

Create.

Suggestions for Creating Effective Partnerships

1. Establish a team of faculty members:

- *School Coordinator*: Point person for partnership activities.
- *Recorder*: Will take minutes and disseminate them to school faculty, business employees, and the LEAP office. The recorder should also maintain a log of partnership activities for the year-end report.
- *Communications Coordinator*: Will be responsible for relaying public relations information to the LEAP office, the local media, and the school newspaper.

2. Review the organization profile

In the profile, the business will identify their primary goals and areas of needs. The information in this profile can serve as the basis for identifying potential partnership activities.

3. Share ideas with other staff members to receive feedback

4. Develop a Partnership Agreement, establish a regular meeting time, and plan a "get acquainted" or "kick-off" activity.

Include students, teachers, staff members, and district personnel. Examples include:

- Special assembly (This may be integrated into a previously planned assembly.)
- Mixer with school and business staff
- Presentation at a staff meeting

5. Meet regularly with your partner.

The LEAP Team, including business/organization and school representatives, should regularly meet to outline goals and to plan activities, including recognition of business partners.

6. Recognize your partner on bulletin board displays, in school newsletters, and at school events.

Regular recognition of your partner's contributions helps enhance awareness of your partners and makes them feel like a valued member of your school team.

7. Submit a year-end report to the LEAP office.

SAMPLE AGENDA FOR FIRST MEETING WITH PARTNERS

Agenda

- I. Introductions & Tour of School
- II. Background of interest - how did we come together?
- III. School presentation of basic information
 - Number of students and staff - demographics
 - School improvement goals
 - Identification of highest needs
 - Outline of potential curriculum ties
- IV. Business/Organization presentation of basic information
 - Number of staff members - demographics
 - Products or services company/organization provides
 - Description of special activities internal and external
 - Identification of key programs and goals
 - Description of mission and highest needs
- V. Brainstorming of ideas
- VII. Discussion of possible focal points
- VIII. Timeline for next step and key contacts

Lawrence Education Achievement Partners

School/Program Profile

School _____ Date _____

Address _____

Telephone _____

Principal _____

LEAP School Coordinator(s) _____

Position _____

LEAP Team Members:

1. _____ 2. _____

3. _____ 4. _____

Number of Certified Staff _____ Number of Students _____

Special School Programs _____

What are the three primary goals of the school for this academic year?

1.

2.

3.

Primary Areas of Need _____

Please indicate areas of **need** with an “N” and areas of **interest** with an “I.”

Enhance Instruction

- Tutors
- Speakers
- Educational Tours and Field Trips
- Other: _____

Student Assistance

- Pen Pal
- Lunch Buddy
- Other: _____

Occupational Information

- Company Tours
- Speakers
- Job Shadowing
- Internships
- Interviewing Skills
- Other: _____

Educator Professional Development

- Workshops
- Internships
- Speakers
- Staff Awards/Recognition
- Other: _____

Other

- Unused/scrap materials (please list)
- Participation on School Site Council
- Parent Programs

Please check the resources available to your partner:

- | | |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Volunteers for special projects |
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Teacher-sponsored workshops |
| <input type="checkbox"/> Football field | <input type="checkbox"/> Entertainment (i.e. choir performance) |
| <input type="checkbox"/> Computer lab | <input type="checkbox"/> Holiday cards, birthday cards, etc. |
| <input type="checkbox"/> Student materials for display | <input type="checkbox"/> Complimentary tickets to school events |
| <input type="checkbox"/> Other resources or programs available to a partner (please list): | |

How can a partner assist with your School Improvement Plan goals?

**Please return completed profile to the LEAP office in the ESDC
Lawrence Education Achievement Partners**

Business/Organization Profile

Business/Organization _____ Date: _____

Street Address and Zip Code _____

Telephone _____

Website _____

CEO/Senior Executive _____

LEAP Coordinator _____ E-mail _____

Position _____ Telephone _____

Number of Employees _____

Types of Jobs _____

Organization's Mission or Focus of Work _____

What are three primary goals for your organization this year?

- 1.
- 2.
- 3.

List the top three reasons you would like to be involved with LEAP.

- 1.
- 2.
- 3.

What would you like to accomplish through this partnership? How could the school help to accomplish this?

Please check areas of interest:

Enhance Instruction

- Tutors
- Speakers
- Educational Tours and Field Trips
- Other: _____

Student Assistance

- Pen Pal
- Lunch Buddy
- Other: _____

Occupational Information

- Company Tours
- Speakers
- Job Shadowing
- Internships
- Interviewing Skills
- Other: _____

Educator Professional Development

- Workshops
- Internships
- Speakers
- Staff Awards/Recognition
- Other: _____

Other

- Unused/scrap materials (please list)
- Participation on School Site Council
- Parent Programs

Please check the resources that interest you:

- | | |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Volunteers for special projects |
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Teacher-sponsored workshops |
| <input type="checkbox"/> Football field | <input type="checkbox"/> Entertainment (i.e. choir performance) |
| <input type="checkbox"/> Computer lab | <input type="checkbox"/> Holiday cards, birthday cards, etc. |
| <input type="checkbox"/> Student materials for display | <input type="checkbox"/> Complimentary tickets to school events |
| <input type="checkbox"/> Other resources or programs available to a partner (please list): | |

RESOURCES

LEAP is based on volunteer resources being shared. If you also have financial resources available for your partner, please indicate what amount or procedure you may have available, and for what purpose.

Please return completed profile to the LEAP office

110 McDonald Dr. Lawrence, KS 66044

P: 785.330.2790 F: 785.832.5099

E: leap@usd497.org

Partnership Agreement

Partners should agree to a consistent, sustained relationship between a school or district program. This ongoing commitment results in measurable outcomes of progress toward the stated goals.

Partner organizations and the school should also agree on the program's principles before developing a plan of action.

- Both partners should understand that the main objective is the enrichment and support of the educational environment of the students and their success.
- The school administration and staff are primarily responsible for the students. The school has final approval of all decisions regarding the partnership.
- Each partnership should be autonomous and free to develop projects based on identified needs and resources. The partnership is limited only by imagination.
- Projects should be designed to support the total development of all children – academically, culturally, socially, and economically.
- Using the volunteer resources of the community organization – time, expertise, and experience ---should be emphasized.

The Agreement:

- **Clarifies expectations**
- **Links activities to curriculum and assessed needs**
- **Strengthens communications and cultivates relationships**
- **Encourages consistency across partnerships**
- **Ensures continuity**
- **Conveys accountability**



Lawrence Education Achievement Partners

Partnership Agreement

Name of School:

Achievement Partner(s):

Partnership Established:

Coordinators:

School:

Business/Organization:

Goals:

Program Activities: