

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:

Contact Person	Role & Responsibility
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

9. **Jointly Establish the Outreach Plan:** This will be a written plan that will be filled out with your prospective partner.