Steps to Building Partnerships Worksheet

1. Choose School Goal: ______________________________________
   _______________________________________________________

2. Choose an event or activity that supports your goal:
   _______________________________________________________

3. Select a target audience:
   _______________________________________________________

4. Understanding your own resources & expertise:
   (Fill out Life Skills Assessment Worksheet)

5. Determine a Partner: (Review Potential Partner List) _______
   _______________________________________________________

6. Create Marketing Tool: (Create a Vision Board using art materials provided)

7. Contact Your Prospective Partner: (How will you contact your partner?)
   _______________________________________________________

8. Plan for long-term sustainability and build capacity within the school: Build a Committee: (Set an initial Meeting Date) _____/_____/

   Staff Roles:

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<th>Contact Person</th>
<th>Role &amp; Responsibility</th>
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9. Jointly Establish the Outreach Plan: This will be a written plan that will be filled out with your prospective partner.