

# Partnership Agreement - Template

## PARTNERSHIP AGREEMENT

This partnership agreement is between BUSINESS NAME and SCHOOL NAME, and will remain in effect until the end of the YEAR school year.

*Limited term - limits the level of commitment, gives you a reason to sit down each year to review and revise the relationship*

Note that this is not a partnership in a legal sense; it is a voluntary relationship to pursue shared interests. Further, this agreement is not a legally binding document, but rather a statement of mutual intent by the parties to ensure a shared understanding of all proposed benefits and responsibilities.

*Reduce partner concerns by acknowledging that this is not a legal obligation*

### I. THE PARTNERSHIP

#### a. Primary contacts

This partnership is a joint effort between BUSINESS NAME and SCHOOL NAME. The primary contacts for each are as follows:

BUSINESS PERSON	SCHOOL PERSON
TITLE	TITLE
PHONE	PHONE
EMAIL	EMAIL

*This section puts student focus at the forefront of the agreement - it's the reason for the partnership*

#### b. Purpose

This partnership has been created in order to [LIST STUDENT BENEFIT(S) HERE].

#### c. Partnership model

To reach this goal, the partners have decided to [LIST PARTNERSHIP ACTIVITY(IES) HERE, IN ENOUGH DETAIL TO MAKE CLEAR WHAT WILL HAPPEN – NUMBER OF STUDENTS PARTICIPATING, NUMBER AND LOCATION OF STUDENT ACTIVITIES, MATERIALS STUDENTS WILL RECEIVE, ETC.].

*Very important to identify the metrics you and your partner decide will gauge student progress and success - anecdotal reports ("the kids were excited") is not enough, and will not be enough to convince your partner that their participation was worthwhile*

#### d. Measurement

The partners wish to produce evidence of the impact of their work with students; therefore, they will measure student outcomes by tracking [LIST MEASUREMENT METRICS HERE].

### II. ROLE OF BUSINESS NAME

BUSINESS NAME's participation is essential to the success of this project. The company will provide support, and benefit from the project, in the following way(s):

# Partnership Agreement - Template (2)

## a. What BUSINESS NAME will contribute

In order to make this project possible, BUSINESS NAME will [PROVIDE SPECIFIC DETAILS OF THE COMPANY'S SUPPORT – NUMBER OF VOLUNTEERS AND NUMBER OF STUDENT CONTACTS, FINANCIAL SUPPORT, GOODS AND SERVICES SUPPORT]

*Specifics, so they commit in writing to the support they will provide. Include a time frame if needed (such as resources needed before the project can start)*

## b. What BUSINESS NAME will receive

In addition to the value of a stronger community and better prepared workforce, BUSINESS NAME will receive direct benefits including [BUSINESS BENEFITS HERE – EMPLOYEE MORALE, BETTER RELATIONSHIPS WITH EMPLOYEES OR UNIONS, LEADERSHIP DEVELOPMENT, COMMUNITY GOODWILL, SPONSORSHIP BENEFITS, LOGO PLACEMENT]

*Identify the specific benefits the business will receive - for a partnership to last, your partner has to get something out of it directly*

## III. ROLE OF SCHOOL NAME

SCHOOL NAME's participation is essential to the success of this project. The company will provide support, and benefit from the project, in the following way(s):

*This is a partnership of equals - show them that you have "skin in the game" and are contributing value*

## a. What SCHOOL NAME will contribute

In order to make this project possible, SCHOOL NAME will [PROVIDE SPECIFIC DETAILS OF THE SCHOOL'S COMMITMENT TO THE PROJECT – SPACE FOR MEETINGS, TEACHER HOURS, HANDLING BACKGROUND CHECKS AND WAIVERS, ETC.]

*As a contributor of value, the school should also receive value beyond the student outcomes*

## b. What SCHOOL NAME will receive

In addition to improving student outcomes as detailed in Section 1b, SCHOOL NAME will receive [BENEFITS TO SCHOOL AND STAFF - PD, IMPROVED UNDERSTANDING OF INDUSTRY NEEDS]. SCHOOL NAME will value volunteer hours as an in-kind contribution at \$xxx per hour, the current rate noted by Independent Sector.

The parties agree to meet the terms and pursue the goals outlined in this agreement. If either party is unable to fulfill its obligations, that party will provide notice as soon as possible and attempt to find others to take on their role for the sake of students in the project.

*Acknowledgement that some partnerships may not last, but planting the seed at the outset that the partner who leaves should help find a replacement*

I have read and agree to the above:

BUSINESS NAME

SCHOOL NAME

\_\_\_\_\_  
NAME  
TITLE

\_\_\_\_\_  
NAME  
TITLE

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Dated

*Signatures of the people who have the authority to sign off on giving the resources noted above, such as the business owner and school principal*