



Implementation Planner

Goals for Strengthening Partnerships

Clarify goals for strengthening partnerships. Work with staff to develop short and longer-term goals, and ensure that all work as a team to achieve them.

Check all that apply, then develop your own in more detail specific to your program.

Our program will strengthen partnerships to:

- Address gaps and needs in current programming
- Improve and supplement existing programming to ensure youth have access to real-world experiences and additional caring and committed adults
- Secure and utilize financial, material, and people-specific resources that may be limited or non-existent
- Expose youth to the larger community to better understand its strengths and needs
- Provide youth with experiences and community connections that could lead to future life and career opportunities
- _____
- _____



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Determine Needs

Talk with program stakeholders to figure out what the program is missing and how existing program elements could be improved.

	More detail
Areas of need and improvement	
When comparing our program with other high-quality OST programs, what do we lack?	
What resources (people, places, things, time, money, etc.) could improve academically-focused programming?	
What resources (people, places, things, time, money, etc.) could improve enrichment-focused programming?	
How could staff professional development be improved or expanded?	
How could the community be more involved?	
How could academic and enrichment elements be better integrated?	
What past or current programming efforts should be replicated or improved?	
How could program space be improved and/or supplemented?	
How could families be more involved?	
What resources could better support youth's social and emotional growth?	
How could program evaluation and assessment be improved?	
In what ways could community members better understand program goals and effectiveness?	
How could youth's health and nutrition needs be better addressed?	
In what ways can youth with special needs (language, physical, etc.) be better supported?	
Other	
Other	



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Identify Partners

Partners can be a person or place or just about anything else in between. To best utilize potential partners, you need to have a clear sense of what's out there.

Use the list below to begin identifying potential partners and what type of services or support they could offer.

	Details	Partnership ideas
COMMUNITY LEADERS		
Business		
Religious		
Political		
Long-term residents		
Philanthropists		
OTHER		
PLACES		
Parks		
Zoos		
Museums		
Popular meeting places		
Restaurants		
Colleges and universities		
Concert venues		
OTHER		
GROUPS		
Political		
Arts-related		
Service-oriented		
Community-centered		
OTHER		
COMMUNITY SERVICES		
Government-related		
Non-profit organizations		
Charities		
Education- and training-related		
OTHER		
INDUSTRY		
Small businesses		
Large corporations		
Family-owned businesses		
Trade groups and unions		
OTHER		
SOURCES OF INFORMATION		
Newsletters		
Websites		
News organizations		
Listservs		
Chamber of Commerce		
OTHER		



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Maintain Partnerships

Sustaining partnerships requires ongoing communication and frequently honoring partners' contributions.

Examine the strategies below and personalize them for your particular situation.

	Personalization
Ongoing Communication	
Electronic – emails, calendars, shared documents, etc.	
Face-to-face – at the program site, at the partner's site, other	
Surveys and feedback forms	
Mailbox system	
Phone check-in's	
OTHER	
Honoring Partners' Contributions	
Newsletter shout-out	
Youth-made cards or treats	
Phone call, letter, email, etc.	
Awards ceremony	
Bulletin boards	
Gift certificates	
OTHER	

TRAIN STAFF

Staff are the face of your program and will help find, create, and maintain partnerships. Much of partners' experiences with the program will rely on their interactions with staff. Using a training and coaching plan, prepare staff to be ambassadors for the program and utilize and manage partners effectively.

Staff need training in

- Identifying program gaps and needs
- Managing partners and best utilizing their assistance
- Asking partners for their help
- Explaining the program's mission and visions
- Sustaining partnerships
- Other



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How much time is available, and when, for staff training?

- During orientation
- During staff meeting time
- During program breaks
- In conjunction with school teacher professional development
- At conferences
- In professional development sessions scheduled during the year
- Other

Topic	Date	Time	Who participates	Who leads



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