



Inspire Every Mind

D11 ENGAGE

### Process to Establish A Partnership Agreement

- Step 1 Community business or organization contacts an individual school or Volunteer Services and Community Partnerships to inquire about becoming a partner. If it is by phone, I spend time talking to them about the process and requirements. If it is by email, I respond with a description of the partnership program and the process and requirements.
- I follow up by sending them an electronic copy of the agreement and ask them to contact me with questions.
- Step 2 Business or organization representative does a draft of the agreement and sends it to me to review.
- If it involves facility use, I direct them to Rentals to begin the Amended Fee process.
  - If it impacts curriculum, I share it with the Curriculum Facilitator for the appropriate area and get their input. It may require a meeting with the potential partner and the curriculum facilitator. If it meets their requirements the Curriculum Facilitator signs the partnership agreement.
  - If it only impacts one school, I collaborate with the building principal and receive his/her input. If it meets his/her requirements, the principal signs the agreement.
  - If the partnership activities provide risk concerns, I consult with Risk Related Services.
  - If the partnership activities involves any central admin department, Benefits is an example, I collaborate with the department head – Jessica Reijgers and I work on the wellness partners, Chris Noll and I work on the Physical Education and Athletics partnerships, etc.
  - If it is a general partnership, I sign the agreement.
  - Documents that are required depending on the partnership activity that must be produced before signing is a Certificate of Insurance, naming Colorado Springs School District 11 as the certificate holder and as additional insured, a W-9, and copies of any agreements school principals may be asked to sign by the partner.
- Step 3 Agreement is signed by curriculum facilitator, principal, department head or me. Partner is then provided a Visiting Privileges Letter or a Fundraising Privileges Memorandum depending on the partnership activities. This allows them to approach school principals and engage with them as a partner. Principals may choose to engage or decline depending on how the community partner fits into their plan for the building.

Step 4 Partners are advised that they may not be alone with students and if they are engaging with students they must register as a volunteer.

Why would a potential business or organization be declined to partner?

- The potential business or organization only wants to advertise their fee based program and is not willing to offer District 11 a discount for students or staff. In addition, they are unwilling to pay to advertise through our regular means, website, buses, Corporate Advertising Partner.
- The potential business or organization is homegrown and doesn't have insurance.
- They present only one side of a political agenda.
- They want access to students or student information that we are not able to legally provide.
- They only want to use our facilities without fees and offer no contribution in exchange.
- The Curriculum Facilitator does not feel the partner aligns with approved curriculum.
- In the case of a fundraising business, their agreement includes elements that prohibit a school district from signing the agreement, the profit ratio does not balance with the work it takes school staff to manage the fundraiser – 40% is generally the lowest threshold or schools are not interested in entertaining their offer for a fundraiser.

Partnerships are renewed annually to give both partners and school administration/staff to refresh or update aspects of the partnership that worked and to assess and problem-solve the partnerships that did not meet expectations for the partner or the school staff.

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