



Partnership Planning Checklist

It is important to ensure that the mission and overall vision of both the school and partnership organization match. This is because those who understand and believe in your program are more likely to partner and support you in the long run. It will help if you evaluate potential partners before approaching them for a meeting by using a partnership planning checklist. You may not have all the answers to the questions before meeting with your partner but reviewing the questions before hand will provide you some information on whether the partner is worth pursuing. Here are some questions to consider:

- ☐ What needs did you identify that you believe this partner can address?
- ☐ What population(s) does the prospective partner currently serve?
- ☐ Does it have the capacity to recruit, serve, and retain other populations, especially ones that the school finds hard to reach?
- ☐ Does the prospective partner offer unique and important benefits to students and their families?
- ☐ Does partnering with the prospective partner have promise to improve student achievement and success?
- ☐ Does the partner have local competitors? Is the school able to work with them if needed?
- ☐ Does the potential partner have a solid reputation? Is it credible, dependable, and trustworthy?
- ☐ Are you willing to refer students and families to this potential partner?
- ☐ Do you and the prospective partner share similar missions, values, and goals? Do they endorse the vision of education?
- ☐ Is the prospective partner goals oriented? What has it accomplished?
- ☐ Does the prospective partner have enough resources to accomplish the goals set in the partnership plan?
- ☐ Are there risks associated in partnering with the potential partner?
- ☐ What do you stand to gain or lose by partnering? Are the benefits worth it?

Adapted from: Anderson-Butcher, D., Lawson, H., Bean, J., Boone, B., Kwiatkowski, A., et al. (2004). *Implementation guide: The Ohio Community Collaboration Model for School improvement*. Columbus, OH: The Ohio Department of Education.