**SAMPLE PARTNERSHIP DEVELOPMENT / AGREEMENT**

(between school districts, business and community organizations)

AND

(Insert district/school name) (insert company/organization name)

*This agreement is completed by the school/district principal and/or superintendent and partner liaison. Both parties should maintain a file copy for their records.*

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| School / District Name: | Organization/Company Partner: |
| School Leader / Title: | Partner Leader Contact / Title: |
| Mailing Address / Zip Code | Mailing Address / Zip Code: |
| Phone: | Phone: |
| Email: | Email: |
| Primary Contact / Coordinator Name: | Primary Contact / Coordinator Name: |

Partnership Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partnership Annual Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Partnership Resource Contributions**

# of Volunteers, Mentors, and/or Speakers: \_\_\_\_\_\_\_\_

Estimated # of Hours: \_\_\_\_\_\_\_\_

Estimated Financial / Product Donation: \_\_\_\_\_\_\_\_

Advertising / Promotions: \_\_\_\_\_\_\_\_

**School Contributions**

# of Staff, Volunteers, and/or Speakers: \_\_\_\_\_\_\_\_

Estimated # of Hours: \_\_\_\_\_\_\_\_

Estimated Material Costs: \_\_\_\_\_\_\_\_

Advertising / Promotions: \_\_\_\_\_\_\_\_

**PARTNERSHIP FOCUS - CHECK ALL THAT APPLY**

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| * **ACADEMIC ENRICHMENT** * Project-based learning units to solve real-world and/or community issues * Academic tutors * Class presentations on financial management * Classroom demonstration of a business skill (e.g. Guest Speaker) | * **STUDENT DEVELOPMENT / CITIZENSHIP** * Work-Based Learning Opportunities (e.g. Student Internships / Apprenticeships / Mentorships) * Soft Skills Training (Professional Behaviors) * Support Senior Conferences |
| * **COLLEGE & CAREER READINESS** * Career Fair and/or Career Day * CareerTech and/or College/University Campus Visit * Classroom Guest Speakers * Work-Based Learning Opportunities (e.g. Student Internships / Apprenticeships / Mentorships) | * **STUDENT INCENTIVES AND MOTIVATION** * Support student recognition programs * Sponsor contests and/or judge contests * Create student scholarship program |
| * **PARENT & FAMILY ENGAGEMENT** * Back to School Events and/or Community Events * Align Education Materials to Business Needs * Host Industry Tours * Establish Lunch & Learn | * **TEACHER / STAFF SUPPORT AND RECOGNITION** * Provide Teacher Externships * Be a Guest Speaker * Provide Food / Supplies for Recognition Events and/or Trainings * Establish Lunch & Learn * Judge Teacher of the Year Finalists |
| * **SUPPORT SCHOOL ADMINISTRATIVE OR BUILDING FUNCTIONS** * Serve on School Advisory Boards * Fundraising / Donations * Create School Publications / Communications * School Cleanup and/or Building Repairs / Enhancements | * **OTHER** * Please explain: |

**Estimated # of students impacted:** \_\_\_\_\_\_\_\_

**SHARED PARTNERSHIP GOALS**

Company/Organization Goals:

*Describe two to three SMART goals you would like you the company/organization you are partnering with to achieve:*

* **Example:** Support student career exploration and advance student understanding of communication in the workplace.

Company/Organization Commitments:

*Describe two to three tangible commitments you would like the company/organization you are partnering with to achieve:*

* **Example**: 5 volunteers will review/judge a student-based project in English class.

School/District Goals:

*Describe two to three SMART goals your school/district will achieve within this partnership:*

* **Example:** Connect learning in school to the workplace and develop critical soft skills (professional behaviors).

School/District Commitments:

*Describe two to three tangible commitments your school/district will achieve within this partnership:*

* **Example:** Provide partnership updates regularly in school communications and post on the website.

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| All volunteers are required to complete an application and undergo a criminal background screening conducted through (insert the agency your school/district uses for background checks). All principals and/or superintendents have the decision-making authority regarding volunteers and volunteer opportunities at the schools. |

**PARTNERSHIP AGREEMENT**

We agree to a partnership which will mutually benefit the quality of education and improve the talent pipeline for workforce. We agree to a partnership that will meet the needs of the students, parents, educators, and the community. We agree to partnership activities and responsibilities; to review progress and partner status on an annual basis; and on any mutually agreed upon changes to the partner agreement.

**Parties should attach a completed one-year school partnership calendar of agreed upon activities.**

**SIGNATURES**

School / District Partner - Printed Principal Name and Signature Date

**- And/Or -**

School / District Partner - Printed Superintendent Name and Signature Date

Company / Organization Partner - Printed Name and Signature Date

*Source:* [*Toolkit for Building Partnerships between Schools and Businesses or Organizations across South Washington County Schools*](http://www.district833.org/files/community/partnerships/Toolkit.pdf)