## Checklist for a Successful School / Business Partnership

### 1) Preliminary Planning Steps
- **Determine how a partnership experience could enhance the education experience**
  - Identify unmet / underfunded needs of students and schools
- **Identify potential partners**
  - Research local businesses or schools; look for a good fit
  - Reach out to parents for ideas and connections
  - Empower employees to look for partnership opportunities
- **Understand your core values and those of your potential partner**
- **Draft a partnership proposal**
  - Submit your proposal to potential partner
  - Coordinate a follow-up meeting or call

### 2) Laying the Foundation
- **Have a frank discussion about values, goals, and needs**
  - Develop understanding of each partner’s desired level of involvement
  - Made certain you understand your partner's goals for the partnership
- **Assess the impact of the partnership on students**
  - Ensure that students and members of the community are engaged.
- **Define quantifiable goals**
  - Determine duration of partnership
  - Determine quantifiable goals
- **Collaborate with partner to identify partnership activities**
- **Align activities with education goals and needs of school/district**

### 3) Implementation Steps
- **Ensure activities are integrated into the school and business culture**
- **Ensure that activities provide an opportunity for students, teachers, and business employees to interact with each other and the community**
- **Establish a formal, written management structure with designated contact people for each partner**
  - As personnel changes occur, make sure to establish relationships with new employees
  - Consider having more than one contact person to provide continuity in case there are personnel changes
- **Provide training for all involved parties where necessary**
  - Business partners may need cultural proficiency training to be more successful in their interactions with students

### 4) Sustaining the Partnership Over Time
- **Secure explicit support and concurrence for the partnership at all levels of the school and business**
  - Ensure top management is on board
  - Ensure staff are informed and involved
- **Provide the school community (including parents and students) with an opportunity to review and contribute**
- **Construct communications plans**
  - Communicate regularly about intended and actual outcomes
- **Ensure both partners are publicly and privately recognized**

### 5) Evaluation
- **Conduct regular evaluations and monitoring**
- **If the partnership is ending, have a debrief session to determine satisfaction and effectiveness**

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