

Community Partner Name:	Academic Community Engagement	
Host Office/Department Name:	Bonner Service Leaders Program	
ACE Postgraduate Fellow Name:	Kelly Finn	
ACE Postgraduate Fellow Title:	Bonner Coordinator	
Project Name:	Bonner	
Supervisor Name:		
CNCS Focus Area:		
Assignment Area:	Program development, capacity building	
Service Year:	January 2016-January 2017	
Duties: The Bonner Coordinator will focus on the development and coordination of the Bonner Service Leaders Program. This includes recruitment of Bonner Service Leaders, overseeing student-lead special events, and building and sustaining community partnerships. Coordination of the program will also include overseeing training and enrichment activities as well as supervision of student leaders.		

Activity 2: Administrative Point on Summer Gear Up		
Community Goal 2: Supervising Program Associates throughout planning process and implementation process to ensure that all ACE students are trained and prepared for the academic year of service.		
Action Steps: Step 1: Meet regularly with Program Associates throughout process Step 2: Establish planning committee and attend regular meetings Step 3: Oversee logistics of planning process with Office Assistant and students Step 4: Schedule and conduct meetings with Siena key players: Events Staff, Facilities, Public Safety, Community Living, Room Scheduling to discuss needs of our program Step 5: Community pertinent information with all ACE Admin and Staff Step 6: Act as administrative point throughout the program		
Activity 2 Milestones: <ul style="list-style-type: none"> Establish PA leads on event Oversee creation of cue-to-cue and all important planning materials 		Activity 2 Completed (date): February/ March 2016
Activity 2 Indicator/Instrument: <ul style="list-style-type: none"> Cue-to-cue 		
Activity 3: Administrative point on MLK Day of Service		
Community Goal 3: Engage Siena College students in a day of service at various community partner sites for one day.		
Action Steps: Step 1: Establish student point on event and leadership team Step 2: Schedule and conduct initial planning meetings Step 3 : Oversee communication with community partner sites to involve them in the event Step 4: Meet with important Siena key players for planning purposes alongside PA: Cristina (transportation and room scheduling/food) Step 5: Serve as administrative point on day of event		
Activity 3 Milestones: <ul style="list-style-type: none"> Establishing leadership team 		Activity 3 Completed

<ul style="list-style-type: none"> ● Build cue-to-cue with student coordinators ● Implement the event 	<p>(date): December 1, 2015; January 23, 2016</p>
<p>Activity 3 Indicator/Instrument:</p> <ul style="list-style-type: none"> ● Cue-to-cue ● Meeting minutes from team meetings 	<p>Target Percentage: 100%</p>
Activity 4 Site Development (shadowing April)	
Community Goal 4: Working with community partners to enhance relationships with the ACE Office and Bonner Service Leaders in particular.	
<p>Action Steps:</p> <p>Step 1: Serve as part of the Partnership Team and contribute ideas</p> <p>Step 2: Work on strategic planning in Summer of 2016</p> <p>Step 3: Shadow April on meetings with partners</p> <p>Step 4: Co-facilitate Site Supervisor training in May 2016</p>	
<p>Milestones:</p> <ul style="list-style-type: none"> ● Conducting meetings with partners individually ● Facilitate SS training in May 	<p>Activity 4 Completed (date): July 2016</p>
<p>Indicator/Instrument:</p> <ul style="list-style-type: none"> ● Meeting minutes from partnership meetings ● Cue-to-cue and materials developed for SS training - May 2016 	<p>Target Percentage: 100%</p>
Activity 5: Assessment of Bonner Program	
Community Goal 5: Assess and articulate action steps for ensuring efficiency and effectiveness of the program as a whole to be able to better serve the needs of the community	
<p>Action Steps:</p> <p>Step 1: Create assessment survey to be sent to current students</p> <p>Step 2: Analyze and critique each key aspect of the program</p> <p>Step 3: Match each key aspect of the program with a learning outcome of ACE or Bonner</p> <p>Step 4: Make suggestions for changes to the program</p> <p>Step 5: Implement suggestions</p>	
<p>Milestones:</p> <ul style="list-style-type: none"> ● Send out and review all survey feedback- October 2016 ● Create report for suggestions of changes to the program-November 2016 ● Construct plan for implementing suggestions-December 2016 	<p>Activity 5 Completed (date): December 2016</p>
<p>Indicator/Instrument:</p> <ul style="list-style-type: none"> ● Assessment survey ● Report of recommendations ● Using Bonner Foundation self assessment? 	<p>Target Percentage: 100%</p>
Activity 6: Oversight and Training of ACE Wide Leadership Team	
Community Goal 6: To better support the students who take on leadership positions within ACE to greater benefit our community partners and their work.	
<p>Action Steps:</p> <p>Step 1: Plan ACE Wide Leadership Retreat</p>	

Step 2: Facilitate ACE Wide Leadership Retreat Step 3: Schedule and facilitate regular student leader meetings Step 4: Facilitate end of the semester pluses and deltas meeting for future planning	
Milestones: <ul style="list-style-type: none"> Facilitate ACE Wide Leadership Retreat 	Activity 6 Completed (date):
Indicator/Instrument: <ul style="list-style-type: none"> ACE Wide Leadership Retreat Curriculum 	Target Percentage: 100%
Activity 7: Organize students to attend SLI 2016	
Community Goal 7: To provide training and enrichment opportunities for students as well as a connection to the Bonner Network	
Action Steps: Step 1: Communicate logistics w/ students attending Step 2: Attend SLI 2016 w/ students Step 3: Hold follow up meetings to review takeaways from conference and next steps for Big Idea Step 4: Prepare team for Congress in Fall	
Milestones: <ul style="list-style-type: none"> Attending SLI 2016 	Activity 7 Completed (date): September 2016
Indicator/ Instrument: <ul style="list-style-type: none"> Takeaways from conference and next steps created 	Target Percentage: 100%
Activity 8: Support on Training and Enrichment	
Community Goal 8: To support Program Associates of quality review of all trainings.	
Action Steps: Step 1: Monthly review of all curriculum, learning outcomes and descriptions.	
Milestones:	Activity 7 Completed (date): May 15, 2016
Indicator/Instrument:	Target Percentage:
Activity 9: Support on Bonner Recruitment	
Community Goal 9: To support student managing Bonner Program Recruitment.	
Action Steps: Step 1: Meet periodically with student managing Bonner recruitment. Step 2: Provide support to recruitment team as needed.	

Milestones: <ul style="list-style-type: none">••	Activity 9 Completed (date): As needed
Indicator/Instrument <ul style="list-style-type: none">••	Target Percentage: 100%