



## Partnership Planning Worksheet:

Planning is key to ensuring partnerships start on the right foot. Towards that end, we ask all schools to brainstorm and to identify a range of possible ways to collaborate with partners that align with existing school goals. Use the chart on page 3 to outline your school's priorities, identify activities aligned with those priorities, and the support a partner could offer. Schools should reference this tool when working with their partner to create their yearlong Adopt-A-School Partnership Plan.

### Things to Remember:

1. Start with **considering what priorities/events already exist** at your school. If your school is planning a monthly student celebration assembly, consider how your partner can enhance that existing effort before envisioning a new activity.
2. When possible, select activities that **capitalize on a partner's unique skills/resources**. If your school partners with an Computer Sciences company, consider involving your partner in activities focused on IT, Software, Coding, etc.
3. **Check and double check your school calendar** and be sure to avoid periods when your school may be particularly busy and unable to host partnership activities. Be sure to flag these dates for your partner.

### Ways to Engage:

Achievement celebrations/incentives	Assistive learning devices for students with special needs
Career and college readiness	Career and technical education opportunities
Communications and job interview skills	Education and technology support
Education environment - classroom/lab design	Enrichment activities, including tutors, mentors, speaking/teaching
Field trips to companies	Job shadowing/internships/work-based learning
Health and nutrition	In-class real-world projects and application of skills
Homework kits	Reading programs
Financial Contributions	School Beatification

## Sample Ways Partners Can Support School Priorities

Reference the chart below for ways in which a partner can support school priorities. These are examples that can be used, but not the only activities to be done. Your individual school and industry partner should be creative in identifying the best fit for activities that will benefit the school and student.

Focus Area	Sample Activities for Partners
<b>Academic Enrichment</b>	<ul style="list-style-type: none"> <li>● Participate for in-class activities (read a-louds, science experiments, etc.)</li> <li>● Supervise and/or judge science fairs, school competitions, and other activities</li> <li>● Volunteer to tutor students</li> </ul>
<b>Achievement Incentives</b>	<ul style="list-style-type: none"> <li>● Present during student awards ceremonies</li> <li>● Volunteer to assist in public student recognition activities (ex: shaking hands, cheering, etc.)</li> <li>● Sponsor awards receptions or activities</li> </ul>
<b>College and Career Readiness</b>	<ul style="list-style-type: none"> <li>● Volunteer to present on your career in classrooms or during career days</li> <li>● Lead a lesson for students in a particular club/trade group/etc.</li> <li>● Bring real work projects and/or samples to the classroom for experiential learning</li> <li>● Provide work-based learning opportunities and/or job shadowing</li> </ul>
<b>Supporting School Climate</b>	<ul style="list-style-type: none"> <li>● Organize/support school beautification days</li> <li>● Volunteer to mentor students (math, reading, etc.)</li> <li>● Help to plan/chaperone in-school events including field days, assemblies, graduation ceremonies, etc.</li> </ul>
<b>Supporting Teachers/Staff</b>	<ul style="list-style-type: none"> <li>● Assist as a lunchroom or recess monitor</li> <li>● Make displays for special events/announcements</li> <li>● Donate staff recognition awards (restaurant certificates, new materials for teacher lounge, etc.)</li> <li>● Offer space to host professional development meetings, conferences, and team builders for school staff</li> </ul>
<b>Donation Support</b>	<ul style="list-style-type: none"> <li>● Hold drives throughout the school year (ex: school supplies, coats and winter items, books, awards and incentives)</li> <li>● Support school fundraisers and activities</li> <li>● Sponsor breakfast and meals for teachers during Teacher Appreciation Week (early May)</li> </ul>

## Adopt-A-School Partnership Planning Worksheet: *SAMPLE*

What are the priorities/focus areas for your school this year?	What specific activities could a partner support in this focus area?	What role could a partner play in supporting these activities? Are there skillsets/resources a partner should have to assist in these activities?
<i>Ex: Priority/Focus Area --- Support school climate and staff</i>	<i>Volunteer at school career days</i>	<i>Availability on day of event; comfort monitoring students</i>
	<i>Participate in a school beautification day</i>	<i>Invite partner to volunteer, help recruit volunteers, provide tools and materials</i>
	<i>Host professional development day for teachers and staff</i>	<i>Available conference room space</i>
	<i>Sponsor meals during Teacher Appreciation Week</i>	<i>Ability to sponsor food and meals for teachers</i>

### Adopt-A-School Partnership Planning Worksheet: *BLANK*

What are the priorities/focus areas for your school this year?	What specific activities could a partner support in this focus area?	What role could a partner play in supporting these activities? Are there skillsets/resources a partner should have to assist in these activities?

