

## PARTNERSHIP PROCESS OVERVIEW

### DEFINITION

Partnerships are formal and ongoing relationships with established entities such as businesses, faith-based organizations, civic and government agencies, educational institutions and other community/ grassroots organizations, who have agreed to work collaboratively with CMS.

### CRITERIA

#### Support Areas

- *Academics:* Tutoring, academic interventions, language intervention
- *Social Emotional Learning & Development:* Mentoring, SEL interventions
- *Work-based Learning:* Internships, shadowing, technical education, STEM, STEAM, engineering, and arts related programs
- *Postsecondary Attainment & Persistence:* College and career-focused programs
- *Health & Wellness:* Sports, physical activities, mental health, wellness programs, and quality of life programs/ services
- *Enhancement of Social, Civic or Family Life:* Leadership, character building, family engagement, and socio-economic development programs.
- *Enhancement of School Life:* Includes teachers and staff support and school facilities

#### Characteristics

- The relationship is built through a CMS department or school.
- There is a formal and documented agreement between the parties.
- The programs, services or resources are linked to the district's priorities and outcomes.
- Deliverables must be jointly defined between the partner, collaborating department, or school and Community Partnerships and Family Engagement (CPFE) Department.
- The partner is an established organization whose programs/services are aligned with the identified CMS support areas.

### PROCESS



#### STEP 1: Vetting the Partnership Request

Discuss the nature of the partnership with the prospective organization and confirm if the partner meets the CMS Eligibility Criteria.

##### Types of Partnership Opportunities Available

- Volunteer Opportunities (time); Cash or in-kind donations (treasure); Programs and/or services (talent)

##### Levels in which partnerships may happen

- *One-time event:* This type of commitment may not require a formal agreement; however, partners may be required to follow the volunteer and/or visitor guidelines and/or report the estimated financial investment of the donation to the CMS Partnership Office.
- *On-going commitment:* Partners who are linked to a strategic initiative that is aligned to the district's goals and developed by either a CMS department or school. Organizations may also partner at this level if they are providing services/ programming multiple times throughout the school year at one or more CMS locations.



#### STEP 2: Planning the Program or Service to be Delivered

A team of CMS staff will meet with the prospective partner to review the program logistics such as:

- *Permission requirements:* Organizations must include a permission form for each participating student.
- *Virtual adaptation & platform requirements:* A password protected platform must be utilized and both the link and password must be shared with school staff.
- *Volunteer & Staff Clearances:* Organizations must agree to adhere to the CMS volunteer process.
- *Reporting:* Organizations must agree to submit a final report with metrics to the leading department.



#### STEP 3: Formalizing the Partnership

Partners are guided through the formal documentation process to ensure partnership needs and expectations are met. Below are the four (4) main processes that may apply:

##### Community Partnerships & Family Engagement

- Potential partner is a non-profit organization
- Proposed program/service involves access to CMS facilities and/ or contracts with students, staff/teacher, and/or families
- Proposed program/ service is free for attendees

##### Community Use of Schools

- Facilities will be used before or after school hours
- Program/service is not free to participants
- Organization is a for-profit entity
- Contact Cynthia Marrero, Community Use of Schools at [cynthial.marrero@cms.k12.nc.us](mailto:cynthial.marrero@cms.k12.nc.us)

##### Data Collection and Requests

- Can include surveys, questionnaires, assessments, tests, interviews, and focus groups.
- Contact Susie Freije, CMS Office of Accountability at [susanw.freije@cms.k12.nc.us](mailto:susanw.freije@cms.k12.nc.us)

##### CMS Procurement Process

- Applies when the organization or business is requesting a financial commitment from CMS

### QUESTIONS? NEED MORE INFORMATION?

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