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# TIP SHEET: PREPARING FOR AN INITIAL MEETING WITH A POTENTIAL PARTNER

This checklist compiles tips and questions for both school sites and partner agencies to consider during the initial meeting(s). Take time to review the questions beforehand and come prepared to share your answers.

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## SHARED VISION AND LEADERSHIP

*“We know where we are going and we share the responsibility through genuine collaboration.”*

- Share with each other your vision and mission for your agency/school.
- Do they align/enhance/support each other?
- What type of partnership is the organization pursuing at the school? (Cooperative, Collaborative, or Integrated)

## ALIGNED, RESPONSIVE IMPLEMENTATION

*“We row in the same direction and continuously adjust by responding to the waves.”*

- Share with each other your goals and priorities for your school or your organization’s program/service. Be specific.
- What are the expected measurable outcomes of your organization’s event/program/service? How do they align with the school site’s goals and expected outcomes?
- What specific need or service gap will this partnership be meeting?
- What are the shared goals for this partnership?

## SHARED ACCOUNTABILITY FOR SUCCESS

*“We manage for impact and sustainability and keep each other accountable.”*

- What specific program/service is the organization offering? What strategies do they use in implementing this event/program/service? Do they align with the school’s strategies?
- What are the costs of this program to the school and to the partner organization?
- What staff and resources does the organization bring? What direct or in-kind resources does the school provide to the partner?
- What does the partner organization need or expect from the school site? What does the school site need or expect from the partner organization? What are our roles and responsibilities with this potential partnership?
- How will the partner organization ensure that the services they provide are high quality and in alignment with the school’s goal and culture. In turn, what can the school site do to help with this goal?
- How and when will we know if this partnership is successful? How will we measure progress?