**Partner Engagement Policies Planning Guide**

This purpose of this guide is to assist affiliate leadership in developing policies for working with other organizations to make efficient use of external resources and improve services to meet identified student needs. Development and implementation of policies for engaging community partners in the delivery of student supports ensures such activities are embedded in the culture of Communities In Schools of XXXX County. The primary areas of focus for these board-approved policies are: criteria, identification and recruitment, written partnership agreements, orientation, monitoring and evaluation, and ongoing communication.

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| **Criteria** | |
| Establish criteria for pursuing formal partnerships with specific external organizations. | Determine needs based on annual school needs assessment.  Utilize Partnership Decision Tree to determine if there is an existing community partner that can deliver the service.  Can this be a sustainable, mutually beneficial relationship? |
| **Identification and Recruitment** | |
| Create partnership grid to aid in strategically recruiting and maintaining significant partners. | Utilize memberships in civic organizations as a platform for sharing information about CIS and generating interest in possible partnerships.  Schedule individual meetings with potential partners to determine if there are mutual goals that can be met by becoming partners. |
| **Written Partnership Agreement** | |
| Written agreements contain:   * Definition of legal relationship between the partners * Roles and responsibilities of all parties * Duration agreement * Quantifiable intended deliverables | When partners provide direct services to students and/or have access to confidential information they will comply with:   * CIS Confidentiality Agreement * CIS Code of Conduct * CIS Mandatory Reporter Policy   On a case-by-case basis, the following will be given consideration:   * Screening/background check requirements * Insurance coverage * Indemnification |
| **Orientation** | |
| Identify all personnel from partner agencies who will be providing direct services to students and/or have access to confidential information. | Ensure that all identified personnel participate in CIS orientation similar to that for Volunteers, but modified in a way that is relevant to the services provided. |
| **Monitoring and Evaluation** | |
| Determine which CIS employee is responsible for monitoring progress toward meeting the quantifiable intended deliverables defined in each of the Partnership Agreements. | Develop reporting format and timelines for partners to convey progress toward meeting the quantifiable intended outcomes.  Determine if deliverables were met at the end of school year. |
| **Ongoing Communication** | |
| Continue to strengthen the relationship | Add names of all partners to e-mail communications distribution list (newsletters, annual impact reports, etc.) ensuring that documented student outcomes are conveyed. |