



Partnership Check List for Schools

Partnering Organization:	<p style="text-align: center;">TOOLS THAT CAN HELP</p> <p>Find these at www.hcpss.org/employees/partnership/</p> <ul style="list-style-type: none"> ▪ Tips for Selecting Partners ▪ How Partnerships Benefit Schools ▪ What Can Schools Offer to Partners? ▪ Sample Recruitment Letter ▪ Questionnaire for Prospective Partners ▪ Partnership Agreement template & samples 		
Key contact:			
Phone/email:			
Meet with the partner to brainstorm. Discuss and agree on what both sides (organization and school) will contribute to the partnership:			
<p>Purpose of partnership (mission/vision). <i>Consider: What do you hope the partnership will accomplish? Tie to school improvement plans, curricular objective and enrichment, or system-wide goals.</i></p>			
List what the partnering organization will offer :			
List what the school will offer :			
Identify how the effectiveness of the partnership will be evaluated (measurable criteria):			
Draft a Partnership Agreement using template and material above, then email to the Partnership Office for review (partnerships@hcpss.org). Submit at least two weeks before projected signing date.			
Partnership Office will: <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ▪ Review and finalize partnership agreement ▪ Arrange policy/liability review ▪ Arrange signing ceremony </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ▪ Order commemorative plaque ▪ Obtain Board of Education/Superintendent signatures ▪ Issue press release </td> </tr> </table>		<ul style="list-style-type: none"> ▪ Review and finalize partnership agreement ▪ Arrange policy/liability review ▪ Arrange signing ceremony 	<ul style="list-style-type: none"> ▪ Order commemorative plaque ▪ Obtain Board of Education/Superintendent signatures ▪ Issue press release
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Questions? Contact the HCPSS Partnerships Office at 410-313-6655 or partnerships@hcpss.org