

**Partners In Education
Process Flow Chart**

Partnership Plan Link is E-mailed to the School Partner Liaison
Open FileMaker Pro 9.0v3 with SSL Updater or FM 10.0 or higher. Enter School Location Number and Password.

- Need Password
- Need FileMaker 9.0v3 with SSL Updater or FM10
- Must be on a BCPS networked computer
- Call 754-321-1974 for help.

No

Can you open the Partnership Plan?

Yes

- Review list of current partners
- Call partners to set up meeting to develop commitment for year
- If files do not include past activities, E-mail Nina Randall on CAB.

Yes

Conduct Needs Assessment to determine what your school needs from Partners this year.

Meet with Partners.
Discuss outcomes of past activities (continuing partners only).
Review current needs.
Help Partner determine the resources he/she has to offer. Use Resource Assessment in Manual.
Brainstorm with partners on activities that they can do to help meet school SIP goals and objectives.
Come to consensus on partnership activities.
Make sure dates are scheduled for each agreed upon activity and that dates are written on both YOUR and your PARTNER'S calendar.
Conduct Staff and Partner Orientations.
Conduct necessary job training.
Assign volunteer jobs.
Be sure all volunteers from the partnership use the Volunteer Application and go through security Level 1 Screening.

Go back to Partnership Plan.
Update School Information as needed.
Click on Partnership Forms. A list of your current partners appears.
Click on the words "Name of Partner" to alphabetize the list. Then, click on the first Partner in list and update Partner contact information, including address, phone, Business Partner Liaison, E-mail address, etc.
Go through the Plan and put checks in the appropriate boxes to indicate the general areas of partnership commitment.

No

Carry on activities with current partners.

Do you have other identified needs that are not being met?

Yes

Begin recruitment.
(PIE has brochures and sample letters available on the Website www.browardpartners.com.)
New partners may be added at any time during the year.

May/June go back to Partnership Plan. Complete Partnership Year-End Report.