

PARTNERSHIP CHARTER PLANNING TOOL

Use this template to help determine the key roles and responsibilities in your partnership. See our Sample Partnership Charter for reference. Before using this tool, identify the individuals at the school, the school district, and the external agency that will need to agree to the terms of your partnership charter so that you can include them in the planning process. Then discuss potential roles and responsibilities in the partnership.

Partnership Role/Responsibility	Community-Based Organization	School	School District
Designate partnership lead	Name of lead:	Name of lead:	Name of lead:
Participate in regular partner meetings Meeting frequency: _____			
Collect data (also consider the type of data each party will collect)	Type of data to be collected:	Type of data to be collected:	Type of data to be collected:
Share data (also consider the type of data each party will share)	Type of data to be shared:	Type of data to be shared:	Type of data to be shared:
Generate data sharing agreement (if applicable)			
Monitor data sharing agreement (if applicable)			

Partnership Role/Responsibility	Community-Based Organization	School	School District
Generate leasing agreement for space (if applicable)			
Monitor leasing agreement (if applicable)			
Identify/refer students in need of services			
Deliver services to students (also specify services to be delivered)	Services to be delivered:	Services to be delivered:	Services to be delivered:
Offer shared professional development opportunities			
Participate in shared professional development			
Evaluate programs and communicate evaluation results			
Other roles and responsibilities:			

Once you have discussed some of the roles and responsibilities above, document the commitments of all partners, and obtain signatures indicating agreement as appropriate.