

How to Get Started in Six Steps

- Step 1:** Identify the Adopt-A-School coordinator(s) for your school. (Select a great ambassador with a skill set that includes communication skills, organizational skills and leadership skills.)

- Step 2:** Call the person listed as the Business Partner's #1 Coordinator on the Partnership Summary Sheet to set up a planning meeting with you and the school coordinator(s).

- Step 3:** Meet to plan strategic activities for the year. (See "Process For Planning.") Use the planning sheet included in this packet. Submit the plan to the Parent and Public Engagement office.

- Step 4:** Introduce your Adopt-A-School partner to your staff, students and parents.

- Step 5:** Plan ways to build awareness of the partnership such as emailing highlights of activities for the *PARTNERS* newsletter, by reporting partnership activities in the school newsletter and by posting information on a bulletin board or marquee.

- Step 6:** Plan ways to recognize your partnering organization or business and their volunteers.