

*Checklist*

## Principles of Effective Partnerships

*Adapted from the work of the National Technical Assistance Center for Community Schools  
The Children's Aid Society, New York City.*

### Plan Together from the Start.

We conduct joint planning, vision setting and problem solving.

*Agree    1       2       3       4       5       Disagree*

We draw upon school data and community data for planning purposes.

*Agree    1       2       3       4       5       Disagree*

### Clarify the Vision.

We developed a shared vision that includes our overarching purpose, philosophy and long-term aspirations.

*Agree    1       2       3       4       5       Disagree*

### Take Time to Get to Know One Another.

Community-based organization partners (including the leadership) spend time at the school.

*Agree    1       2       3       4       5       Disagree*

School staff including the principal spend time at the community-based organization.

*Agree    1       2       3       4       5       Disagree*

## Set Ground Rules.

We jointly developed ground rules for who will lead meetings, how decisions will be made and how grievances will be handled

*Agree*    1    2    3    4    5    *Disagree*

## Start Small and Build Gradually.

We have both identified what would be valuable “quick wins” in the partnership.

*Agree*    1    2    3    4    5    *Disagree*

## Involve Parents as Partners.

We have multiple ways for involving parents as partners.

*Agree*    1    2    3    4    5    *Disagree*

## Clarify Roles and Responsibilities.

We have written agreements and protocols that outline the basic elements of our partnership.

*Agree*    1    2    3    4    5    *Disagree*

The written agreements and protocols were jointly created by all partners involved.

*Agree*    1    2    3    4    5    *Disagree*

## Share Decision-Making.

Those people who will be depended upon to make the program work are consulted and given ample opportunities to provide input and feedback about program components or other key questions.

*Agree*    1    2    3    4    5    *Disagree*

## Prepare Team Members to Work Together.

We have joint orientation and training opportunities for school and community-based organization staff.

*Agree*    1       2       3       4       5       *Disagree*

Small, interactive workshops focus on developing team building, shared decision-making, communication and conflict resolution skills.

*Agree*    1       2       3       4       5       *Disagree*

## Stay Flexible.

We have a willingness to be flexible and not expect everything to go exactly as planned but to be open to change.

*Agree*    1       2       3       4       5       *Disagree*

## Keep Tending the Relationships.

We continue to build team at all levels and keep tending relationships.

*Agree*    1       2       3       4       5       *Disagree*

## Be Strategic.

We listen to what's on our partners' minds and think about ways to respond to their needs.

*Agree*    1       2       3       4       5       *Disagree*

We constantly assess what we bring to the partnership and are proactive in offering to make these resources available.

*Agree*    1       2       3       4       5       *Disagree*