

# Comprehensive Checklist for Partnering

## Preliminary Planning

- Determine how a partnership could enhance the student experience.
  - Identify unmet/underfunded needs of students and schools.*
- Identify potential partners.
  - Research local businesses or schools; look for a good fit.*
  - Reach out to parents for ideas and connections.*
  - Empower employees to look for partnership opportunities.*
- Understand your core values and those of your potential partner.
- Draft a partnership proposal.
  - Submit your proposal to potential partner.*
  - Coordinate a follow-up meeting or call.*

## Laying the Foundation

- Have a frank discussion about values, goals and needs.
  - Develop an understanding of each partner's desired level of involvement.*
- Assess the impact of the partnership on students.
  - Ensure that students and members of the community are engaged.*
- Define quantifiable goals.
  - Determine duration of partnership.*
- Collaborate with partner to identify partnership activities.
  - Align activities with education goals of school/district.*

## Implementation

- Ensure activities are integrated into the school and business culture.
  - Ensure that activities provide an opportunity for students, teachers, and business employees to interact with each other and the community.*
- Establish a formal, written management structure with designated contact people for each partner.
  - As personnel changes occur, make sure to establish relationship with new employees.*
- Provide training for all involved parties where necessary.

## Sustaining the Partnership

- Secure explicit support and concurrence for the partnership at all levels of the school and business.
  - Ensure top management is on board.*
  - Ensure staff are informed and involved.*
- Provide the community with an opportunity to review and contribute.
- Construct communications plans.
  - Communicate regularly about intended and actual outcomes.*
- Ensure both partners are publicly and privately recognized.

## Evaluation

- Conduct regular evaluations and monitoring.
- Revisit originally establish goals of the partnership and determine if those were accomplished
- If partnership is ending, have a debrief discussion to determine partnership satisfaction and effectiveness.