

# Community Organizing and Family Issues (COFI) Parent Policy Associates Program Fact Sheet

## ***Who are the Parent Policy Associates?***

Parent Policy Associates (PPAs) are parent leaders from veteran COFI projects who are committed to advancing their skills, experience, and roles as citywide parent leaders working on policy issues that affect families.

## ***Primary Commitment, Responsibilities, and Expectations***

PPAs commit to eight to 10 hours per week for three months: February 16 through May 15.

PPA tasks and activities include the following:

- attend weekly strategy planning meetings and policy organizing trainings
- organize and/or attend at least two meetings per month with public officials or advocates
- attend monthly Parent Policy Committee meetings and serve as a core leader – chairing meetings, providing testimony or speaking parts at larger meetings, being part of a “floor team,” etc.
- serve as the liaison to their local teams – keeping parent team members up-to-date and trained on the concepts and strategies of policy organizing, recruiting new members to the Parent Policy Committee and helping to strengthen their local teams
- attend COFI policy training (April 9) and Family Lobby Day (April 17 and 18)
- write weekly report/reflections and do assigned reading

PPAs will be responsible for getting themselves to all meetings/trainings and arranging for childcare for their children when needed.

## ***Qualifications***

PPAs must:

- be a leader on a parent team that has been through the two primary phases of COFI training (*Self, Family & Team* and *Community Outreach & Action*)
- be an active member of the Parent Policy Committee
- have eight to 10 hours per week available
- be a good listener, a team player, reliable, and committed to the goals of the Parent Policy Committee
- demonstrate these experiences, skills, and qualities at an interview

## ***Stipends***

PPAs will receive ***\$500 per month as a stipend to cover expenses and time.***

The expenses covered in the stipend include childcare (during the day), travel to and from COFI's office, and phone costs.

COFI **will also** reimburse:

- parking, transit, taxis, or mileage to meetings with policymakers/advocates that are held outside of COFI's office
- training or meeting expenses – such as refreshments (with prior approval)
- the costs of meals, housing, and overnight childcare related to trainings or meetings that are held out of town

These reimbursements will be paid weekly upon the submission of a **Parent Leader Expense** reimbursement form.

### ***Evaluation***

PPA participation will be reviewed monthly. Those who are meeting the expectations of PPAs will be continued into the next month.