



School-Community Partnership Design and Planning Tool

Building a shared understanding of goals, programs and services, and roles and responsibilities within a partnership will support a school and community partner to work together effectively.

Use this tool at the start of a new partnership or new school year to design or revise a partnership between a school and one or more community-based organizations. The staff member from the school who will be the lead on supporting the partnership and the community-based organization leader(s) who will manage and/or implement the program should complete this form.

1. **Contact Information of Key Individuals**

School:

Teacher or Other School Staff Member (if relevant):

Community Partner:

Others:

2. **Timeline**

Note: We recommend a Memorandum of Understanding or Letter of Agreement to formalize partnership, depending on district practices. Contracts may take several weeks to process.

- What are the general dates and timeline for the program?

3. **Discussion: Shared Vision**

- What are our organizational visions and goals, and where do they align?
- How do we define our community, and how do the staff of our organizations reflect it?
- What are the most important indicators that the school is working on related to racial equity? In what ways is the community partner also working on this, and how can the organizations support each other's goals?

4. **Discussion: Program or Project Outline**
 - What do we want to do together to support young people and families?
 - How will we address or capture student strengths and needs and incorporate these into our partnership and program?
 - What type of partnership are we pursuing together (cooperative, collaborative, or integrated)?

5. **Discussion: Aligned, Responsive Implementation**
 - How will we work together, including navigating challenges or conflicts as they come up?
 - What are your respective roles and responsibilities?
 - How will decisions about this program and partnership be made? Where do we want or need input before making a decision?
 - How frequently will we meet to check in? (Tip: Schedule these on the calendar.)

6. **Discussion: Resource Development and Budget**
 - What are the costs of this program to the school and to the partner organization(s)?
 - What resources will each organization contribute (e.g. funding, space, staffing, materials, storage, access to people or organizations)?
 - What are the current limitations of our current resource allocation, and how will we plan for the future?

7. **Discussion: Evaluation and Reflection**
 - How and when will we know if this partnership is successful? What measures will we use to gauge its success?
 - How will we look at data with a racial equity lens to ensure we're meeting student and community needs?
 - How will we share highlights and the results of our partnership with the school community?