

U.S. Coast Guard Partnership in Education Toolkit

Building Partnerships with:

Communities • Schools • Educators • Students



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GETTING STARTED

The Coast Guard Partnership in Education Toolkit is designed for PIE Coordinators who are new to Coast Guard's Partnership in Education (CGPIE) program and program coordinators who may need a few new "tools" to build a successful Partnership in Education program.

Program Coordinators can build Partnership in Education programs based on the talents, skills and interests of volunteers and the specific needs of partner school(s). Remember, when you initiate this partnership, you make an investment in the future of your community.

One key objective of the Coast Guard Civil Rights Directorate is to facilitate and encourage partnerships with public and private entities to increase participation by groups within the Coast Guard workforce with low representation compared to the Civilian Labor Force (CLF).

Coast Guard's Partnership in Education programs are command-sponsored volunteer activities that engage educators and other community members in the creation of enhanced education opportunities and career awareness for students, especially in communities with large, underserved populations. Strong and sustainable partnerships benefit individual students, schools, and the community at-large.

Some benefits of the PIE program include: volunteer opportunities to get involved in the community, enhanced Coast Guard image within the community, and the increased number of educational programs which enhance student success and preparation for responsible citizenship.

Partnerships with schools not only benefit students academically, but heighten their awareness of Coast Guard values – drug free lifestyles, emphasis on scholarship, personal initiatives and responsibility, and individual self-worth.

Coast Guard volunteers inform students of the many rewarding careers offered by the Coast Guard and Partnership in Education programs enhance Coast Guard's viability as an employer of choice for students upon graduation from high school. In turn, the Coast Guard will improve its ability to recruit a more diverse workforce.

If the Commanding Officer wishes to formalize the relationship between schools and Coast Guard, a Memorandum of Agreement may be entered into by a unit and school(s). The purpose of an MOA is to solidify the relationship with a written agreement between the two parties. It lays out the terms of the partnership (a template can be found on page 23).

For more information about Coast Guard Partnership in Education, see **COMDTINST M5350.4C, Chap. 3, Sec. A, Pg. 10** accessible at <http://www.uscg.mil/hq/cg00/cg00h/>, visit www.uscg.mil/pie-resources, or contact the Civil Rights Directorate CGPIE program manager at 202-372-4519.

BACKGROUND

The National and Community Service Act (NCSA) of 1990 directed the head of each Federal agency to design and carry out a comprehensive strategy to involve employees in partnership programs with elementary and secondary schools. This Act established policy for designing comprehensive education programs to enhance educational opportunities and career awareness for youth. The Equal Employment Opportunity (EEO) regulation for community and education partnerships, 29 CFR 1614.102, directs agencies to participate at the community level with other employers, with schools and universities, and with other public and private groups in cooperative action to improve employment opportunities and community conditions that affect employability.

In accordance with 29 CFR 1614.102 and the NCSA, the Coast Guard established the Partnership in Education (PIE) program, COMDTINST M5350.4C. Since the program's inception, more than 30,000 active duty members, civilians, reservists, auxiliarists and retirees have volunteered to work with elementary, secondary, and college students through the Coast Guard's established partnerships with local school systems, community-based organizations, and colleges and universities. (see other authorities, pg. 15)

The Coast Guard is committed to affirmative programs, including Partnership in Education that enhance career awareness and support efforts to achieve a diverse workforce. Commands support this community outreach program and are encouraged to register the unit PIE program with CG Headquarters.

The Coast Guard Partnership in Education (CGPIE) program is structured around these objectives:

1. Promoting excellence in education
2. Creating opportunities that propel students academically
3. Exposing students to Coast Guard personnel and missions
4. Increasing potential for recruiting a diverse workforce

Coast Guard members enhance educational opportunities and career awareness for the nation's youth through direct participation in education-related programs. Coast Guard is required to establish partnerships, and Commands participate by establishing authorized PIE activities. All CG personnel are encouraged to participate in school and community activities approved by local commands. Our support promotes excellence in education through collaborations with local school systems, community groups and businesses, especially in communities with large, underserved populations, and creates student awareness of the Coast Guard's missions and people.

Local Coast Guard Partnership in Education programs may include:

Advocacy & Advisory Programs

- Advise on special projects (e.g., science fairs, computer literacy programs)
- Serve on advisory committee for special programs (e.g., school beautification, fitness programs)
- Volunteer to serve on a curriculum writing committee (e.g., marine science, engineering, environmental education, information technology management)

Instructional Support Programs

- Participate in tutorial services or classroom presentations
- Provide guest instructors
- Encourage and assist with instruction in Science, Technology, Engineering and Math (STEM)
- Participate in a Speaker's Bureau
- Help motivate students through career awareness/job shadowing experiences and be role models to encourage and promote interest in the sciences, mathematics and engineering, and contests/awards
- Initiate mentor programs
- Interact as professional partners
- Work with school staff to develop programs or materials that reflect actual application of subject matter

Enrichment Programs

- Work with teachers to develop enrichment activities to enhance classroom instruction
- Set up and encourage extracurricular clubs (math, computers, marine science, boating safety)
- Conduct tours of a Coast Guard unit/cutter
- Provide display space for student creations at CG unit

Extended Service Programs

- Provide a leadership training course for members of student government
- Provide internships
- Discuss career opportunities
- Provide job shadowing experiences
- Assist in employment/training opportunities and seminars
- Sponsor tours to provide exposure to world of work
- Recognize outstanding students and staff
- Provide technical aid, instruction, or services (e.g., electronics, marine biology, robotics)

BUILDING SUCCESSFUL PARTNERSHIPS

The first step in building successful partnerships with schools in your community is to know CG mission, culture, resources, and interests of unit personnel. The ability to communicate with educators what Coast Guard can offer their schools is essential. See COMDTINST M5350.4C for policy on carrying out the Coast Guard's Partnership in Education program.

Duties and responsibilities of CGPIE Coordinators are provided on page 6. Some of the responsibilities of volunteers and partners are outlined below:

Volunteers

- Attend and participate in volunteer training programs
- Meet regularly with the CGPIE Coordinator to obtain information about school partnerships, schedules, feedback from students and teachers and any concerns about the partnership program
- Report to the program coordinator all hours volunteered in classrooms or for any CGPIE-related activity at a designated school or in the community
- Participate in all planned activities and adhere to the hours agreed upon by the school administration and CGPIE Coordinator
- Do not over commit if time is limited

Remember, a core group of committed, enthusiastic volunteers is at the heart of an effective partnership. Volunteers are the most important component of any successful partnership program.

Partners

- Once a signed agreement (Memorandum of Agreement, see pg. 23) has been entered into by a unit/cutter and a school, the school principal, vice principal, and subject matter supervisors have a responsibility to support the partnership
- The School Partnership Coordinator/Liaison should serve as the POC for the partner school(s). This coordinator should manage all school partnership activities and establish procedures for administering, monitoring, and evaluating the partnership as approved by the school administration.
- The School Partnership Coordinator and the CGPIE Coordinator should work together to promote the partnership in the school, the school district, and the community
- Keep school staff, students, parents, and community members informed about the partnership and its impact on student achievement

CGPIE COORDINATOR DUTIES & RESPONSIBILITIES

1. Register the unit Partnership in Education program on the CGPIE SharePoint Site:
<http://hqsms-spweb-001:104/00H/2/CGPIE/default.aspx>
2. Guide and help develop, implement, and coordinate partnership programs
3. Develop a plan which includes the activities you will pursue and outcomes you hope to achieve
4. Assess your resource commitment (number of volunteers and time available)
5. Develop specific goals for the partnership and periodically meet with the school principal and/or school partnership coordinator to assess program activities and determine progress made toward goals
6. Promote the CGPIE program at the unit/cutter and in the community
7. Plan orientation and training sessions for volunteers
8. Keep the command informed about CGPIE program activities
9. Serve as the liaison between Coast Guard and partner schools/organizations
10. Post program activities on the CGPIE SharePoint Site (see PIE User Guide on homepage)
11. Maintain regular communications with volunteers and the school or district partnership coordinator
12. Coordinate all activities and ensure that the activities are effectively carried out
13. Keep the school district central office partnership coordinator informed about all CGPIE activities
14. Prepare press releases (along with Public Affairs and school district central office) about ongoing activities and/or special events
15. Recognize volunteers for their service.

A successful Partnership in Education program may require these steps and more to enhance your outreach programs involving local schools and community organizations.

KEY CONTACTS

Successful partnerships are dependent upon strong relationships between key stakeholders and CG members.

Teachers often look for programs that will enhance classroom instruction. If you or another Coastie are the parent or a family member of a child attending a particular school, you may want to introduce the CGPIE program to his/her teacher. Ask to be on the agenda for a faculty meeting. This may be an opportunity for you to speak to administrators and teachers about the benefits of a Coast Guard/school partnership. Listen to teachers to learn about current programs, and ask what you can do to help them reach their goals.

Students are the most important stakeholders in any education partnership. They can be some of the strongest advocates for a Coast Guard PIE program. Student awareness and participation is key to the success of the partnership.

Principals are instructional leaders who often evaluate potential partnerships and programs to determine the value to education and the academic success of students. Their support is essential to the success of a long-term partnership.

Administrative staff is often your first point of contact when you call or visit a school to discuss a potential partnership. It is important that they are aware of your program and are willing to assist you in making appointments with the principal and teachers.

Parents are often active participants in education. Their support of partnerships and educational programs may determine the success of a partnership program. Find out who the parent leaders are at your potential partner school. Get on the agenda for a PTO meeting to explain your CGPIE program objectives and the benefits of a partnership with Coast Guard.

District Partnership Coordinator may be your first point of contact at the central office of your local school district. Call the school board office or visit their website to find out if the school district has a partnership coordinator. Depending on the size of the district, one person or a staff may assume this responsibility. The partnership coordinator can give you information about current partnerships and which schools have the greatest need for support from potential education partners.

School Board members establish policies and priorities for providing funds to schools. Attending a school board meeting, which is open to the public, may give you an up-close-view of the needs of schools in your community.

Superintendents often work with board members to set school district policies and priorities. The support they offer to principals for the implementation of programs is key to the establishment of successful partnerships.

HELPFUL RESOURCES

1. Special programs/resource materials – **Coast Guard Crewmates & Classmates** program and guidebook is one of the educational resources offered to help units better serve schools in their communities. The Crewmates & Classmates guidebook provides maritime-related activities for elementary and middle school students. Another component of the program is CG Bear. This surrogate classmate, in the form of a small stuffed bear wearing a Coast Guard uniform, accompanies cutters on their patrols or daily travels around the unit providing regular updates to students. A CG member representing CG Bear regularly communicates with the adopted class(es) via email. **CGPIE brochures and CG Bear bookmarks** are available and may be ordered along with the Crewmates & Classmates guidebook by calling:

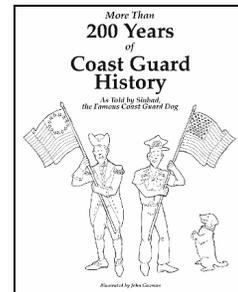
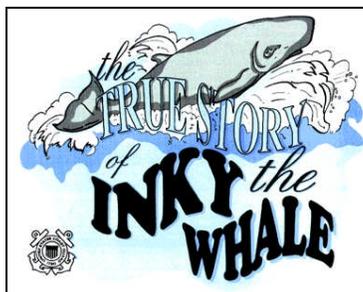
Region 1: 202-372-4261
Region 2: 757-628-4783
Region 3: 510-437-2712
Region 4: 281-218-6714



2. Coast Guard Website – The Coast Guard website offers many resources for teachers and students. The following are some examples:

Activities for Kids & Teachers (www.uscg.mil/history/kidsindex.asp). Featured activities include: guides for teaching about lighthouses, Coast Guard history and animal mascots. An added feature is a gallery of lighthouse images.

Coloring books (www.uscg.mil/top/downloads/coloring.asp). This popular series of Coast Guard coloring books is sure to stimulate children's imaginations as they learn about Coast Guard's multimission functions.



Minorities & The U.S. Coast Guard (www.uscg.mil/history/minoritiesindex.asp). Historical information about the important roles of African Americans, Native Americans, Hispanic Americans and Asian-Pacific Americans is featured through photographs and text.

Women & the U.S. Coast Guard (www.uscg.mil/history/womenindex.asp). The important roles of women in the Coast Guard are highlighted in text and historical photographs.

Biographies (www.uscg.mil/history/people/biographiesindex.asp).

Brief biographies of twenty-one famous Coast Guardsmen are featured.

Coast Guard Heroes (www.uscg.mil/history/vip.asp). The outstanding accomplishments of America's lifesavers and guardians of the seas are cited in brief accounts of heroic and lifesaving endeavors.

Celebrities & Other Famous Guardsmen (www.uscg.mil/history/faqs/celeb.asp).

Learn about entertainers, professional athletes, coaches, politicians, journalists and others who have served in or were associated with the Coast Guard.

3. Civil Rights Directorate (CG-00H) Website – Log on to the Civil Rights Directorate website (www.uscg.mil/pie-resources) to find information about the CGPIE program. There are links to several documents and publications available for viewing.

4. Sea Partners – The Coast Guard's marine environmental protection outreach and education program was established in 1994. It remains the only environmental public education program in the CG. To learn more about the Sea Partners Campaign, visit www.uscg.mil/hq/cg5/cg544/seapartners.asp.

5. On Deck Newsletter – The Civil Rights monthly newsletter regularly features announcements about current and upcoming CGPIE program activities.

6. Regional Civil Rights Directorate Office -- A staff member in your regional Civil Rights office is available to answer questions and provide information about CGPIE initiatives.



FREQUENTLY ASKED QUESTIONS

1. Q: How can I start a CGPIE program?

A: Suggestions for initiating a CGPIE program are provided in the Getting Started section of this toolkit.

2. Q: Can an employee volunteer during work hours?

A: Yes. A reasonable amount of time as determined and approved by the supervisor can be devoted during working hours to CGPIE activities.

3. Q: Is there a limit to the amount of funding that can be directed to unit PIE programs?

A: There is no definitive amount of funding that can be used for the program.

4. Q: Can appropriated funds be used for CGPIE activities?

A: Yes. Comptroller General established a rule that “expenditures may be made if they are reasonably necessary or incident to the purpose of a broad, general appropriation” meaning educational partnership programs.

Note: If there are any legal questions concerning the CGPIE program, contact your servicing legal office.

5. Q: What is the guidance for collecting school supplies at a Coast Guard unit for donation to a school?

A: The official guidance is governed by COMDTINST 5370.8b, Standards of Ethical Conduct. Section 2.I.4.i states that: “Commanding Officers may permit the placement of collection boxes in public parts of the command or installation to collect food, clothing, books, toys or other items for charitable purposes. Commanding Officers may grant limited periods of administrative leave to facilitate the collection and distribution of gifts-in-kind.”

6. Q: Can the CGPIE program donate computers and other excess equipment?

A: Yes. Executive Order 12999 streamlines the transfer of excess and surplus federal computer equipment to schools and nonprofit organizations. This initiative can be made a part of any agreement signed between the Coast Guard and the external partner. Contact your property manager for the correct excess property donation procedure. For more information:

http://cgweb.comdt.uscg.mil/CG8/CG84/cg842/Personal_Property/EO12999_files/process%20for%20computer%20eqp.htm.

7. Q: Are units required to report CGPIE activities?

A: Yes. COMDTINST M5350.4C established the policy that all program initiatives must be reported to CG-00H. PIE Coordinators are asked to post all program activities on the CGPIE SharePoint Site accessible at <http://hqsms-spweb-001:104/00H/2/CGPIE/default.aspx>. Data submitted is used to brief senior leadership about program activity involving participating units.

8. Q: Is training required for CGPIE volunteers?

A: No formal training is required; however, CGPIE Coordinators often plan initial orientation meetings and subsequent meetings with volunteers to inform them of CGPIE initiatives and activities.

9. Q: Can partnerships be entered into with two year and four year colleges?

A: Yes. CGPIE Coordinators can increase awareness and introduce college students to a career in Coast Guard. Speakers, job shadowing and tours of CG facilities can assist in developing a long-term partnership that benefits Coast Guard, students and communities.

VOLUNTEER RECRUITMENT CGPIE Awareness Campaign

Following are some techniques for recruiting CGPIE volunteers:

1. Place flyers soliciting volunteers in the galley or cafeteria, near vending machines, and other common areas around the unit.
2. Publish an announcement in the unit “Plan of the Week.”
3. Create a CGPIE display. Include photos of events, student activities and any award recognition programs. If you recently initiated a program, display brochures, posters, etc. that may be secured from your Civil Rights regional office.
4. Use a personal touch. Talk to individual CG members and personally invite them to attend a general interest session. Remember to invite interested reservists and auxiliaries to participate in the program.
5. Host a general interest session, and:
 - Ask the CO to attend and announce his/her support for the CGPIE program
 - Invite CGPIE volunteers to attend and share success stories
 - Invite a teacher, parent, and students to share their CGPIE experiences
 - Include a Q & A period
6. Send email messages regularly providing updates about the unit’s CGPIE program. Post meeting minutes in a conspicuous place for all to view.
7. Use the interest survey included in this toolkit (see pg. 19) or create your own form to acquire information about potential CGPIE volunteers.
8. Initiate a “PIE Volunteer of the Month” program. This can be as simple as a photograph on a bulletin board or a brief article in a unit newsletter or Plan of the Week.

VOLUNTEER MANAGEMENT

All CGPIE Coordinators should understand and implement these key steps when working with schools and volunteers:

- Assess school needs
- Recruit volunteers
- Train volunteers
- Assign volunteers
- Recognize volunteers
- Retain volunteers
- Assess program effectiveness (see pg.14)

Make sure that every volunteer completes an orientation session. Orientation should include a review of school district policy related to volunteers and their role in schools. Also, address basic issues such as schedules, transportation, and parking.

Every volunteer and school staff member involved in the partnership program should clearly understand and agree with expectations and anticipated outcomes. It is much more likely that a volunteer base will be maintained if they understand the program goals and have the support needed to assist students in achieving academic success.

Remember to meet with volunteers regularly to discuss their experiences, address concerns, and listen to how they feel about their involvement in the CGPIE program. Each volunteer should be a good match for the partnership program supported.

A key to retaining volunteers is recognition of service. Recognition may come in the form of notes from teachers and students, letters to supervisors, recognition ceremonies, and small tokens of appreciation. (see pg. 21)

It is essential that volunteers are recognized regularly and consistently. Recognition should be specific, continuous, and ongoing.

MEASURES OF PROGRAM EFFECTIVENESS

Quality Achievement: The results of accomplished pre-stated goals and objectives, which show positive results for units and schools, e.g., improved test scores, increased student attendance and interest in classwork, increased student interest in CG missions, increased faculty participation, and increased morale among members of the unit.

<u>Baseline</u>	<u>FY_____</u>	<u>FY_____</u>	<u>FY_____</u>	<u>FY_____</u>	<u>Target</u>
Reading Test Scores					
Math Test Scores					
% Student Attendance					
% Faculty Participation					

Talk with teachers at the partner school(s) about what they observe to be the benefits of CG volunteers actively participating in classroom/school activities. Also, obtain documented evidence of students' academic progress.

Excellence in Education: Documented evidence of enhanced student learning in the areas of reading, math, science, and technology, e.g., improved test scores, enhanced learning resulting in recognition of academic achievement, and improved reading and writing skills. Introduce new programs (e.g. CG Crewmates and Classmates) that will supplement classroom instruction in key subject areas.

Increase Educational Opportunities: Documentation of students' participation in classroom activities with tutors, mentors, teachers, assistants, and subject matter experts. These improved opportunities can be unique classroom instruction which may include science, engineering, math, and technology. Other activities may include off-site educational experiences and improved learning environments (e.g., improved technology programs, marine science projects, field trips, job shadowing, tours of facilities, and campus beautification projects).

Improve Coast Guard Visibility: Documentation of sound relationships and liaison with various schools and local communities and public understanding of CG missions (e.g., special school and community events, open houses and tours, positive working relationships with government and civic leaders, special recognition awards, and media coverage of partnership activities)

Collaborative efforts involving schools, community organizations and Coast Guard allow you to establish positive working relationships that can result in long-term student achievement and education partnerships.

APPENDIX A Laws & Regulations

Instructions and guidance pertaining to Coast Guard Partnership in Education programs:

Public Law 101-610, National and Community Service Act of 1990

Directs the head of each Federal agency to design and implement a comprehensive strategy to involve employees in partnership programs with elementary and secondary schools.

29 Code of Federal Regulations 1614.102(a)(13)

Instructs agencies to participate at the community level with other employers, with schools and universities, and with other public and private groups in cooperative action to improve employment opportunities and community conditions that affect employability.

Presidential Proclamation 5112

Encouraged each Executive department to set up partnerships with local schools.

Executive Order 12820 – Facilitating Federal Employees’ Participation in Community Service Activities

This Executive Order charges the head of each Executive department and agency with encouraging direct and consequential community service and requires a senior official to be designated to provide leadership to support community service.

Executive Order 12999 – Educational Technology: Ensuring Opportunity for All Children in the Next Century

This Executive order streamlines the transfer of excess and surplus federal computer equipment to schools and nonprofit organizations. Federal employees are encouraged to volunteer their time and expertise to assist teachers and students.

Guidance on Scheduling Work and Granting Time off to Permit Federal Employees to Participate in Volunteer Activities

The Office of Personnel Management (OPM) offers guidance to support the efforts of departments and agencies to encourage employee participation in volunteer activities. Departments and agencies should also review any applicable regulations or policies and collective bargaining agreements before making determinations on granting time off.

APPENDIX B

Enclosures

The following enclosures include sample documents that will assist in planning, documenting and assessing the success of your education outreach initiatives.

U.S. Department of
Homeland Security

United States
Coast Guard



Commandant
United States Coast Guard

Address:
Staff Symbol:
Phone:
Fax:

(SSIC)

(Date)

MEMORANDUM

From: Commander/CO

To: (DESIGNEE)

Subj: Partnership in Education Coordinator

Ref: (a) Coast Guard Civil Rights Manual, COMDTINST M5350.4C

1. You are hereby designated as the Partnership in Education Coordinator for (Unit). You are directed to read the policy guidance for Partnership in Education contained in Ref (A).
2. As the PIE Coordinator, you will have many opportunities to engage with employees, school personnel, and community members/leaders. Be assured that you will have my full support and that of (Unit) as you pursue initiatives to enhance educational opportunities and career awareness for students.
3. Your selection for this collateral duty is based upon your commitment to community service and your proven planning and leadership abilities. This designation remains in effect until rescinded.

Copy: CG-00H

Coast Guard Partnership in Education



VOLUNTEER

DO IT FOR THEM. DO IT FOR YOURSELF.

Building Partnerships With:

Students

Schools

Teachers

Communities

**For more information, see your unit
CGPIE Coordinator:**



VOLUNTEER INTEREST SURVEY (SAMPLE)

We are pleased to have Sandy Point Elementary as our partner school. Throughout the year, volunteers will visit the school to work with students in the classroom and participate in various school activities.

If you would like to serve as a CGPIE volunteer, please complete the following information. Please remember that our command has made a commitment to the students to help them achieve their academic goals, and we will honor this commitment throughout the year.

Name _____ Phone _____

Rate/Rank _____

Skills _____

Interests/Hobbies _____

Availability _____

Comments _____

An orientation for all volunteers will be held on (date and time) in the large conference room. Please return this survey during the orientation.

I look forward to your participation in our Coast Guard Partnership in Education program.

LTJG Shawn Smith
CGPIE Coordinator
Seafarer Bldg., Room 140
713-690-2456
Shawn.e.smith@uscg.mil

Your Directorate or Office

Address:
Staff Symbol:
Phone: Your phone
Fax: Your fax
Email: Your e-mail



MEMORANDUM

From: Your Name

Reply to: Your Name Again
Attn of: Your Extension

To: Your Supervisor
Your Supervisor's Routing Symbol

Subj: CG PARTNERSHIP IN EDUCATION (CGPIE) VOLUNTEER AUTHORIZATION REQUEST

Ref: (a) Coast Guard Partnership in Education Program, COMDTINST M5350.4 (series)

1. I request to volunteer for the Coast Guard Partnership in Education (CGPIE) Program during school year 2013/2014. As my immediate supervisor, your signature will verify concurrence/authorization. CGPIE Program volunteers encourage students and foster positive learning experiences that stimulate achievements that will culminate in greater opportunities for success in adulthood. They also represent the Coast Guard and perform a vital function as affirmative outreach to young people who may one day consider the Coast Guard the employer of choice.

2. The Commandant encourages CGPIE Program participation. Reference (a) reads, "All Coast Guard units should enter into the cooperative programs with schools. They can work directly with students to heighten their awareness of traditional Coast Guard values." The Coast Guard Partnership in Education Program is the epitome of excellence in Education through teamwork. The (unit name) program supports (school name). Our volunteers shape the CGPIE program's success by focusing on academics and fostering positive community relations. With your permission, I will be participating in the following CGPIE programs:

Volunteer Program	Day/Duration	Location	When
			School Year 13/14

3. Thank you for your consideration and for making an investment in America's future.

Copy:



U.S. Coast Guard

Certificate of Appreciation

For Exemplary Volunteer Service

This Certificate
is hereby presented to:

For your outstanding support of (Unit/Sector)
Partnership in Education Program

It is with great pleasure that I commend you for your extraordinary efforts and support of affirmative community outreach.

Thank you for volunteering your time, energy, and enthusiasm. Your dedication and team spirit demonstrate the importance of giving of ourselves to better the lives of students in all communities.

I add my personal thanks for your outstanding service to the community where we live and serve. You have brought credit to yourself, this unit, and our service.

Commanding Officer
(Unit/Sector)

**REQUEST FOR APPOINTMENT
(SAMPLE)**

**Mr. John Jones
Principal
Sandy Point Elementary
2300 Fairway St.
Port Hollins, TX 77053**

Dear Mr. Jones:

The United States Coast Guard is a strong supporter of promoting excellence in education and for more than twenty years has supported students, teachers and schools in communities across the nation through its national Coast Guard Partnership in Education (CGPIE) program. While the scope of these programs may vary, every Coast Guard unit involved in the CGPIE program has positively affected the lives and future of students and other individuals in the community.

Coast Guard members at Sector Sandy Point are committed to enhancing educational opportunities and awareness of Coast Guard's missions and people through direct participation in education-related programs. Our objective is to effectively work with educators and students to enhance academic achievement.

I would like to schedule a time to meet with you at your office to discuss the benefits of a partnership agreement with Coast Guard volunteers. The enclosure provides background information about the Coast Guard and its Partnership in Education program. I will call your administrative assistant to schedule an appointment.

If you have questions or require more information, please contact me at shawn.e.smith@uscg.mil or 713-690-2456. I look forward to meeting you.

Sincerely,

LTJG Shawn Smith

enc: CGPIE brochure

(SAMPLE)

MEMORANDUM OF AGREEMENT (MOA)

Between United States Coast Guard Sector Denton and Whitman Elementary School

- 1. PARTIES.** The parties to this agreement are United States Coast Guard Sector Denton and Whitman Elementary School, a Jasper County Public School.
- 2. AUTHORITY.** This agreement is authorized under the provisions of the National and Community Service Act of 1990, codified, as amended at 42 U.S.C.§ 12642.
- 3. PURPOSE.** The purpose of this agreement is to set forth the terms by which Sector Denton will enter into a Partnership in Education (PIE) with the Whitman Elementary School. This agreement represents a joint commitment by the parties to increase the level of academic excellence among students with the goal of providing increased educational opportunities for Whitman Elementary School students. Our commitment in this partnership demonstrates a willingness to work together to achieve our mutual goals of elevating the quality of education and life for Whitman Elementary School students. This partnership reflects the best traditions of the USCG and its commitment to invest in the education of our Nation's youth. This partnership will also increase students' awareness of the USCG, its missions, its people and the opportunities it provides for all young people.
- 4. RESPONSIBILITIES.** Upon signing this agreement, USCG Sector Denton and the Whitman Elementary School will embark upon a partnership beginning with the 2013-2014 school year.
 - a. Sector Denton intends to:
 - (1) Participate in tutorial services or classroom presentations;
 - (2) Provide speakers and guest instructors;
 - (3) Provide career awareness and job shadowing experiences;
 - (4) Participate in mentor programs; and
 - (5) Conduct tours of local Coast Guard units.
 - b. Whitman Elementary School will:
 - (1) Provide a clean, safe and open environment for students and tutors to work; and
 - (2) Ensure that an adult faculty member be present at all times during tutoring and mentoring sessions. At no time should any student be left alone with a tutor or mentor.
- 5. POINTS OF CONTACT.**
 - a. Sector Denton
4563 Sandlot St.

Denton, CA 95431
carol.v.banks@uscg.mil

b. Whitman Elementary School
7539 Purple Dr.
Denton, CA 95422
murray.f.mitchell@jcps

6. EFFECTIVE DATE. This agreement shall become effective upon the signature of all parties.

7. SEVERABILITY. Nothing in this agreement is intended to conflict with current law or regulation of the directives of the Department of Homeland Security, Coast Guard, or the state of California. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

8. MODIFICATION. This agreement shall be modified upon the mutual written consent of both parties.

9. TERMINATION. This agreement may be terminated by either party at any time. This agreement remains in effect until otherwise canceled or terminated by either party.

Signature/Date _____

Ms. Catherine Smith
Principal
Jasper County Schools

Gregory Clark, Captain
U.S. Coast Guard, Commanding Officer
Sector Denton

Partnership in Education Record of Activities

Quarter: ___ Oct-Dec ___ Jan-Mar
 ___ Apr-Jun ___ Jul-Sep

Command _____
 Coordinator _____
 Activity Site _____

Volunteers	Hours Volunteered	Date	Grade	Activity
Total:	Total:			

(Sample form to assist in compiling data for your records and posts)

Measures of Program Effectiveness

Date	Program/Activity	Quality Achievement	Excellence in Education	Increased Educational Opportunities	Improve Coast Guard Visibility	Total

Date	Program/Activity	Quality Achievement	Excellence in Education	Increased Educational Opportunities	Improve Coast Guard Visibility	Total

Date	Program/Activity	Quality Achievement	Excellence in Education	Increased Educational Opportunities	Improve Coast Guard Visibility	Total

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Date	Program/Activity	Quality Achievement	Excellence in Education	Increased Educational Opportunities	Improve Coast Guard Visibility	Total

Date	Program/Activity	Quality Achievement	Excellence in Education	Increased Educational Opportunities	Improve Coast Guard Visibility	Total

4 -- Exceeded Expectations
3 -- Met Expectations

2 -- Needs Improvement
1 -- Goal Not Achieved