

# Partnership Agreement



\_\_\_\_\_ (school) and  
\_\_\_\_\_ (business/organization)  
agree to a business/organization and school partnership that will enhance learning  
promote educational excellence, provide opportunities for academic growth and promote  
positive community/school relationships.

## **Role of School/Coordinator**

- Become knowledgeable about the organization with which the school is partnered
- Keep the Principal informed about all elements of the partnership and its progress
- Share school profile information with business/organization
- Keep records of partnership activities and outcomes
- Maintain partner contact/profile information
- Manage school volunteer recruitment and management platform
- Coordinate school scheduling, volunteer placement
- Keep records of human/material/financial resources invested in program/school
- Arrange follow-up, appropriate partner appreciation/recognition, and distribution of any program information
- Generate program publicity for partners within the school, district, and community

## **Role of Business/Coordinator**

- Become knowledgeable of the school with which the business/organization is partnered
- Keep business/organization leadership informed of all elements of the partnership and its progress
- Obtain required authorizations for participation and release time of volunteers
- Facilitate recruitment of volunteers
- Arrange training, orientation and/or meetings as needed
- Keep records of human/material/financial resources invested in program/school
- Coordinate scheduling, and volunteer placement and communicate changes as necessary

**Business/Organization  
Coordinator**

**School Principal or Partnership  
Coordinator**