Program Continuity 101

Ten Elements of Program Continuity

AmeriCorps State and National Symposium 2016

Introbuctions

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Session Overview

- Ten Elements of Program Continuity Planning

- Peer Discussion – Best Practices

- Member Management and Support Activity

- Wrap-up and Q&A

10 Elements of Program Continuity Planning

Timeline/Calendar

Funding

"Playbooks"

Staff Engagement

Technology

Recordkeeping

Performance Measurement/Reporting

Member Management/Support

Contacts/Relationships

Resources

Timeline/Calendar

- CNCS

- Organization

  – Program(s)

  – Subgrantee(s)

- Non-CNCS activities
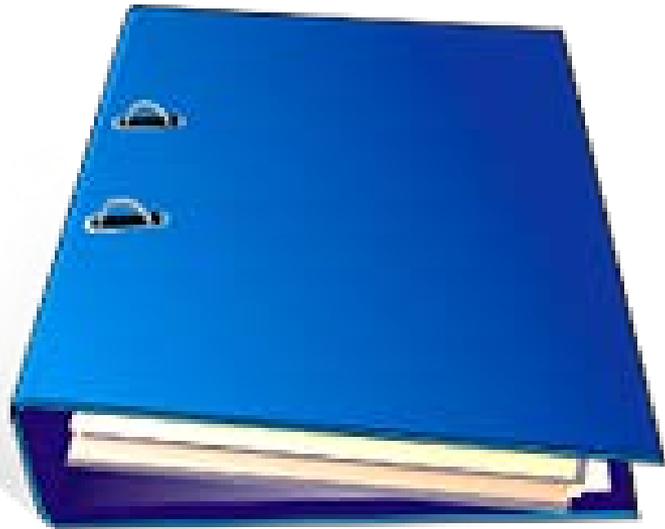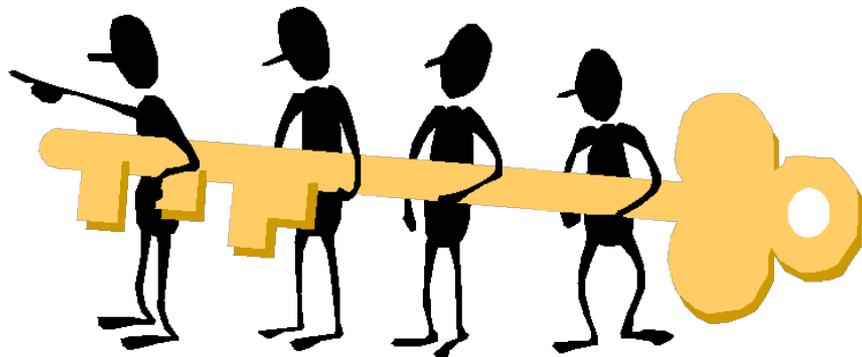
$/Funding

- # and types of grants

- Funding level

- Sources

- Budget period

- Match requirement

- Budgeted/actuals

- Finance staff

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"Playbooks"

- Policies and Procedures Manual and Written Guidance

- Transition Document

Staff Engagement

- Avoid "siloed" program management

- Ensure engaged leadership

- Employ cross-training

- Connect financial and program staff

Relationship Management

- Know and sustain the

  network of

  relationships during

  transition

Resources

- AmeriCorps grant terms and conditions, regulations, FAQs

- CNCS Program Officers and Grants Officers

- National service associations

- Peer mentoring

- Grantee Symposium and Regional Trainings

- The National Service Knowledge Network

Best Practices from the Field - Peer Discussion

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Michael Ashmore
Maine Commission for Community Service

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Member Management and Support Exercise

- **Questions for discussion:**

  What questions do I need answered about member management/support during staff transition? What do I need to know?

Wrap-Up

- Start with an up-to-date calendar/timeline

- Integrate transition planning into daily activities and avoid "siloed" program management

- Maintain written guides for all aspects of program management

Thank you!