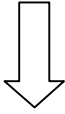
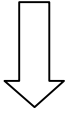


**Identify local community organizations/businesses as possible Community partners**

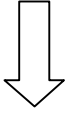


<ul style="list-style-type: none"><li>• What can they offer through any partnership?</li><li>• What role will they have?</li></ul>	<ul style="list-style-type: none"><li>• What will they receive through the partnership?</li></ul>	<ul style="list-style-type: none"><li>• What is the role of the school?</li></ul> <p>Supervision PR - school newsletter -local newspaper -electronic media Admin Discipline if required Trouble shooter</p>
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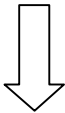


**Prepare proposal to take to potential community partners**

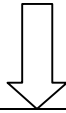
- *Do your research on the organisation first!!*
  - Explain reason for approach
  - Explain your role and that of the school
  - Are there any costs involved?  
*Do not expect the organisation to meet these costs.*
  - Have your contact details prepared in advance to give to organisation's contact person
  - Suggest a TRIAL if the organisation is unsure. Review upon completion of trial.



Make contact & arrange meeting at their premises.  
May require meeting at times to suit THEM.

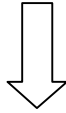


Present proposal with confidence.  
Seek their input into the program.



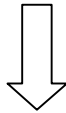
**PRIOR to commencement:**

- Make all necessary arrangements well in advance
  - Book transport
  - Get school leadership team on board
  - Letters home, permissions, etc.
- Prepare students for their involvement
- Ensure staff involved have toured the organisation and met the key people.
- Have contingencies prepared



**When program is operational:**

- Obtain regular feedback from partner organisation and take necessary action if required
- Maintain regular communication
- As opportunities arise invite key personnel to be involved (eg. Mock interviews)



**During program OR upon completion:**

- Arrange to celebrate achievements of students
- Have students undertake as much of the celebration arranging as possible
- Involve people from partner organisation(s)
- Provide PR coverage
- Have certificates printed for students AND the partner organisation
- Have Principal and other key leadership staff in attendance to speak



**At end of school year:**

- Arrange meeting with key personnel at their premises to review the program and their involvement. Try to have ideas to expand the relationship and encourage input from the partner organisation also.

(remember ***small steps*** is the key – ***DO NOT RUSH***. You may be surprised at the pace with which the relationship accelerates once the partner organisation aligns its involvement with its organizational or corporate goals)

**Suggestion:**

***From experience a successful on-going partnership relationship requires a 'DRIVER' from within the school, otherwise it is left to chance.***

***Consider approaching the school leadership team with a solid and well planned proposal to have a person or team appointed as 'DRIVERS'. The benefits to the school WILL outweigh the small cost involved.***