

**FWISD ADOPT-A-SCHOOL PROGRAM
PROCESS FOR PLANNING AND IMPLEMENTATION (2009-10)**

(Schedule a meeting for the business/organization coordinator, the principal and the school coordinator to plan activities that support the needs of the school utilizing the resources of the partner.)

What To Bring to the Meeting

◆ School:

- An overview of the school, including demographics, current trends (TAKS test scores and other pertinent data), goals and needs
- List of the school's needs in the areas of math and science
- History of the Adopt-A-School partnership at the school
- District and school calendars in order to be able to schedule events
- List of ways schools can offer support to the partner
- Planning template
- All current contact information

◆ Business/Organization:

- An overview of the organization – management philosophy, culture and demographics
- Reasons for wanting to be involved in Adopt-A-School, along with partner goals
- Personal and business calendars
- Survey of available organizational resources
- List of available shared resources

The Planning Meeting

- ◆ Identify and prioritize academic needs and goals.
- ◆ Identify and list resources.
- ◆ Plan activities that match the needs and priorities of the school with effective, feasible and manageable resources of the partner.
- ◆ Tap resources that have a strong emphasis in support of math and science and in preparing students for post-secondary education and gainful employment.
- ◆ Establish a method for quantifying results.
- ◆ Select methods of communicating partnership activities/support to the adopter's staff, school staff, students, parents and the community at-large.
- ◆ Submit the plan to the Parent and Public Engagement office.

Keep These Tips and Communication Tools in Mind

- ◆ Plan a coordinators' meeting at least quarterly to update and implement the plan.
- ◆ The business/organization coordinator is encouraged to keep a record of the approximate number of hours employees or members spend on projects or activities that support the school, total amount of in-kind donations to the school and dollars donated to the school or to the FWISD. This will be very beneficial in completing the survey at the end of the school year.
- ◆ Email news about your partnership to the Adopt-A-School coordinator in the Parent and Public Engagement office that may be included in the ***PARTNERS*** e-newsletter and the FWISD website.
- ◆ Golden Achievement Award nomination information will be mailed in the spring, and nominations will be due June 2010 (date to be announced).
- ◆ Partnership surveys will be sent to partners in May with a return date in June.
- ◆ Set a meeting for May before school is out to plan for immediate needs in August during the back-to-school time frame.

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