

What is the Role of the School Coordinator?

- Coordinate with the principal to make contact with the business/organization coordinator to set up a planning meeting.
- Download the planning template from the FWISD website or from the Tips for Principals disc.
- Work with the principal to determine the needs of the school prior to meeting with the partner(s).
- Coordinate with the principal and business/organization coordinator to develop and implement partnership activities.
- Complete the planning template and email to the coordinator of the Adopt-A-School program.
- Utilize the planning template throughout the year as an assessment tool after activities, so that at the end of the year, feedback can be provided to the partner.
- Build awareness of partnership support by informing faculty and parent leaders of partnership activities.
- Submit partnership news and photos to the Parent and Public Engagement office for highlights in the *PARTNERS* newsletter and the FWISD website. Ensure that students in all photos submitted have a photo release on file at the school.
- Coordinate with the principal at the end of the year to evaluate areas of support implemented.
- Coordinate with the principal to recognize the partner(s) through the nomination of a Golden Achievement For Partnership Excellence award or other school-specific means.
- Meet with the partner(s) in May to discuss ways to support back to school programs such as transition camps, First Day of School and your needs for launching a new school year.

What is the Role of the Business/Organization Coordinator?

- Determine business/organization resources, as well as resources gained through networking opportunities, that could be beneficial to supporting school goals.
- Meet with the principal and school coordinator to match available resources with the needs and goals of the school to develop and implement strategic partnership activities.
- Recruit volunteers for partnership activities.
- Provide company recognition for volunteers.
- Maintain a record of volunteer hours and cash and in-kind donations.
- Submit news to the Parent and Public Engagement office for the *PARTNERS* newsletter and FWISD website.
- Evaluate the effectiveness of activities implemented and contributions made during the school year.
- Meet with the school coordinator in May to discuss ways to support transition camps and needs for launching a new school year.