



## Community Partner Implementation Guidelines

### Passport to Success Overview:

*Passport to Success - Making Summer Learning Fun!* is an innovative family engagement campaign that reduces summer learning loss by encouraging students and families to participate in summer learning activities. Families In Schools (FIS), in collaboration with our sponsors, and community partners, has provided 15,000 families with free Passport to Success Resource Kits. The kits include a family resource guide with information about participating Passport to Success learning locations, including libraries, museums, and cultural events.

### The Importance of Summer Learning:

It is estimated that summer break will cause the average student to lose up to one month of instruction; with disadvantaged students being disproportionately affected (Cooper, 1996). This is what researchers have often referred to as the “summer slide.” To address this summer learning crisis, Families In Schools launched **Passport to Success**.

### How Passport to Success Works:

Families will use the passport and family resource guide to support their child’s learning at your site this summer. They will register their Passport to Success summer learning kit online at [www.familiesinschools.org/passport-to-success](http://www.familiesinschools.org/passport-to-success) or by calling (888) 766-2242. Families will be visiting your site from June 6th, 2015 through September 4th, 2015. Throughout the campaign families will receive a weekly engagement newsletter with summer learning tips, scavenger hunts, and much more. If you would like to contribute tips and/or information about events to this newsletter, please contact Cynthia Perez, Communications Coordinator at [cperez@familiesinschools.org](mailto:cperez@familiesinschools.org) or (213) 201-3932. In September, families will submit their passports to their child’s school or directly to Families In Schools, and then be eligible to win prizes.

### The Community Partner Kit:

Each community partner will receive a kit with Passport to Success information. The kit includes:

- **Fact Sheet** – The information sheet will provide you with an overview of the Passport to Success campaign.
- **Poster** – The poster should be showcased at the location where you will be stamping passports. Please inform all staff where the stamp will be located.
- **Summer Learning Kit** – The kit includes a Passport (the booklet where stamps will be collected by families), and a Family Resource Guide – (a guide of participating summer learning locations where families can collect stamps in their passport over the summer), and the Los Angeles Metro Rider Relief Program (a brochure on low-cost Metro options for low-income families)

### **Stamping the Passport:**

- Families who have received the Passport to Success Summer Learning Kit from their children's school will be visiting your organization this summer from June 6, 2015 through September 4, 2015.
- Many families may be visiting your location for the first time, so we encourage you to be welcoming and invite families to get their passport stamped.
- Please use your organization's stamp for the passports of participating families. (Suggested dimensions for a stamp: L 2 1/2" x W 1"). This can be anything with your organization's name or logo on it.
- Please share information with your staff on how to "stamp" the passports.
- Encourage families who visit your organization to register their passport online at <http://www.familiesinschools.org/passport-to-success/> or by phone at (888) 766-2242. Once parents register their passports they will be eligible for free books, summer learning tips, and other prizes.
- After providing a stamp, kindly direct visitors to a family friendly activity.

### **Using Technology:**

To facilitate visitor tracking, Families In Schools is introducing a mobile application this year. The mobile application will allow families to "check in" at your location. You will notice the poster has a new QR code. Families will need to follow the following steps to check in:

1. Scan the QR code on the poster.
2. Complete an initial survey (name, Passport to Success site, rating of activity, etc.)  
Thereafter, they can use the mobile application to find other Passport Sites and check in to each location.

We are still asking museums to stamp passports and at the end of the month send in the family check-in forms.

### **Informing Staff:**

- Share information about Passport to Success with your organization's staff and direct them to the Families In Schools home page. Once at [www.familiesinschools.org](http://www.familiesinschools.org), they can scroll down to the bottom of the page and click on the purple icon titled Passport to Success, to learn more.
- Ensure staff knows where the passport "stamp" is located, and that they know how/where to stamp the passport.
- Explain to staff how to track visitors on the visitor tracking form.
- Inform staff of family friendly activities they can share with participating families.

### **Photo Scavenger Hunt:**

During the summer, Passport to Success will invite families to participate in a photo scavenger hunt. Every week, families will receive instructions regarding a summer learning location to visit and a photograph to take at that location (i.e.: families may be asked to take a picture of their family reading a book at the library). Families will be encouraged to send their photos to Families In Schools. All photographs will be posted on the Families in Schools' Facebook page for Passport to Success participants to enjoy. Each week, one family will be selected to receive a prize. As a part of the application process, your organization submitted an object or location for families to find at your site as a part of the photo scavenger hunt. **Please explain to staff the purpose of the photo scavenger hunt, and ensure all staff know where student visitors should pose.**