



PARTNER IN EDUCATION GUIDE

How to establish a Successful Partnership



CONGRATULATIONS! You are about to tap into a wealth of experience and assets to help build capacity and resources for your students and school! The following steps are a guide to setting up a new Partner in Education (PiE) relationship:

STEP 1 – Your Needs:

- ❖ Most businesses want specifics, so **make a comprehensive list of your schools' needs** so a partner can see where they can best assist you. Use the fillable tool on page 2 and try to match those needs to what businesses can offer. Also, by listing all your needs, a partner may be able to leverage other contacts to assist your school. In-kind goods and services are easiest for businesses to provide, but human resources and financial support are possible as well – you never know until you ask!
- ❖ What are your **schools' traditions**? What events and activities occur every year? Determine how a partner can be part of and support these traditions, so even if leadership changes, the relationship will be based around these traditions/activities, which fosters sustainability.

STEP 2 – Dedicate a Champion:

- ❖ Keeping a partnership requires regular **communication** – consider designating a PiE champion(s) among faculty to ensure this happens monthly (PIF, AP, Dean, Teacher Leader, or Faculty Committee).
- ❖ Partners come from a variety of sources: parents or relatives of students at your school; businesses located in **close proximity** to your school; businesses with **specific resources that align** with your school needs; **alumni** of your school; or friends, family, or neighbors of school staff. All connections should be explored and the Education Alliance will help identify potential partners for your school.
- ❖ Share information with potential partners about the Program. Send them the PiE Brochure for Business. Invite them to visit the WCSD, Education Alliance and/or your website to get them excited about the great successes at your school and in our district.

STEP 3 – Introduce and Launch:

- ❖ Plan an **immediate way to get the new partner involved** with your school and students.
- ❖ Discuss **what the school can/will offer the partner** in this two-way relationship. Review the suggestions on *Ways to Support your Partner in Education*. This will vary from partners to partner. (Note: business solicitation only permitted at discretion of principal.)
- ❖ Set up a **joint meeting** with the potential partner at your school (or all your partners at the same time!) so they can take a tour, see the facilities/grounds, and meet students and staff – include the Education Alliance staff. Be prepared to share your list of needs, demographics and information. We can help you!
- ❖ Complete the 1-page Partner in Education Agreement Form, and get all signatures at the meeting. The form lists contact information and the **general guidelines for the partnership**: what the partner is planning to do for the school, and what the school is planning to do for the partner.

STEP 4 – Celebrate and Share:

- ❖ Contact the Education Alliance to assist you through this easy process and keep us in the loop so we can share recognition of both school and partners – we're here to help and we want to share your good work with our district and community!
- ❖ Nominate your School and Partner as PiE Heroes. Recognition Event details coming soon!

If you have questions or would like more information, please contact the Education Alliance at 775-353-6950
www.ed-alliance.org

YES, OUR SCHOOL WANTS A PARTNER IN EDUCATION!

(Complete this form and email to EducationAlliance@washoeschools.net)

School Name:	
Principal:	Principal Email:
School Phone:	
School PiE Champion and Title (If different from Principal):	
PiE Champion Phone:	PiE Champion Email:
School Address:	
School Website Address:	
Area Superintendent:	
School's Current Partners:	
School's Annual Activities/Celebrations/Traditions:	
Specific Needs (mark all that apply):	
<input type="checkbox"/> Classroom Speaker <input type="checkbox"/> Literacy/Math Support <input type="checkbox"/> Project Based Learning Support <input type="checkbox"/> Field Trips <input type="checkbox"/> Volunteers	
<input type="checkbox"/> Donation of goods or services such as: _____	
Other: _____	
How will your school recognize your Partner (see <i>Ways to Support your Partner in Education</i> for ideas):	

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Ways to Support your Partner



There are many ways to support and recognize your Partner in Education! This list includes ideas for you to get started in showing appreciation for your partner — be creative and have fun!

- ❖ Put a banner or sign in the school cafeteria or multi-purpose room.
- ❖ Send pictures of students enjoying the support provided by your partner.
- ❖ Write an article to promote your partner in the school newsletter.
- ❖ Have students write thank-you notes for support received.
- ❖ Invite your partner to school events, such as Back to School, fund-raising events, assemblies, learning nights, music or theatrical performances, athletic events.
- ❖ Provide a link to your partner's website on the school webpage.
- ❖ Print and send a school calendar of events to your partner and invite them to every school event and performance.
- ❖ Put information about your partners' business/organization on a school bulletin board.
- ❖ Have students make artwork to display at your partners' business/organization.
- ❖ Invite partner to participate in a staff meeting.
- ❖ Have school musical groups perform for your partner at their business/organization
- ❖ Include your partner in parent group meetings and activities.
- ❖ Invite partner representative to serve on a school committee, site council, or hiring committee.
- ❖ Shop at your partner's business.
- ❖ Recognize your partners' support at school assemblies.
- ❖ Provide a school tour for your partner.
- ❖ Invite your partner to judge Science Fairs or other competitions.
- ❖ Have your partner job shadow a teacher for a day, sit in or speak at a faculty meeting.
- ❖ Update your partner on academic and testing results at school.
- ❖ Provide the School Accountability Summary Report to partner.
- ❖ Plan a Career Day for students with presentations by your partner.
- ❖ Invite your partner to share information with you on their business practices or speak to a classroom about their industry or field.
- ❖ Work with Education Alliance to nominate for the WCSD Board of Trustees "Spotlight on Success" event.
- ❖ Ask your partner how they would like to be recognized.
- ❖ Nominate your Partner in Education as a PiE Hero (details coming soon)!

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