**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.*

|  |  |
| --- | --- |
| 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**

|  |  |
| --- | --- |
| * **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.

|  |
| --- |
| 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)