



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
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IN REPLY REFER TO:
BaseO 1560.1B
SP&E
11 Dec 15

BASE ORDER 1560.1B

From: Commanding Officer
To: Distribution List

Subj: MARINE CORPS BASE HAWAII ADOPT A SCHOOL PROGRAM

Ref: (a) MCB Hawaii 2015-2021 Strategic Plan
(b) MCO 1755.3, School Liaison Program
(c) BaseO 1650.12G, Military Awards Program
(d) BaseO 1020.5D, Uniform & Civilian Attire Regulations
(e) SECNAVINST 5720.44C, DoN Public Affairs Policy & Regulations
(f) SECNAVINST 5370.2J w/Ch 1, Standards of Conduct & Gov Ethics

Encl: (1) Marine Corps Base Hawaii Adopt A School Program Handbook

1. Situation. A comprehensive community engagement program allows Marine Corps Base (MCB) Hawaii units and directorates to foster mutually beneficial relationships with local schools. Volunteering service members improve the schools and increase their own morale - both of which improve mission readiness.

2. Cancellation. Base Order 1560.1A.

3. Mission. Establish policies and procedures for the MCB Hawaii Adopt A School Program, in accordance with the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MCB Hawaii units/directorates are highly encouraged establish and maintain viable partnerships with local public schools, as well as support the surrounding community by providing community engagement activities with volunteers to school students and staff. Participation in this program will increase community understanding and appreciation of the Marine Corps and its way of life.

(2) Concept of Operations. Enclosure (1) provides the guiding influence in the implementation and management of the MCB Hawaii Adopt A School Program.

b. Tasks

(1) Partnered Unit Commanders/Directors

(a) Each participating unit commander/director will assess the capabilities of the command to determine the feasibility of participating in the Adopt A School Program given the demands of operational and training requirements and personnel availability. Responsibilities are outlined in the enclosure.

(b) Each partnered unit commander/director will balance the support the unit provides to its partnered school. Ideas for partnership activities are outlined in the enclosure.

(c) Participating commanders and directors are encouraged to conduct "command visits" to their partnered school to solidify the relationship. The signing of a partnership agreement (sample contained in the enclosure) between the principal and the commander is always encouraged as it demonstrates publicly the commitment to the student body, parents, and school staff. New agreements will be created when the unit commander/director or school principal has changed.

(2) School Liaison. The MCB Hawaii School Liaison (SL) serves as the Program Manager of the Adopt A School Program. SL responsibilities are outlined in the enclosure.

c. Coordinating Instructions

(1) Submit all recommendations concerning this Order to CO, MCB Hawaii via the appropriate chain of command.

(2) Partnered units may include individual staff sections.

(3) In the event that a partnered unit deploys, a non-partnered unit may volunteer to cover the deployed unit's school until its return. Other volunteers may also participate to help complete partnered school projects and activities.

5. Administration and Logistics

a. Reporting Requirements. Partnered unit commanders/directors are responsible for ensuring that the Adopt A School Engagement quarterly reports are submitted in a timely manner.

b. Electronic formats for required reports are available from the SL (808) 257-2019 or via email amy.solomon@usmc.mil.

6. Command and Signal

a. Command. This Order is applicable to MCB Hawaii subordinate and tenant commands, and directorates.

b. Signal. This Order is effective the date signed.


S. C. KILLEEN

DISTRIBUTION: A



Marine Corps Base Hawaii



Adopt A School Program Handbook

SCHOOL LIAISON PROGRAM



This handbook provides operational guidance and direction on expectations for each partnership. It was developed to assist commanders and school administrators plan and execute the Adopt A School Program at Marine Corps Base Hawaii.

Questions regarding the Adopt A School Program should be directed to:

School Liaison Program
MCB Hawaii Strategic Plans & Engagement (SP&E)
Bldg 216
Kaneohe Bay, HI 96863-3002
Telephone: (808) 257-2019
Attn.: Amy Solomon
Email: amy.solomon@usmc.mil
Website: <http://mccshawaii.com/slp>



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ADOPT A SCHOOL PROGRAM

HISTORY

Marine Corps Base (MCB) Hawaii's Adopt A School Program has been in place for many years and is under the direction of the Base Commander. In 2004, the School Liaison created a Base Order to better govern this program. Since then, Marines and Sailors aboard MCB Hawaii have logged thousands of hours serving in schools throughout Oahu. The dedication of the volunteers involved makes the program the success it is today.

MISSION

Provide a comprehensive community engagement program where MCB Hawaii units and directorates partner with local schools to foster mutually beneficial relationships between MCB Hawaii and public schools on Oahu.

DESCRIPTION

MCB Hawaii realizes and acknowledges the importance of community engagement in the support of military children. The Adopt A School Program is anchored on the knowledge that a successful public education system is directly related to a dedicated and supportive family and community, and that parental and community engagement in the school is essential for the maximum educational development of a child.

The program is a voluntary partnership between a school and a military unit. Working in partnership with school officials, the unit adopts a local elementary, intermediate or high school, provides human resources to enrich the school, and creates a special bond with the school that positively impacts student achievement.

Marines and Sailors have much to offer our local schools and their efforts will go far in contributing to educational excellence for our children. MCB Hawaii is confident that through this partnership, the community will gain a better understanding and appreciation of the Marine Corps and its way of life. The program:

- Supports the readiness line of effort outlined in MCB Hawaii's 2015 – 2021 Strategic Plan.
- Fosters good community relations.
- Nurtures the intellectual, emotional, social, and physical growth of children.
- Increases public awareness of the Marine Corps' mission.

The program is ideally set up for a 10-month calendar, in conjunction with the school year calendar. Students in Hawaii are in school from early August to the end of May annually. During the year, three school breaks occur at the end of each quarter:

- Fall Break: 1 week, early or mid-October.
- Winter Break: 2 weeks, on or about December 15.
- Spring Break: 1 week, mid-March.

ROLE OF THE SCHOOL LIAISON

The role of the School Liaison is to promote positive relationships between the military unit/directorate and the partnering school. The program works best when the School Liaison (SL), unit/directorate point of contact (POC), and school meet regularly to evaluate the program and to develop ideas for activities, special events or incentives. The SL is the POC for the program and manages all aspects of the Adopt A School Program.

Responsibilities

1. Recruit participation from installation and tenant commands, and base directorates.
2. Inform sponsoring unit commanders and directors of their responsibilities as Adopt A School participants.
3. Meet regularly with partnered unit/directorate and school representatives to generate enthusiasm for the program, discuss proposed projects and accountability requirements, coordinate events, ensure mutual support, and receive input regarding areas of concern.
4. Maintain and update Adopt A School Program records (unit/schools list, points of contact, contact information, and other relevant information).
5. Submit reports to the unit and to higher headquarters, as required.
6. Attend higher headquarters and joint service meetings that support local and regional Adopt A School Programs, as appropriate and feasible, to work together on school initiatives and programs.
7. Prepare and deliver briefings and presentations about the unit's Adopt A School Program.
8. Coordinate informal, on-base social events, such as an annual "Principals' Reception" hosted by the Base Commander, to which selected Hawaii Department of Education (DOE) officials and unit representatives would be invited.
9. Ensure that participating units inform the local Public Affairs Office of upcoming Adopt A School Program activities (in order that internal and external media coverage of such events may be coordinated).
10. Receive and track unit reporting on Adopt A School Program projects, volunteer hours and any unit's period of non-availability.

School assignments for units interested in participating in the Adopt A School Program must be made through the SL, Amy Solomon at (808) 257-2019 or via email at amy.solomon@usmc.mil

ROLE OF THE UNIT COMMANDER

The unit commander/director will assess the capabilities of the unit, to determine the feasibility of participating in the Adopt A School Program, given the demands of operational and training requirements and personnel availability.

Responsibilities

1. Emphasize the importance of the program and ensure that support comes from all levels of the unit/directorate.
2. Appoint a unit POC as the primary liaison between the unit and its partnered school. A genuinely interested, highly motivated individual should be appointed as the POC.
3. Meet with the school principal annually to sign an official agreement (Tab B). Signing should take place within the first three months of each school year (AUG, SEP, and OCT).
4. Ensure unit POC communicates regularly with the school principal or designated school representative.
5. Ensure unit POC maintains accurate volunteer records. Quarterly reports (Tab C) are to be submitted to the SL during the first week of the quarter for the previous quarter's activities.
6. Establish an effective incentive program for volunteer personnel.

Options for Recognition

- o Joint Venture Education Forum (JVEF) Recognition – U.S. Pacific Command (PACOM) and the Hawaii DOE recognizes military and civilian volunteers for their significant impact on public education in Hawaii. Honorees will receive a JVEF recognition certificate and coin. The unit or the school makes submissions to the SL who works with the PACOM Military Education Division to complete the award. Volunteers are recognized and awards are given at the Annual JVEF Volunteer Recognition Ceremony and meeting held in August.
- o Marine Corps Community Services (MCCS) Volunteer Recognition - MCCS recognizes military and civilian volunteers for their volunteer service. Honorees will receive a MCCS recognition certificate. The unit/directorate makes submissions to the SL who works with MCCS to complete the award. Volunteers receive their award at the MCCS annual Volunteer Recognition Ceremony held in April.
- o Military Outstanding Volunteer Service Medal (MOVSM) - Review reference (c) for more information regarding the MOVSM.

ROLE OF THE UNIT POINT OF CONTACT

The unit POC takes an active interest in the program, maintains communication with the school representatives, and promotes positive relationships between the unit and the partnered school.

Responsibilities

1. Serve as the central POC between the unit, school, and SL.
2. Remind the unit commander to renew the official agreement with the partnered school within the first three months of each school year (AUG, SEP, and OCT).
3. Frequently communicate with partnered school representative and respond to phone calls and emails promptly.
4. Inform unit personnel of participation opportunities with the Adopt A School Program.
5. Recruit positive Marines and Sailors that are truly interested in making a difference, rather than just people who have been "volunteered" for the program.
6. Provide unit volunteers with specific guidance on the program.
7. Utilize the Adopt A School Engagement Tracker (Tab C) to record the number of volunteers, their hours, and a brief description of the activities with partnered school. Submit quarterly tracker reports to the SL NLT the first week of each quarter for the previous quarter's activities.

ROLE OF THE SCHOOL PRINCIPAL

The role of the school principal is to establish clearly defined objectives and guidelines that can be achieved realistically. The school principal will provide the unit commander with realistic requirements based on school needs and the availability of the unit.

Responsibilities

1. Appoint a representative to act as a point of contact for the school.
2. Provide periodic feedback on the program to the unit commander/director.
3. Develop a school volunteer policy and disseminate to faculty and staff.
4. Create an Adopt A School Partnership log where volunteers can sign in/out.
5. Ensure ongoing orientation and training of volunteers for participation in school activities.
6. Deliver of Letters of Appreciation to volunteers in a timely manner following an event.
7. Provide a school calendar for the unit commander/director. Include events where support is requested.
8. Provide a 30-day lead time prior to requesting volunteers to support special events.
9. Ensure submission of sign-in sheets to SL for document substantiation.
10. Initiate programs to actively support the unit and Marine Corps' mission.

Ways to Show Support the Unit and Marine Corps' Mission

- Create a "pen pal" program to boost the morale of deployed service members.
- Initiate seasonal projects for the unit/directorate, such a Christmas card campaign to encourage patriotism, develop respect for the country, and recognize the military members' service to the country.
- Invite the partnered unit to participate in awards programs, luncheons, school assemblies, graduations, and special events such as May Day.
- Provide information about the involvement of the partnered unit through the schools newsletters specifically notifying parents of partnership activities.
- Recognition—have students write thank you notes on an ongoing basis or dedicate a page in the yearbook to honor the unit/directorate.
- Present a complimentary copy of the school yearbook to the military partner.
- Have a student art/poster contest about the unit, and display the artwork in the school.
- Encourage sharing of musical, dramatic, artistic, speech, dance and literary abilities of students with partnered unit/directorate, including at a unit function.
- Encourage students to create public service "commercials" about the program and the unit/directorate's involvement.
- Designate a bulletin board or special area on the school website highlighting Adopt A School activities at the school.

PARTNERSHIP ACTIVITIES

The scope of involvement in the Adopt A School Program depends on the interest level of both the unit and the school, and the imagination of the people managing the program. The following are a few suggestions for activities where volunteers can provide academic support to partnered schools:

- Tutor students in class or after-school.
- Chaperone class field trips.
- Serve as judges for science fairs and other academic competitions.
- Serve as celebrity readers for events such as Read Across America.
- Serve as guest lecturers or assist with career day activities.
- Host field trips to MCB Hawaii.
- Serve as student mentors/role models.
- Assist with family reading and/or math nights.
- Assist in the school library by collecting, screening, leveling and organizing books.
- Assist with book fairs.
- Assist with school activities/events (curriculum and science fairs, assemblies, jog-a-thons, Jump Rope for Heart, geography awareness weeks, etc).

Other possible Adopt A School partnership activities include, but are not necessarily limited to the following:

- Support annual school-wide events such as Back to School Days, Turkey Trots, May Days, and Fun Fairs.
- Support Make-A-Difference Day, where school administrators, parents, students and unit volunteers join forces to clean up the school campus.
- Support fitness activities, such as fun runs, physical fitness testing, the "Daily 7's", and fitness meets.
- Support High School athletic teams by volunteering to assist with coaching a sport.
- Coordinate after-school recreational/physical fitness programs.
- Provide volunteers to referee competitions in after-school recreational sports programs.

TAB A: ADOPT A SCHOOL PROGRAM STARTER CHECKLIST

- ❑ School Liaison and Unit POC: Schedule a meeting with school principal to:
 - Introduce the unit/directorate POC.
 - Discuss particular needs of the school (such as tutoring, mentoring, supporting special events and projects, and assisting with physical education activities).
 - Talk about the Marine Corps' goals and policies (such as assisting in the classroom, providing positive role models, and helping with clubs, projects, sporting events).
 - Share with the school officials a profile of, or orientation to, MCB Hawaii and the partnered unit/directorate.
 - Determine schedule for future meetings and share points of contact for both the school and the unit/directorate.
- ❑ Unit Commander and School Principal: Ensure the signing of the official agreement between the school principal and the unit takes place within the first three months of the school year. Media coverage is highly encouraged; contact the SL to discuss further coordination.
- ❑ School Principal/Representative: Plan calendar of events with school's needs and collaborate with the Unit POC to ensure that the events are linked to unit interest and availability.
- ❑ School Principal/Representative: Create a Volunteer Handbook to include:
 - Expectations of volunteers
 - Code of Ethics
 - Confidentiality regarding students
 - Procedures
 - Frequently asked questions
- ❑ Unit POC and School Representative: Create a Volunteer Handbook to include:
 - Plan an orientation to the school for the unit to discuss:
 - > Sign-in procedures for volunteers
 - > Food and restroom needs
 - > Points of contact at the school should schedule conflicts arise
 - Plan recognition methods/ceremonies to honor the unit, individual participants in the program and outstanding contributors from the school and community.
- ❑ Unit POC: Hold a meeting with all unit participants to:
 - Emphasize the importance of the program
 - Recruit personnel to serve in the partnered school
 - Provide specific guidance on the program to personnel

TAB B: SAMPLE AGREEMENT



Marine Corps Base Hawaii

Adopt A School Agreement

Between

UNIT/DIRECTORATE and

NAME OF SCHOOL

On

DATE

We, UNIT/DIRECTORATE and NAME OF SCHOOL agree to enter into a working partnership, focusing our collective resources on the following goals:

- Improve the education, health, fitness and citizenship of our community's youth.
- Guide and challenge students to achieve their maximum potential in order to succeed.
- Assist in improving the physical appearance of the school campus along with students, faculty, staff, and families.
- Increase the quality of the relationship between the Marines and Sailors, of Marine Corps Base Hawaii, and the students, faculty, staff and families of NAME OF SCHOOL.

We will measure the effectiveness of our partnership by the achievement of the objectives listed below:

- Students and service members will gain a greater appreciation for each other's abilities, desires, and accomplishments.
- Opportunities for tutoring and mentoring will be provided by the Marines and Sailors of UNIT/DIRECTORATE throughout the school year.
- Mutually agreed upon community service projects will be completed by a team of NAME OF SCHOOL volunteers and UNIT/DIRECTORATE personnel.

This is an on-going partnership, subject to an annual review. Both parties agree to exchange an evaluation of the partnership at the end of each school year.

Unit Commander/Director (sign)

Mr. / Ms. School Principal (sign)

Principal

Marine Corps Base Hawaii

NAME OF SCHOOL

TAB C: ADOPT A SCHOOL ENGAGEMENT TRACKER

The School Liaison will utilize the Base Commander's Community Engagement Tracker to input monthly reports from partnered Units. The Unit POC is responsible for filing quarterly reports to the SL. Electronic versions of the excel template sample provided below are available from the SL, Amy Solomon amy.solomon@usmc.mil.

DATE	UNIT	TITLE	CAMP	TYPE	LOCATION (Name of School)	# OF BASE VOLUNTEERS		TOTAL # OF HOURS	DESCRIPTION OF EVENT
		Adopt-A-School	MCBH	Volunteer			0		
		Adopt-A-School	MCBH	Volunteer			0		
		Adopt-A-School	MCBH	Volunteer			0		
		Adopt-A-School	MCBH	Volunteer			0		
		Adopt-A-School	MCBH	Volunteer			0		
		Adopt-A-School	MCBH	Volunteer			0		
		Adopt-A-School	MCBH	Volunteer			0		
		Adopt-A-School	MCBH	Volunteer			0		
		Adopt-A-School	MCBH	Volunteer			0		
		Adopt-A-School	MCBH	Volunteer			0		
		Adopt-A-School	MCBH	Volunteer			0		
		Adopt-A-School	MCBH	Volunteer			0		
		Adopt-A-School	MCBH	Volunteer			0		
		Adopt-A-School	MCBH	Volunteer			0		
		Adopt-A-School	MCBH	Volunteer			0		
		Adopt-A-School	MCBH	Volunteer			0		
		Adopt-A-School	MCBH	Volunteer			0		
		Adopt-A-School	MCBH	Volunteer			0		
		Adopt-A-School	MCBH	Volunteer			0		