.m. 3rd Rotation Table Sessions
- 2:30 – 3:00 p.m. Closing

Funded by a grant from the James Irvine Foundation to the Center for Collaborative Solutions on behalf of the California AfterSchool Partnership, this summit is a joint undertaking of the:



California AfterSchool Partnership



Region 3 Healthy Start & Before / Afterschool Partnership



California School Age Consortium



Youth Services Providers' Network Office



City of Sacramento



County of Sacramento

Community Connections 2002 Summit Planning Team

Marianne Bird
Linda Burkholder
Ediel Butts

Andee Press-Dawson
Nell Dozier
Anne Eisenberg

Joe Hudson
Jim Gaston
Jerry Gonzaga

Debbie Layton
Bina Lefkowitz
Nicole Limon

John Malloy
Marina Nash
Andy Paul

Community Connections Project Directors:

Dr. Andria Fletcher and Janet Walden

Project Manager:

Katie Hennelly

For more information contact:

Ediel Butts (916) 991-0808; EButtsASP@aol.com

Jim Gaston (916) 861-0611; jgaston@fcusd.k12.ca.us

Registration Form

(Please fill out and mail along with the information sheet by October 31, 2002.)

Organization Name: _____ Phone: _____

Address: _____ Fax: _____

City, State: _____ State: ____ Zip _____

Representative # 1:

Representative # 2:

Name: _____
 Last First

Name: _____
 Last First

Title: _____

Title: _____

Phone: _____

Phone: _____

Fax : _____

Fax : _____

E-mail: _____

E-mail: _____

Please cut/detach this sheet, fold in the enclosed information sheet and staple to mail.

Community Connections 2002
California AfterSchool Partnership
1329 Howe Avenue, Suite 200
Sacramento, CA 95825

The Community Connections 2002 seeks to bring together diverse groups to network and explore ways to collaborate on expanding opportunities for afterschool programs.

Our children and youth need you...



Invited Guests and Speakers:

Deborah Ortiz
Senator, 6th District

Don Nottoli
Chairman, Sacramento County Board of Supervisors

Office of
Assemblyman Darrell Steinberg

Kelly Montgomery
Director, Neighborhood Services, City of Sacramento

Please cut/detach this sheet, fold in the enclosed information sheet and staple to mail.

Name: _____
Address: _____
City, State Zip: _____

Place
Stamp
Here

COMMUNITY CONNECTIONS 2002
California AfterSchool Partnership
1329 Howe Avenue, Suite 200
Sacramento, CA 95824

Organization Information

(Please fill out this form, enclose with the registration form, staple and mail by October 31, 2002. To be filled out by organization/business only.)

Name of Organization/Business: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Type of Organization (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Business: (type) _____ | |
| <input type="checkbox"/> Social Services | <input type="checkbox"/> Faith-based |
| <input type="checkbox"/> Health | <input type="checkbox"/> Media |
| <input type="checkbox"/> Museum | <input type="checkbox"/> Educational |
| <input type="checkbox"/> Arts & Cultural | <input type="checkbox"/> Youth Service Organization |
| <input type="checkbox"/> Public Agencies | <input type="checkbox"/> Parks & Recreation |
| <input type="checkbox"/> Other: _____ | |

Brief Description of service or program(s) which you offer: _____

Program Category:

- Academic Support
- Civic/Community Service
- Environmental/Science
- Health & Safety
- Interpersonal/Life Skills
- Mentoring
- Recreational
- Technology
- Visual & Performing Arts
- Other: _____

Program Format:

- One-time workshop
- On-going class
- Performance
- Speaker
- Tutoring/Mentoring
- Volunteer services
- Other ways to contribute:
 - Financial
 - Material Resources: _____

Fee Non-Fee

Area Served: _____

Grade Appropriate: K-2 3-4 5-6 7-8 9-12
(Afterschool programs generally run between the hours of 2:00 to 6:00 p.m.)

Logistical Requirements: _____

(Please use another sheet of paper if you need more space.)

Afterschool Program Information

(Please fill out this form, enclose with the registration form,
staple and mail by October 31, 2002. To be filled out by organization/business only.)

Name of Organization/Business: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Brief Description of Program: _____

Program Hours of Operation: _____

Grade Levels Served: _____

Number of Sites: _____ Average Enrollment per Site: _____

Location of Sites:

- | | |
|---|---|
| <input type="checkbox"/> South Sacramento: _____ | <input type="checkbox"/> North Sacramento: _____ |
| <input type="checkbox"/> Mid-town Sacramento: _____ | <input type="checkbox"/> Downtown Sacramento: _____ |
| <input type="checkbox"/> Elk Grove: _____ | <input type="checkbox"/> Rancho Cordova: _____ |
| <input type="checkbox"/> Natomas: _____ | <input type="checkbox"/> San Juan: _____ |
| <input type="checkbox"/> North Highlands: _____ | <input type="checkbox"/> Others: _____: _____ |

Available Facilities:

- | | | | |
|--|---------------------------------------|--|----------------------------------|
| <input type="checkbox"/> Multi-purpose Room | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Science Lab | <input type="checkbox"/> Library |
| <input type="checkbox"/> Kitchen/Cooking Space | <input type="checkbox"/> Stage | <input type="checkbox"/> Music Room | |
| <input type="checkbox"/> Basketball Court | <input type="checkbox"/> Soccer Field | <input type="checkbox"/> Others: _____ | |

Existing Community/Business Linkages: _____

(Please use another sheet of paper if you need more space.)

Tehama County Community Connections Summit



*Friday, March 7, 2003
8:00 a.m. to 11:00 a.m.
Elks Lodge – 355 Gilmore Rd.
Red Bluff, CA 96080*

the possibilities....

You are invited....

To participate in this Community Summit and network with public and private agencies, cultural, and ethnic organizations, non-profit and local businesses, to enhance afterschool programs and enrich the lives of our children while investing in the future of the community.

Guest Speakers:

- **Robert E. Douglas**, Tehama County Department of Education, Superintendent
- **Barbara McIver**, Tehama County Supervisor
- **Sheriff Clay Parker**, Tehama County Sheriff's Department
- **Captain Danny Rabalais**, Tehama County Sheriff's Department
- **Heather Chamblin**, Tehama County Probation Department

The Program Format

- Each participant will have the opportunity to share and profile characteristics about their organization.
- Participants will have the chance to meet the other agencies and develop potential partnerships.
- Following the presentations, interested parties are encouraged to complete a Letter of Intent.

The Summit Agenda

- | | |
|----------------------|----------------------------------|
| • 8:00 – 8:30 a.m. | Registration and Breakfast |
| • 8:30 – 8:45 a.m. | Welcome |
| • 8:45 – 9:30 a.m. | Speakers and Special Recognition |
| • 9:30 – 9:35 a.m. | Setting the Stage |
| • 9:35 – 10:10 a.m. | Table Dialogue, 1st Rotation |
| • 10:10 – 10:45 a.m. | Table Dialogue, 2nd Rotation |
| • 10:45 – 11:00 a.m. | Evaluation and Closure |

**Funded by a grant from the James Irvine Foundation.
This summit is a joint undertaking of the:**



California AfterSchool
Partnership



Region 2 Learning
Support Before/After
School Partnership



Tehama County
Department of
Education



Corning Union
Elementary School
District



Dottie Renstrom Gloria Halley Gary Smith Karla Stroman
Beth Birk Kathy Morcom Alex Ortiz

Community Connections Project Directors

<i>Dottie Renstrom</i> Administrator Community and Afterschool Service	<i>Gloria Halley</i> California Afterschool Partnership Butte County of Education
--	---

For more information contact: Kathy Morcom – (530) 527-5811; kmorcom@tcde.tehama.k12.ca.us or
Gloria Halley – (530) 532-5839; gloryhallelujah7@cs.com

Registration Form
Tehama County Community Connections Summit
Friday, March 7, 2003
8:00 a.m. to 11:00 a.m.
Elks Lodge – 355 Gilmore Rd., Red Bluff, CA 96080

Organization Name: _____

Address: _____

Phone: _____ Fax: _____

Representative # 1:

Representative # 2:

Name: _____ Name: _____

Title: _____ Title: _____

Phone: _____ Phone: _____

E-mail: _____ E-mail: _____

Type of organization (check all that apply):

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Business: (type) _____ | <input type="checkbox"/> Nonprofit |
| <input type="checkbox"/> Faith-based | <input type="checkbox"/> Medical |
| <input type="checkbox"/> Media | <input type="checkbox"/> Museum |
| <input type="checkbox"/> Educational | <input type="checkbox"/> Cultural |
| <input type="checkbox"/> Youth Service Organization | <input type="checkbox"/> Governmental |
| <input type="checkbox"/> Parks & Recreation | <input type="checkbox"/> Arts |
| <input type="checkbox"/> Social Services | <input type="checkbox"/> Other: |

Comments:

(Please fill out and mail along with the information sheet by February 12, 2003
or fax to (530) 529-4120, Attention: Kathy Morcom)

**Tehama County Department of Education
SERRF Afterschool Program
P.O. Box 689
Red Bluff, CA 96080**



REGISTRATION FORM: EXPANDED-DAY PROGRAMS

Orange County Community Connections Summit

Downtown Community Center
250 E. Center Street
Anaheim, CA 92805
Wednesday, November 5th, 2003

Space is limited, so we ask that you not register more than one person per school site and one senior program staff member per program – for example, the Program Director or an Enrichment Coordinator. If this presents a problem, please call and explain your situation!

Instructions:

Please fill out all applicable items – not every item will apply to every person.

This form is a table. If you choose to fill it out on your computer, the table cells will expand to accommodate whatever you type. If you prefer to fill out the form by hand and fax it back and need to make the boxes larger add another space in any row before printing the form. If you email the form back, please re-name the document! The current filename is ASP Reg Form – Summit II.doc. Please rename it by preceding the current filename with your last name and first initial – for example: RNewman ASP Reg Form – Summit II.doc

Registration Deadline: Friday, October 31, 2003!

Register early, as registrations can only be accepted until we fill.

Fax or email your registration to:

Dr. Becky Newman
Orange County's Afterschool Mentor
Fax: 949-786-2668
Email: rnewman@cox.net

Questions? Call Becky Newman: 949-786-1669

One More Thing!

Every Summit participant will be given a Resource Notebook with profiles of all the participating resource organizations. We will also include a profile of any afterschool program wishing to include its profile. This will help other programs get in contact with you and also allow resource organizations to contact you to offer their services.

We can include only one profile per program or grantee, not profiles for every site in your program. If you would like to submit a program profile for inclusion in the notebook, please mark the appropriate space on the registration form and you will be contacted about the profile.



REGISTRATION FORM: EXPANDED-DAY PROGRAMS

Orange County Community Connections Summit

Wednesday, November 5th, 2003

Yes! Please register me for the Orange County Community Connections Summit!

(This form may be faxed to Dr. Becky Newman at 949-786-2668.)

Name:			
Title:			
Program Name:			
School District:			
School Site:			
Organization: (example: YMCA):			
Main Funding Source Information: Please place an X before all appropriate statements.	<input type="checkbox"/> 21 st Century Community Learning Centers <input type="checkbox"/> California's Afterschool Education and Safety Program <input type="checkbox"/> Other State and/or District or Other Local Funding (city, county, etc.) <input type="checkbox"/> Parent Fees (including scholarships and subsidized spots) <input type="checkbox"/> Free or Very Low-Cost Service via Agencies Such as Parks and Rec, YMCAs, Boys and Girls Clubs, et cetera <input type="checkbox"/> Other: Please Specify.		
Phone:			
Email:			
Address where you prefer to receive <u>postal mailings</u> :			
Please mark appropriately.	<input type="checkbox"/> This is my work address.	<input type="checkbox"/>	<input type="checkbox"/> This is not my work address.
	Please tell me how to submit a program profile.		
Program profile? Please mark appropriately.	<input type="checkbox"/> I do not intend to submit a program profile.		
Comments or questions:			

Funded by a grant to the Center for Collaborative Solutions on behalf of the California AfterSchool Partnership from

The James Irvine Foundation,

and by Region 09 Before and After-School Partnerships



California AfterSchool Partnership



Region 9 Before and After School Partnerships



California School Age Consortium



Anaheim Achieves After School Program



Santa Ana Unified School District



Orange County Dept. of Education

**SAMPLE
CONFIRMATION LETTERS**



Orange County Community Connections Summit 2003

Wednesday — February 19, 2003

Attendance Confirmation

Committee

- Serena Acuña
- Peggy Adin
- Stephanie Almaguer
- Todd Ament
- Judith Brown
- Noriko Burnham
- Nancy Cone
- Jessika DeJesus
- Josefina Guzman
- Debbie Jauch
- Barbara Meloy
- Rebecca Newman
- Jenel Prenovost

This letter is confirmation that Katie Hennelly is registered for the Community Connections Summit 2003 on February 19, 2003. Thank you for your support of afterschool programs for students in our county. We greatly appreciate your participation. Without the support of individuals like you, we know these programs could not succeed.

We look forward to seeing you at the Summit. We hope you find it an opportunity to learn more about afterschool programs and to meet some new people who are also interested in helping young people succeed. If you have questions please don't hesitate to call or e-mail.

Dr. Becky Newman

Phone: 949-786-1669

Cell Phone: 949-874-6166

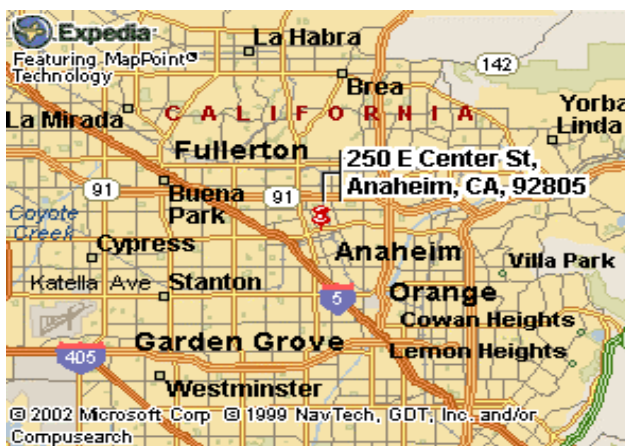
rlnewman@cox.net

Downtown Community Center
250 E. Center Street, Anaheim, CA 92805
(714) 765-4500
8:00 a.m. to 1:30 p.m.

*Continental breakfast and lunch will be provided.
 Free parking in the lot across the street from the Community Center,
 and in the parking structure off of Center Street.*

Driving Directions:

<http://www.mapquest.com>, click on "Maps" and then select "Driving Directions."
 (Please contact the Center if you need additional information)



Funded by a grant to the Center for Collaborative Solutions on behalf of the California AfterSchool Partnership from The James Irvine Foundation.



California
AfterSchool Partnership



Region 9 Before and
After School
Partnerships



California School
Age Consortium



Anaheim Achieves
After School
Program



Santa Ana Unified
School District



Orange County
Dept. of Education

November 5, 2002

Robin Threlkeld
Team Advisor
STARS Afterschool Program
10840 Gadsten Way
Rancho Cordova, CA 95670

Dear Ms. Threlkeld:

This is to confirm your participation in the Community Connections 2002 Summit Wednesday, November 13 at the Steven Lee Yamshon Alumni Center, CSU Sacramento. This Summit will bring together public and private agencies, community and ethnic organizations, and local businesses to network and help enhance the afterschool programs that enrich the lives of our children and youth. We are thankful that you can join us.

I have enclosed a map and directions to CSU, Sacramento and the Alumni Center where the event will take place as well as the parking pass. We are providing one parking pass for each organization attending; additional parking passes may be requested when you register at the day of the summit.

We look forward to seeing you.

Sincerely,

Ediel M. Butts
Chair, Community Connections 2002

November 3, 2002

Honorable Don Nottoli
Chairman, County Board of Supervisors
700 H Street, Suite 2450
Sacramento, CA 95814

Attention: Sylvia Perscheid

Dear Chairman Nottoli:

Thank you for accepting the invitation to speak at the Community Connections 2002 Summit Wednesday, November 13 at the Steven Lee Yamshon Alumni Center, California State University, Sacramento. The summit will bring together public and private agencies, community and ethnic organizations, and local businesses to network and help enhance the afterschool programs that enrich the lives of our youth.

Registration for the Summit will begin at 8:00 a.m. and a continental breakfast will be served. At roughly 9:00 a.m., the emcee will start with an overview and logistics. She will then introduce you. At this point you will give your opening remarks and welcome the participants. Following your opening, speakers will begin addressing the group. Below is a timeline showing the order of speakers at the Summit. Please take note of when your speech is to begin.

9:05 – 9:15 a.m.	Don Nottoli, Chairman of Sacramento County Board of Supervisors
9:15 – 9:25 a.m.	Deborah Ortiz, California State Senator, 6th District
9:25 – 9:35 a.m.	Member Assemblyman Darrell Steinberg's Office
9:35 – 9:45 a.m.	Kelly Montgomery, Director, Neighborhood Services, City of Sacramento

Please refer to the enclosed Summit newsletter for further details, including the full day's agenda. If possible we would like you to cover topics on services the county can offer to both the afterschool program and community organization.

I have enclosed a map and directions to the Steven Lee Yamshon Alumni Center where the event will take place. Together with this is your parking pass.

Again, thank you so much for speaking at this upcoming event. We commend your passion for the California children and youth. I look forward to seeing you at the summit.

Sincerely,

Ediel M. Butts
Chair, Community Connections 2002

**SAMPLE
INSTRUCTIONS FOR PARTICIPANTS**

Community Connections Summit

Instructions for Afterschool Program Representatives

Summit Overview

You will represent your district or school's afterschool program (ASP) during three Summit rounds. During each one-hour round you will be seated at a table with a small group including a facilitator, one or more ASP representatives, and several representatives of "vendor" organizations which have something to offer to afterschool programs. All participants will have Summit notebooks containing profiles of the participating ASPs and vendor organizations.

The facilitator will have five minutes to orient all participants. Each ASP representative will then have five minutes to present his/her program to the others at the table, describing and highlighting the program.

Each of the vendor organizations will then have five minutes to describe what they have to offer to afterschool programs – and perhaps to other community organizations, as well. As each organization's representative speaks, you will want to turn to that organization's profile in your Summit notebook and either use the back of the profile for notes or insert a sheet of notebook paper behind the speaker's organizational profile and take notes on that. (Blank notebook paper will be provided in the notebook.)

At the end of each round, following the presentations, there will be time for some informal discussion and for signing non-binding Letters of Interest^{*} with any organizations with which you think your site – or someone in your district – might be interested in collaborating.

ASP representatives and the facilitator will stay at the same table for all three rounds, but for each round a new group of organization representatives will come to your table.

ASP Representative Responsibilities

(1) Introduce Your Program: In consultation with your Program Director, prepare a five minute overview of your afterschool program to present during each of the three Summit rounds.

Here are some elements you may want to include:

- Information about the students with whom you work which demonstrates the need for the program, such as the percentage of students at your site or in your program who are eligible for free or reduced-price meals, the

percentage of English Language Learners, the mobility rate, and the percentage of students at risk for retention;

- Number of students served at your site and/or program-wide;
- Hours of operation for your site and/or the entire program;
- Program content and/or schedule – homework and tutoring, enrichment and clubs, sports, and so on;
- Program evaluation results;
- Information about current partners;
- Personal anecdotes which demonstrate program impact on students, families, the school, or community;
- Interesting things that have happened at your site or in the program, generally – unusual enrichment activities, community service projects, et cetera;
- Enrichment and support which you are particularly seeking – science, nutrition, the arts, mentors, tutors, and so on.

Be sure to state whether your program is:

- A publicly funded program, supported by the state’s Afterschool Education and Safety Program (formerly the Before and Afterschool Learning and Safe Neighborhoods Partnerships Program) and/or the 21st Century Community Learning Centers Program;
- A fee-for-service program for which parents pay tuition – although some students may be supported by scholarships or CalWORKS funding;
- Other – such as a city-run, free, drop-in program, or a community-based program.

Refer your audience to your afterschool program’s profile in the Summit notebook and to any brochures, et cetera which the program has brought along;

Avoid being too detailed – if you speak of evaluation results don’t supply the names of the tests taken and a lot of numbers – just something pithy like “Last year, seventy-eight percent of regular program participants improved their standardized test scores in math and sixty-nine percent improved in reading.”

Don’t be dry – make it personal and passionate – paint a picture of why someone would want to join you in working with your students!

Don’t sound like you’re begging or suggest that they “should” help you out because you are doing something “good.” Rather, strive for a tone of success; present the program as something with which your audience will want to be associated.

(2) Take Notes: Take notes on the presentations of all vendor organizations during each round. Not everyone from your program may hear every vendor, so your notes will help others plan connections they hope to make.

(3) Letters of Interest* : Sign non-binding Letters of Interest with any organization with which you might like to make a connection, if possible – or if you think that there might be other ASP staff who might like to make such a connection. You

will keep the pink copy for your program, the yellow copy will go to the organization's representative, and the table facilitator will keep the white copy. Vendor organizations may also sign *Letters of Interest* with each other.

(4) Fill out a Summit evaluation at the end of the third round.

Letters of Interest: There are two types of *Letters of Interest*. One is for ASPs to sign with provider organizations with which they hope to make a connection, the other is for two organizations wishing to make a connection with each other. Each letter is an NCR form which makes 3 copies:

ASP/Organization Letters: Pink to the ASP, yellow to the organization, and white to the facilitator, for the Summit coordinating team;

Organization/Organization Letters: Pink to one organization, yellow to the other, and white to the facilitator, for the Summit coordinating team.

Community Connections Summit

Instructions for Resource Organization Representatives

Summit Overview

This Community Connections Summit is a pilot project, involving a small number of selected afterschool programs (ASPs), and is sponsored by a grant from the James Irvine Foundation to the Center for Collaborative Solutions on behalf of the California AfterSchool Partnership.

The Summit will begin with registration and a continental breakfast, followed by the Opening Ceremonies. The Summit will be attended by:

- Guests, such as school district and community dignitaries;
- Representatives of afterschool programs (ASPs); and
- Representatives of resource organizations such as yours, which have something to offer to afterschool programs which will enrich the lives of the children and young people who participate in these programs.

There will be three Summit rounds. During each round, participants will be assigned to a table with a small group including a facilitator, one or more Afterschool Program (ASP) representatives, and several representatives of resource organizations which have something to offer afterschool programs – and, perhaps, to offer to other community organizations, as well. All participants will have Summit notebooks containing profiles of the participating ASPs and resource organizations.

During each of the three Summit rounds, the table facilitator will have five minutes to orient all participants. Each ASP representative will then have five minutes to present his/her program to the others at the table, describing and highlighting the program.

Representatives of resource organizations will then have five minutes each to describe what their organizations have to offer afterschool programs and, possibly, to offer to other organizations in attendance. As each organization's representative speaks, participants may want to turn to that organization's profile in their copies of the Summit notebook and either use the back of the profile for notes.

At the end of each round, following the presentations, there will be time for some informal discussion and for signing non-binding *Letters of Interest* between afterschool programs and resource organizations which hope to start collaborating, and, perhaps, sometimes between two resource organizations.

Facilitators and ASP representatives will stay at the same table for all three rounds, but organization representatives such as yourself will move to a new table assignment for each round. Table assignments will be made to optimize the number of organizations each participant has a chance to hear about.

Resource Organization Representative Responsibilities

Prepare a five-minute informal presentation (no audiovisual support will be available) about your organization, with the emphasis on how it might work with afterschool programs. You will make this presentation to three different small groups during the three Summit rounds.

Be familiar with the details your organization submitted for its Organizational Profile for the Summit notebook. You may wish to repeat some of the details but will not need to give out contact information and other details already in the notebook.

Be prepared to sign non-binding Letters of Interest with the representatives of afterschool programs or other organizations which express an interest in working with you

You are welcome to bring business cards, program brochures, and other resources and information. You may give these out when you speak to small groups, and/or leave them on our literature table. We regret that we do not have space for displays.

A Word About the Types of ASPs Present and the Purposes of the Summit

Types of Afterschool Programs Which May be Present:

- A publicly funded program, supported by the state's After School Education and Safety Program (formerly the Before and After School Learning and Safe Neighborhoods Partnerships Program) and/or the 21st Century Community Learning Centers Program;
- A fee-for-service program for which parents pay tuition – although some students may be supported by scholarships or CalWORKS funding;
- Other – such as a city-run, free, drop-in program, or a community-based program.

The Purposes of the Summit, and Opportunities for Modest Grants to Complete Organization-to-After-School-Program Connections:

- The primary goal of this Summit is to connect publicly-funded afterschool programs with community organizations that can enrich the experiences of students in those afterschool programs.
- Where costs are involved, The James Irvine Foundation has provided some seed money to make modest grants to help facilitate some of these connections for the publicly-funded afterschool programs selected to participate in this pilot project. The information in the Summit notebooks will also be made available to other ASPs in the area.
- This grant money is intended to complement resources offered by both the ASP and the resource organization – not to provide all necessary funding. The participating ASPs will need to formally apply for the grants and applications will need to demonstrate what resources the ASP and resource organization are bringing to the table.

Because some of the participating school districts also have fee-for-service or other types of ASPs operating on some of their campuses, these programs may also be represented, and may also be interested in working with the resource organizations represented at the Summit.

Community Connections Summit

Instructions for Facilitators

You will serve as a Facilitator for three Summit rounds. During each one-hour round you will be seated at a table with a small group including one or more afterschool program (ASP) representatives, and several representatives of “vendor” organizations which have something to offer to afterschool programs – and perhaps to other community organizations, as well. All participants will have Summit notebooks containing profiles of the participating ASPs and vendor organizations.

You begin each round as detailed below; this should take you five minutes or less. Then each ASP representative will have up to five minutes to promote his/her ASP to the others at the table.

Each vendor organization will then have five minutes to speak. Each organization and ASP participant present at the table should have an *ASP Profile* or *Organizational Profile* in the Summit notebook. As each person at the table speaks, participants may want to turn to that organization’s profile in their notebooks and either use the back of the profile for notes or insert a sheet of notebook paper behind the speaker’s organizational profile and take notes on that. (Blank notebook paper will be provided in the notebook.)

You will stay with the same ASP representative(s) for all three rounds, but there will be a new group of representatives of vendor organizations in each round.

Facilitator Responsibilities

Serve as Host or Hostess: Welcome the group to the table and check to see that the right participants are there – you will have a list of those who should be at your table during each Summit round.

Orientation: Introduce yourself and explain your role.

- Give a brief review of the rules. This will probably be less necessary in Rounds 2 and 3.
- Ask for questions.
- Remind participants to turn to their Summit notebooks and add their own notes as each person speaks. They may prefer to take notes on the backs of the *Profiles* in the notebook, or to insert a sheet of notebook paper behind the speaker’s organizational profile and take notes on that. (Blank notebook paper will be provided in the notebook.)

Serve as Timekeeper: Wear a watch; you may not be seated where you can see a clock and it is your job to hold each presenter to the five-minute time limit!

Letters of Interest: Following the final speaker, review the use of the non-binding Letters of Interest and allow networking time – warn participants when there are 3 minutes left.

There are two types of *Letters of Interest*. One is for afterschool programs (ASPs) to sign with provider organizations with which they hope to make a connection, the other is for two organizations wishing to make a connection with each other. Each letter is an NCR form which makes 3 copies:

- *ASP/Organization Letters*: Pink to the afterschool program representative, yellow to the organization representative, and white for our Irvine Community Connections Summit team;
- *Organization/Organization Letters*: Pink to one organization, yellow to the other, and white for our Irvine Community Connections Summit team.

Closing Each Round:

- Collect our white copies of the *Letters of Interest*.
- Remind the participants that the Summit notebook may contain organizational profiles for some groups which were unable to attend the Summit, so participants will want to go through all of the profiles later.
- *Evaluations*: At the end of Round 3 (only), pass out the evaluation forms and explain that participants may exchange the completed forms for a box lunch – use a light touch here, but we really do want these evaluations! Also remind the group to stay with you at the table for the brief formal closing of the Summit.
- Thank the group for their participation.

After Round 3:

- *Letters of Interest*: Please place all the white copies of *Letters of Interest* which you have collected in the appropriate box on the registration table before leaving the Summit.
- Evaluation: We are interested in your evaluation of the Summit – please fill out an evaluation form yourself!

Thank you for your service as a facilitator!

**SAMPLE
SUMMIT MATERIALS**

**SAMPLE
CHECK-IN LIST**

**SAMPLE
AGENDAS**



Community Connections Summit

San Marcos Community Center, Main Hall
3 Civic Center Drive
San Marcos, CA 92069-2949
Tuesday, February 11, 2003

AGENDA

- 8:00 – 8:30 Registration and Continental Breakfast
- 8:30 – 8:35 Welcome and Introductions
Barbara Meloy, Region 09 Before and Afterschool Programs Lead
- 8:35 – 8:40 The Benefits of Afterschool Programs for Children and the Community
Danny Sherlock, President and CEO,
Boys and Girls Clubs of Greater San Diego
- 8:40 – 8:45 What Afterschool Programs Mean to Schools
Gail M. Ryan, Assistant Superintendent, Vista Unified School District
- 8:45 – 8:50 What Afterschool Programs Mean to Schools
Douglas Hall, Principal, San Marcos Middle School,
San Marcos Unified School District
- 8:50 – 8:55 What Afterschool Programs Mean to Families
Shaughnessy Kelly, Student, Rincon Middle School, Escondido
Donnell Kelly, Parent, Rincon Middle School, Escondido
- 8:55 – 9:00 Pulling it All Together: Collaboration, the Importance of Afterschool Enrichments,
Excellence in Education and the Joy of Working with Young People
Juanita Hayes, CEO of the San Marcos Chamber of Commerce
- 9:00 – 9:05 Orientation to the Summit
Dr. Becky Newman, California AfterSchool Partnership
- 9:05 – 9:15 End of Opening Ceremonies – Break – Departure of Guests
Summit Participants Move to Round One Seating Assignments
- 9:15 – 10:15 Summit Round One
- 10:20 – 11:20 Summit Round Two
- 11:25 – 12:25 Summit Round Three
- 12:25 – 12:30 Closing
Barbara Meloy, Region 09 Before and Afterschool Programs Lead
- 12:30 – 1:30 Lunch and Networking

Community Connections Summit

AGENDA

8:00 – 9:00 a.m.	Registration & Continental Breakfast
9:00 – 9:05 a.m.	Overview
9:05 – 9:15 a.m.	Welcome & Opening Remarks Don Nottoli, Chairman Sacramento County Board of Supervisors
9:15 – 9:25 a.m.	Deborah Ortiz California State Senator, 6 th District
9:25 – 9:35 a.m.	Office of Assemblyman Darrell Steinberg
9:35 – 9:45 a.m.	Kelly Montgomery Director, Neighborhood Services City of Sacramento
9:45 – 9:55 a.m.	Setting the Context Beryl Johnson, YSPN & GRASP
9:55–10:05 a.m.	Process of the Day Dr. Andria Fletcher Center for Collaborative Solutions
10:05-10:15 a.m.	Table Session Logistics
10:15-10:30 a.m.	Break
10:30-11:30 a.m.	Table Session, 1 st Rotation
11:30-12:30 a.m.	Table Session, 2 nd Rotation
12:30- 1:30 p.m.	Lunch & Networking
1:30 – 2:30 p.m.	Table Session, 3 rd Rotation
2:30 – 3:00 p.m.	Closing (Raffles & Prizes)

Emcee: Linda Burkholder, Region 3 Regional Lead

Jim Gaston, Region 3 Technical Assistant

Community Connections Summit 2003



AGENDA

- | | |
|---------------|--|
| 8:00 – 8:30 | Registration and Breakfast |
| 8:30 – 8:40 | Welcome and Opening Remarks
Amy Christianson, Regional Lead, Region 2 |
| 8:40 – 8:45 | Student Jessica Rabalais, Jackson Heights SERRF <ul style="list-style-type: none">• Pledge of Allegiance Dottie Renstrom, Program Director, SERRF Afterschool Program <ul style="list-style-type: none">• Introduction of Speakers |
| 8:45 – 8:50 | Bob Douglas, Superintendent, Tehama County Department of Education |
| 8:50 – 8:55 | Barbara McIver, Board of Supervisors, Tehama County |
| 8:55 – 9:00 | Clay Parker, Sheriff, Tehama County |
| 9:05 – 9:10 | Heather Chamblin, Probation Department, Tehama County |
| 9:10 – 9:25 | Beth Birk, Recreation Specialist, SERRF Afterschool Program |
| 9:25 – 9:30 | Karla Stroman, Curriculum Consultant, SERRF Afterschool Program <ul style="list-style-type: none">• Setting the Stage |
| 9:35 – 10:10 | Table Dialogue, 1st Rotation |
| 10:10 – 10:45 | Table Dialogue, 2nd Rotation |
| 10:45 – 11:00 | Evaluation and Closure |



Community Connections Summit

San Marcos Community Center, Main Hall
3 Civic Center Drive
San Marcos, CA 92069-2949
Tuesday, February 11, 2003

FACILITATOR'S AGENDA

8:00 – 8:30

Registration and Continental Breakfast

- * Food Service: Paula
- * Karen: Children's Art & Literature Table
- * Registration: Mary Anne & Tia
- * Literature: Paula, Others, Claudia & GEAR UP students
- * Virginia: Student Hosts; Assign to places; find a flag salute leader & introduce him/her to Barb!
- * Room Arrangement: Becky & Barb, including 15 chairs on the stage & box of gifts by podium.

If San Marcos Superintendent Larry Maw is there, Reg Table please get him to Becky or Barb so that we can see if he would like to welcome the group! If so, Barb will add him in after the flag salute and before Danny Sherlock!

8:30 – 8:35

Welcome and Introductions

Barbara Meloy, Region 09 Before and Afterschool Programs Lead

* Invite folks to gather in the seats at the front of the room and ask that all speakers and their hosts proceed to the stage.

- Danny Sherlock, President and CEO, Boys and Girls Clubs of Greater San Diego, with Karen Poznanski
- Gail M. Ryan, Assistant Superintendent, Vista Unified School District, with Betsy Jenner
- Douglas Hall, Principal, San Marcos Middle School, with Jim Konugres
- Shaughnessy Kelly, Student, Rincon Middle School, Escondido, and her mother, Mrs. _____ Kelly, and Paula Pendell
- Juanita Hayes, CEO of the San Marcos Chamber of Commerce, and Virginia Kim

* Words of Welcome and Introduction

* Flag salute - find a student if you can

* Introduce categories of guests:

Superintendents, Assistant Superintendents, and School Board Members;
Principals, Assistant Principals, and Other School Staff;
Representatives of Higher Ed;
Government Officials;
ASP Partners, such as Boys and Girls Clubs;
ASP Program Staff;
Committee Members

* Thank all Sponsors – just a list
The James Irvine Foundations
The California AfterSchool Partnership
The California School-Age Consortium – CalSAC
Region 09
San Diego COE
Escondido Union SD
San Marcos Unified SD
Vista Unified SD
GEAR UP – especially the students
The Boys and Girls Clubs of San Marcos and of Greater San Diego

* Parking: Announce that first floor parking in the structure is limited to two hours; if folks staying past the Opening Ceremonies are parked there they should move their cars during the break Following the Opening Ceremonies!

8:35 – 8:40 * **Speeches:** Barb will introduce Karen Poznanski, Program Director of the Boys and Girls Clubs of Greater San Diego, who will introduce the first speaker, Danny Sherlock. When Danny finishes, Karen will thank him and then present him with a gift – box of identical gifts onstage!

The Benefits of Afterschool Programs for Children and the Community
Danny Sherlock, President and CEO, Boys and Girls Clubs of Greater San Diego

8:40 – 8:45 * Karen will introduce Betsy Jenner, District Prevention Facilitate, Vista Unified SD, who will introduce Gail M. Ryan. When Gail finishes, Betsy will thank Gail and present her gift.

What Afterschool Programs Mean to Schools
Gail M. Ryan, Assistant Superintendent, Vista Unified School District

8:45 – 8:50 * Betsy will introduce Jim Konugres, Program Coordinator, San Marcos Middle School, who will introduce Douglas Hall. When Doug finishes, Jim will thank him and present his gift.

What Afterschool Programs Mean to Schools
Douglas Hall, Principal, San Marcos Middle School, San Marcos Unified School District

8:50 – 8:55 * Jim will introduce Paula Pendell, Anytime School Coordinator for Escondido Union SD, who will introduce the Kelley family. As each of them finishes, Paula will thank her and present her gift.

What Afterschool Programs Mean to Families
Shaughnessy Kelly, Student, Rincon Middle School, Escondido
Mrs. _____ Kelly, Parent, Rincon Middle School, Escondido

8: 55 – 9:00 * Paula will introduce Virginia Kim, GEAR UP Coordinator, San Marcos Middle School, who will introduce Juanita Hayes. When Juanita finishes, Virginia will thank her and present her gift.

Pulling it All Together: Collaboration, the Importance of Afterschool
Enrichments, Excellence in Education and the Joy of Working with Young People
Juanita Hayes, CEO of the San Marcos Chamber of Commerce

- 9:00 – 9:05 * Virginia will introduce Becky Newman, Afterschool Mentor for the California AfterSchool Partnership.
- Orientation to the Summit*
Dr. Becky Newman, California AfterSchool Partnership
- * Explain Summit Rotation – Time limits, roles
 - * For school-based programs, additional information will be forthcoming from your district/organization
 - * Notebooks will be at tables
 - * May be organizations with summaries in notebooks but no rep – read through later
 - * Hope to avoid duplication – Please sit as assigned
 - * Self-break
 - * Thank guests, who may now leave as Summiteers report to their first table assignment by 9:15!
- 9:05 – 9:15 End of Opening Ceremonies – Break – Departure of Guests
Summit Participants Move to Round One Seating Assignments
- 9:15 – 10:15 Summit Round One – Becky, Barb, and committee members not serving as facilitators rove and assist. Barb or Becky to announce end of each Round. **If we see that folks don't need the full hour we will shorten the round, with a 10 minute warning!**
- 10:20 – 11:20 Summit Round Two – Same
- 11:25 – 12:25 Summit Round Three – Same
- 12:25 – 12:30 Closing
Barbara Meloy, Region 09 Before and Afterschool Programs Lead
- * Thanks
 - * Evaluations!
 - * Lunch!
- 12:30 – 1:30 LUNCH and Networking
- Committee stays for clean-up and quick post-Summit evaluation!**

SAMPLE PROFILES

Afterschool Program Information

Name of Program:

Contact Person:

Address:

City, State, Zip:

Phone:

Fax:

Email:

Brief Description of Program:

Grade Levels Served:

Number of Elementary Sites:

Average Enrollment per Site:

Number of Middle School Sites:

Average Enrollment per Site:

Cities in Which Sites are Located:

Type of Facilities Available:

Some Existing Community Partners:

Organization Information

Organization Name:

Contact Person:

Address:

City, State, Zip:

Phone:

Fax:

Email:

Description of Program:

Nature of Program:

Type of Services:

Format of Program:

Resources Offered:

Costs:

Area Served:

Grades Served:

Requirements for Space, Equipment, and Supplies:

Additional Information:

Afterschool Program Information

Name of Program: Boys & Girls Clubs of Garden Grove 21st Century
After-School Sites
Contact Person: Jennifer Baltazar
Address: 10540 Chapman Avenue
Garden Grove, CA 92842
Phone: 714 530-0430 x 974
Fax: 714-530-0431
Email: Jennifer@bgcgg.org

Brief Description of Program: The 21st Century Community Learning Centers Program is offered free of charge to 100 students at four schools in the Garden Grove Unified School District, serving more than 400 students per year. The program focuses on academic support and development, recreation and sports activities, character and leadership development, and health and life skills. Programs also offer family support and family literacy. Youth are able to get involved with all aspects of the program and able to learn from trained staff, guest speakers, fieldtrips and community service activities.

Grade Levels Served: 3rd - 8th grade

Number of Elementary Sites: 1 **Average Enrollment per Site:** 100

Number of Middle School Sites: 3 **Average Enrollment per Site:** 100

Cities in Which Sites are Located: Garden Grove and Santa Ana

Type of Facilities Available: Classrooms, playground and field, multi-purpose room, computer labs, library,

Some Existing Community Partners:

- California Department of Education
- California State University, Fullerton
- California State University, Long Beach
- City of Garden Grove
- Children's Hospital of Orange County
- Garden Grove Unified School District
- Garden Grove Police Department
- Junior League of Orange County
- Orange County Department of Education
- Orange County Campfire USA
- Santa Ana College
- Second Harvest Food Bank
- University California, Irvine

EASTER SEALS, ORANGE COUNTY: RESOURCE AND REFERRAL FOR STUDENTS WITH SPECIAL NEEDS

Easter Seals, Orange County
1801 E. Edinger Suite 190
Santa Ana, CA 92705

Contact: Clare Bonn, Children's Program Director, Orange County
Phone: 714-834-1111 **Fax:** 714-834-1128
Email: clare.bonn@essc.org

Description of Program: Easter Seals can be a resource and referral agency for inclusion of students with disabilities in afterschool programs. Contact them for this assistance.

Nature of Program: Resource and referral agency; they also provide afterschool care for children with severe developmental and/or physical disabilities.

Type of Services: If you have an afterschool program participant – or potential participant – with specialized health care needs and need assistance in determining how to serve that child appropriately, Easter Seals can be a source of advice and referrals.

Format of Program: Phone and email consultation; staff training.

Costs: All of our resource and referral services are without charge. The after-school program for children with severe developmental and/or physical disabilities costs \$14 per hour but some funding may be available to help offset the cost to parents.

Area Served: Orange County

Grades Served: K-12

Requirements for Space, Equipment, and Supplies: Depends on the situation.

Additional Information: The mission of Easter Seals is to provide local services that promote equality, dignity and independence for children and adults with disabilities.

UNIVERSITY OF CALIFORNIA COOPERATIVE EXTENSION: ORANGE COUNTY

University of California Cooperative Extension
Nutrition Education Programs (EFNEP)
1045 Arlington Drive
Costa Mesa, CA 92626

Contact: Margie Alvarez, Supervisor, Nutrition Education Programs
Phone: 714 708-1614 **Fax:** 714 708-2754
Email: malvarez@ucdavis.edu

Description of Program: The Expanded Food and Nutrition Education Program is a federally funded program to assist low-income families that are “at risk” in Orange County. We provide culturally sensitive training in basic nutrition, food safety and handling, food preparation, meal planning, and savvy shopping skills. We work in a small group setting to teach how to fix balanced meals and give suggestions about how to live on a limited budget.

The Youth EFNEP Program: By teaching our young people about good nutrition, we help protect the health of future generations in our community. To maximize our effectiveness we work personally with kids and we also enlist the help of existing organizations and agencies. We provide training to individuals who already are working directly with youth – such as teachers, and staff at community centers, Head Starts and Afterschool Youth Programs, et cetera – to effectively deliver EFNEP educational information about nutrition.

The University of California provides continual, new and innovative, research based nutrition information as well as gardening and consumer skills.

Nature of Program: Educational/Cultural; Environmental/Science; Health Education and/or Services.

Type of Services: Academic Support; Health and Safety; Interpersonal/Life Skills.

Format of Program: One-Time Workshop; Ongoing Class; Mail-based educational program for working parents.

Resources:

Material Resources: Nutrition Education and Gardening curricula and staff training.

Costs: All of our programs and services are given without charge.

Area Served: Orange County.

Grades Served: K-8

SAMPLE
LETTERS OF INTEREST
(Could be printed on triplicate carbonless paper)

Community Connections 2002-03: Organization to Expanded Day Program

Non-Binding Letter of Interest for Organizations

_____ hopes to collaborate with _____
Organization Name Expanded Day Program
to enhance programs for local youth.

Responsibilities of Organization:

Associated Costs: _____

Logistical Requirements:

_____ Organization Representative

_____ date _____ phone _____ email _____ county



Non-Binding Letter of Interest for Expanded Day Programs

_____ hopes to collaborate with _____
Expanded Day Program Organization Name
to enhance programs for local youth.

Responsibilities of Expanded Day Program:

Associated Costs: _____

Logistical Requirements:

_____ Expanded Day Representative

_____ date _____ phone _____ email _____ county

Community Connections 2002-03: Organization to Expanded Day Program

Non-Binding Letter of Interest for Organizations, Organization 1

_____ hopes to collaborate with _____
Organization 1 Name Expanded Day Program
to enhance programs for local youth.

Responsibilities of Organization:

Associated Costs: _____

Logistical Requirements:

_____ Organization Representative

_____ date _____ phone _____ email _____ county

Non-Binding Letter of Interest for Organizations, Organization 2

_____ hopes to collaborate with _____
Organization 2 Name Expanded Day Program
to enhance programs for local youth.

Responsibilities of Organization:

Associated Costs: _____

Logistical Requirements:

_____ Organization Representative

_____ date _____ phone _____ email _____ county

SAMPLE EVALUATION

Community Connections Summit EVALUATION

Please check the box that applies to you:

- Organization / Business Afterschool Program Facilitator Other

Please respond to the following:

Did you find this summit to be valuable? Yes No

What made it valuable?

- Connections to afterschool programs. In what way?

- Connections to other organizations / businesses. In what way?

- Other (Please explain) _____

Did you make a connection that you plan to follow-up? (This refers to filling out the NCR form.)

- Yes - How many? _____ No

What did you think of the Table Sessions and rotations?

- Effective use of time Interesting Not effective

Suggested Changes: _____

Please feel free to comment on the strengths and areas in need of improvement regarding this summit. (Use the back of this form if needed.)

Do you know of someone who would enjoy participating in a future Community Connections Summit? If so, please provide their name and address:

Name: _____

Business/Organization _____

Address:

Phone: _____ Fax: _____

Email: _____

***Thank you for taking time to fill out this Summit Evaluation.
We appreciate your feedback .***

**SAMPLE
POST-SUMMIT MATERIALS**

**SAMPLE
THANK YOU LETTER**



Orange County Community Connections Summit

California AfterSchool Partnership
36 Butler Street
Irvine, CA 92612-2124
949-786-1669

Wednesday, December 10, 2003

Dear Friend,

Committee

Stephanie Almaguer

Judith Brown

Nancy Cone

Jessika DeJesus

Josefina Guzman

Debbie Jauch

Barbara Meloy

Rebecca Newman

Tia Quinn

Thank you for your organization's participation in the Orange County Community Connections Summit II on November 5th, 2003. We want you to know that whether or not you have been contacted yet by one of the participating expanded-day programs, we have not forgotten your generosity in offering to partner with before- and after-school programs in Orange County.

As you are doubtlessly aware, this is a very difficult time in the life of schools. Facing substantial budget cuts and, in some cases, significant numbers of layoffs, district offices and school and program administrators have been extremely busy.

However, if you have not yet been contacted, you may still hear from some of the programs which participated in the Summit. In addition, we are starting to share your information with other expanded day programs in the county, some of which may also contact you.

Again, thank you so much for your cooperation. We hope that the Summit was just the beginning of something wonderful for the children and youth of Orange County.

For the Organizing Committee, with warm regards,

Dr. Rebecca Newman, The California AfterSchool Partnership

Funded by a grant to the Center for Collaborative Solutions on behalf of the California AfterSchool Partnership from
The James Irvine Foundation



**SAMPLE
TRACKING FORM**

