

The Partnership

of the
Youth Driven
Service Learning Center



The people that work with you
to meet goals.



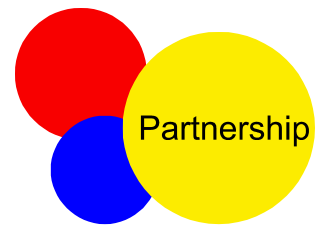
Partners

The Basics:

- A partner is anyone who actively aids the YDSLCL to attain its mission and stated goals.
- A partner can always be classified in the following descriptions:
 - Agencies or Nonprofits
 - Colleges or Universities
 - Businesses
 - Concerned Citizens
 - School Personnel both in-house or in other schools
 - School Students both in-house or in other schools
- A YDSLCL should always be searching for potential partners.
- A YDSLCL should have an Advisory Council to aid in consultation.
- All partners should realize that Service Learning develops human capital and is not "Free Labor".
- A partner agreement should be constructed to ensure that both the partners and the YDSLCL understand their roles and their responsibilities.
- Partnerships are constructed to share assets and to meet real needs as identified by the community, partners, and YDSLCL.
- Partners should be made only because their mission and that of the YDSLCL's are compatible.
- The transition from audience to partner occurs when the audience member contributes his or her assets to the projects or the YDSLCL.

Identify

Who are, and who could be your partners



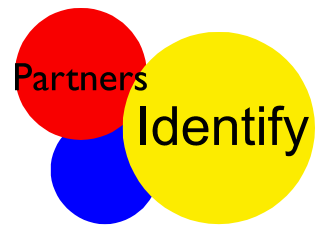
1. Identify who can help fulfill the YDSLCL mission.

2. Identify existing partners and check those which already have relationships with the school and YDSLCL:

- Agencies & Nonprofits
- Businesses
- Colleges & Universities
- Concerned citizens
- School personnel (in-house and/or neighboring schools)
- School students; both in-house or from neighboring schools.

3. Identify organizations that work with your existing partners.

4. Clearly identify the expectations you have of your partners regarding student learning and achievement of academic goals.



5. Identify which of the following resources you have used or will you use to connect with potential partners?

Local resources:

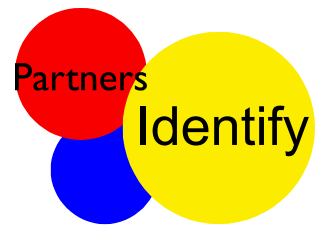
- Telephone book blue pages (government, agencies and civic organizations)
- United Way publications such as Where to Turn? First Call for Help etc.
- Chamber of commerce publications
- County Department of Human Service
- County Communities that care
- Regional Volunteer associations
- Non-profit area of universities
- Intermediate unit
- County Website
- School district website
- Agency newsletters
- City Cares programs
- College/University Service-Learning and/or Volunteer Offices
- AmeriCorps programs within your area
- Volunteer centers at local corporations
- Other

National and State Resources

- Youth Service America
- Gratzbank
- Corporation For National Service Website
- Service Learning List Serve (University of Colorado)
- Learning in Deed
- Department of state Bureau of non-profit corporation
- International Directory of Associations
- Other

6. Identify methods you plan to use for approaching potential partners.

- Telephone calls
- Letters of introduction
- Face-to-face visits at the partner site
- Invite partner to visit the YDSL
- Put them on the YDSL mailing list
- Through class-based, issue-area research
- Meeting with the partner orchestrated by a third party
- Agency interviews
- Agency resource fairs
- Community walk about to see what potential resources/partners exist in the community and the school
- Other methods you plan to use



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- Other methods you plan to use:

8. Identify the essential elements that will be addressed in written partner agreements.

For Instance:

The partner can expect the following from YDSLCL students:

Professionalism, preparedness, ethical behavior, an agenda for the day and service experience, training, event, an evaluation form for the partner, if in house event, then a safe space with attention to appropriate logistical matters.

The partner can expect the following from the YDSLCL, school, and YDSLCL director:

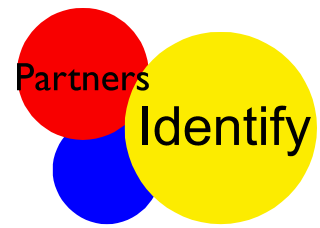
Technical assistance and support for the students, legal, district and parental permission, obtainment of insurance and attention to safety matters, approval signature(s) on "Partner Agreement Form", contact with "Partner" liaison.

Each student participant can expect the following from the partner:

To be respected and valued as a resource, to be given the opportunity to gain skills, proper safety and health provisions, a written job description, clear objectives and agendas.

The YDSLCL can expect the following from the partner:

A designated liaison or site supervisor who has had contact with the Center Director, Proper health provisions, appropriate attention to logistics, agreement to complete and return "Partner Agreement Form", agenda for the day and completed evaluation.



7. Identify a process or mechanism for evaluating the on-going value of each partnership. Be sure the evaluation items are clearly related to program goals and objectives.

10. Identify who will be the members your Advisory Council.

11. Identify how the Council will serve the needs of your YDSLCL

12. Identify how you will ensure youth a voice on the Council.

13. Identify which capacities your Council will serve.

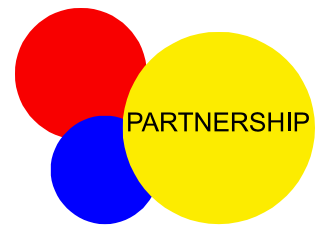
- Outreach
- Identification of "community" needs
- Publicity
- Recruitment
- Addressing "community" needs
- Volunteers
- Training
- Other

14. Develop job description for Council members and council committee structure.

- Frequency of meetings
- Purpose of meetings?
- Operating principles?
- Code of ethics
- How can you solicit membership in the council?
- In what way(s) can council members benefit by participation ?
- How can the council help to create/advance the mission of the YDSLCL

Collaborate

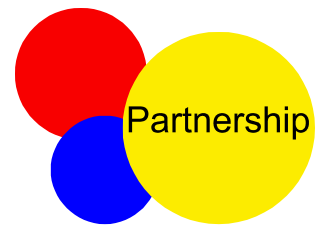
Build on who you know and what they know.



1. Investigate potential partners with current partners.
2. Together, choose the method (s) you plan to use for approaching potential partners.
 - Telephone calls
 - Letters of introduction
 - Face-to-face visits at the partner site
 - Invite partner to visit the YDSLCL
 - Put them on the YDSLCL mailing list
 - Through class-based, issue-area research
 - Meeting with the partner orchestrated by a third party
 - Agency interviews
 - Agency resource fairs
 - Community walk about to see what potential resources exist in the community and the school
 - Other
3. Investigate your partners and list the issues they address. It may be useful to create a file folder for each individual partner in order to organize additional information and store correspondence in the future.
 - Agencies/Nonprofits
 - Businesses
 - Colleges/universities
 - Concerned citizens
 - School personnel (in-house and/or neighboring schools)
 - School students (in-house and/or neighboring schools)
 - Determine how organizations that work with your existing partners could benefit the YDSLCL?
4. Prepare a partner orientation packet and one-hour orientation program include suggestions you have learned about from other people who have built partnerships.

Act

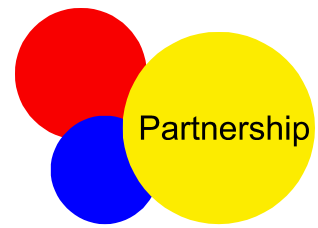
Build, maintain and sustain your partners.



1. Plan and host a YDSLCL gathering for partners to meet you and each other.
2. Consult frequently with other YDSLCL directors and staff and student staff.
3. Invite other YDSLCL directors and student staff to your center to share information about their YDSLCL's and partnerships
4. Continue to attract new partners:
 - Create and post various partner recruitment materials such as flyers or posters.
 - Create and make public an on-line scrapbook highlighting partnership events.
 - Plan and publicize a day of service and devices to recruit potential partners.
 - Make telephone calls
 - Create and disseminate letters of introduction
 - Contact face-to-face visits at "Partner" sites
 - Create and disseminate invitations to potential partners to visit the Center
 - Host/attend meetings with potential partners that have been planned by a third party
 - conduct agency interviews
 - Plan and implement agency resource fairs
 - Conduct community "walk-about"
5. Administer appropriate evaluation forms for partners and ensure they are returned.
6. Create and maintain a partner database .
7. Create a mailing list.
8. Update partners on Center activity.
 - Send meeting memos and agenda letters to partners
 - Make follow-up/reminder phone calls
 - Send "Partner Updates"
 - Other ideas:
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Reflect

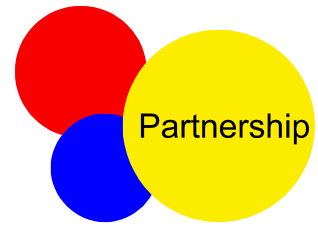
How well are we working with our partners



1. Have you found partners who's mission is in alignment with that of your Center?
2. Have the partners offered to work with you again in the future?
3. Have you worked with your advisory board to find partners?
2. What truly mutually beneficial partnerships have you created?
3. How well did you recognize and thank your partners

Encourage

How do you ensure your partners will remain your partners



1. Celebrate accomplishments with you partners

- Hold a year-end thank you banquet/reception
- Sent thank you notes
- Developed a press release to recognize the year's partners
- Created a program of graduated support (silver partners, gold partners, platinum partners, etc.)
- Publicized newly formed partnerships
- Created and made public a scrapbook/display that could be shared
- List other initiatives

2. Recognize the advisory board for their involvement.

3. Share your progress to all involved.

- Periodic newsletter
- Annual report
- Cable television and school-based television
- Regularly scheduled newspaper article (community and/or school)
- In-school announcements
- Honors and awards

4. Other ways you plan to encourage the element of partnership:

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