



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, will provide 10,000 families with free Passport to Success Resource Kits. The kits include a **Family Resource Guide** (map) with information about participating Passport to Success learning sites, including libraries, museums, cultural and health & wellness sites.

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** (stamp book) and **Family Resource Guide** (map) 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 or by calling (888) 766-2242. Families will be visiting your site from **June 9, 2018 – August 20, 2018**. 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, Community Relations Coordinator, at cperez@familiesinschools.org or (213) 201-3932. August, families will submit their passports to a “Drop-Off Site” or directly to Families In Schools and will be eligible to win prizes.

The Community Partner Kit:

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

- **Fact Sheet** – The fact 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)
- **Passport Drop-Off Kit** – This is for sites that have agreed to be a designated “Passport Drop-Off Site.” The kit will include a box, a drop off poster, and a large envelope.

Informing Staff:

- Share information about Passport to Success with your organization's staff and direct them to www.familiesinschools.org/passport-to-success for more information.
- Ensure that staff knows where the passport “stamp” is located, and that where/how to stamp the passport.
- Inform staff of family friendly activities they can share with participating families.



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Stamping the Passport:

- Families who have received the Passport to Success Summer Learning Kit from will be visiting your organization this summer from June 9, 2018 through August 20, 2018.
- 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** (stamp book) 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 has a mobile application that allows families to “check in” at your location. You will notice the poster has a 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.

NOTE: We are no longer asking sites to send in the family visitor registration data at the end of the month.

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 (e.g. 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 (www.facebook.com/familiesinschools) 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.**

Passport Drop-Off Sites:

If you have agreed to be a designated drop-off site, we recommend taking the steps below:

1. **Between August 20-27, 2018** display the Drop-Off sign, at the location where you stamp the Passport.
2. Send the Passports (stamp books) to Families In Schools August 28 – August 31, 2018.

Families In Schools
Attn: Passport to Success
1545 Wilshire Blvd., Suite 700
Los Angeles, CA 90017

If you can't mail them, please contact Cynthia Perez at cperez@familiesinschools.org to coordinate a pick-up.