PARTNERSHIP PROCESS OVERVIEW

DEFINITION

Partnerships are formal and ongoing relationships with established entities such as businesses, faith-based organizations, civic and government agencies, educational institutions and other community/grassroots organizations, who have agreed to work collaboratively with CMS.

CRITERIA

Support Areas
- Academics: Tutoring, academic interventions, language intervention
- Social Emotional Learning & Development: Mentoring, SEL interventions
- Work-based Learning: Internships, shadowing, technical education, STEM, STEAM, engineering, and arts related programs
- Postsecondary Attainment & Persistence: College and career-focused programs
- Health & Wellness: Sports, physical activities, mental health, wellness programs, and quality of life programs/services
- Enhancement of Social, Civic or Family Life: Leadership, character building, family engagement, and socio-economic development programs
- Enhancement of School Life: Includes teachers and staff support and school facilities

Characteristics
- The relationship is built through a CMS department or school.
- There is a formal and documented agreement between the parties.
- The programs, services or resources are linked to the district's priorities and outcomes.
- Deliverables must be jointly defined between the partner, collaborating department, or school and Community Partnerships and Family Engagement (CPFE) Department.
- The partner is an established organization whose programs/services are aligned with the identified CMS support areas.

PROCESS

STEP 1: Vetting the Partnership Request
Discuss the nature of the partnership with the prospective organization and confirm if the partner meets the CMS Eligibility Criteria.

Types of Partnership Opportunities Available
- Volunteer Opportunities (time); Cash or in-kind donations (treasure); Programs and/or services (talent)

Events in which partnerships may happen
- One-time event: This type of commitment may not require a formal agreement; however, partners may be required to follow the volunteer and/or visitor guidelines and/or report the estimated financial investment of the donation to the CMS Partnership Office.
- On-going commitment: Partners who are linked to a strategic initiative that is aligned to the district's goals and developed by either a CMS department or school. Organizations may also partner at this level if they are providing services/programming multiple times throughout the school year at one or more CMS locations.

STEP 2: Planning the Program or Service to be Delivered
A team of CMS staff will meet with the prospective partner to review the program logistics such as:
- Permission requirements: Organizations must include a permission form for each participating student.
- Virtual adaptation & platform requirements: A password protected platform must be utilized and both the link and password must be shared with school staff.
- Volunteer & Staff Clearances: Organizations must agree to adhere to the CMS volunteer process.
- Reporting: Organizations must agree to submit a final report with metrics to the leading department.

STEP 3: Formalizing the Partnership
Partners are guided through the formal documentation process to ensure partnership needs and expectations are met. Below are the four (4) main processes that may apply:

Community Partnerships & Family Engagement
- Potential partner is a non-profit organization
- Proposed program/service involves access to CMS facilities and/or contracts with students, staff/teacher, and/or families
- Proposed program/service is free for attendees

Community Use of Schools
- Facilities will be used before or after school hours
- Program/service is not free to participants
- Organization is a for-profit entity
- Contact Cynthia Marrero, Community Use of Schools at cynthia.marrero@cms.k12.nc.us

Data Collection and Requests
- Can include surveys, questionnaires, assessments, tests, interviews, and focus groups.
- Contact Susie Freije, CMS Office of Accountability at susanw.freije@cms.k12.nc.us

CMS Procurement Process
- Applies when the organization or business is requesting a financial commitment from CMS

QUESTIONS? NEED MORE INFORMATION?
Phone: (980) 343-6256
Email: communitypartnerships@cms.k12.nc.us