



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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