

# HOW TO BEGIN A PARTNERSHIP WITH A BUSINESS OR ORGANIZATION



A successful partnership needs the initial support and involvement of the school principal and/or the LEAP staff, as well as key personnel from the business/organization. These persons, along with their supporting teams, should develop a mutually beneficial partnership agreement.

1. Request a business/organization profile from the prospective partner
  - In the profile, the business/organization will identify its primary business/organization goals and its motivations for developing a partnership. The information in this profile will serve as the basis for identifying potential partnership activities.
2. Present the profile to the LEAP office for review and authorization to explore the partnership
3. LEAP staff will help facilitate a meeting with the prospective partner and school representatives, if relevant, to discuss potential partnership activities
4. Share a completed school or district profile with the prospective partner
5. All parties will review profiles and potential partnership activities to determine whether to develop a partnership
6. Develop a written or unwritten partnership agreement
  - Designate a school or district coordinator or group of coordinators (LEAP staff may be district coordinator)
  - Establish a system for communication and planning.
7. Communicate regularly with the partner
  - The school/district and business/organization coordinator(s) should regularly communicate to plan activities, monitor progress, and evaluate activity effectiveness.
8. Recognize and acknowledge partner's contributions
9. Submit a year-end report of partner's volunteer, in-kind, and cash contributions to the LEAP office in May