



## 2009-2010 School/Afterschool Program Shared Resources Plan

This tool was designed to facilitate conversations between schools and afterschool providers around the *potential* sharing of resources. Additionally, we hope that you will find it helpful in completing the required Space Use Application for the Seattle Public School's Facilities Department. This tool is to be completed and submitted with your 2009-2010 Alignment Partnership Plan.

**NOTE:** This plan will be used to generate your lease with Seattle Public Schools. *Please be clear and specific* about use of space e.g. the gym or lunchroom.

Examples of what *not* to list: *Gym Every day 7 AM-6 PM* This scenario is neither reasonable nor accurate since the gym may also be used for recess, PE, or other groups throughout the day. Also, being clear about use of space ensures more effective communication between the program, building administrators as well as the custodial engineers.

**Please outline the schedule, process and any ground rules for sharing the following:**

**Physical Space** (Examples: school mailbox for program, gym, cafeteria, child care space, library, computer lab, portables, classrooms, kitchen/cooking area, storage spaces, playgrounds, fields, garden areas, covered play area, restrooms, school office, parking, tutoring spaces, school and provider display space, hallways, staff lounge/areas, school/provider office, building entrance and exits, other). Be sure to incorporate this information in your Space Use Application and on the school's master calendar.

**Materials and Equipment that Support Student Learning** (Examples: homework supplies, books/curriculum, computers, music/art/science/gym supplies/equipment, other).

**People Resources** (Examples: school/program staff communications, custodian, volunteers, playground support, trainings, technology assistance, joint events, family involvement, parent newsletters, other).

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**Systems** (Examples: building security, copier/fax, trash/recycling, keys, e-mail/internet/intranet, intercoms, copier/fax machine, heating/cooling, emergency supplies and procedures, telephone, ID badges, signage-inside and out, extra furniture, communication radios, self-help space improvements, joint purchasing, other).

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**Signatures:** *(Please sign and date after printing)*

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Site Information:**

School Name: \_\_\_\_\_

Provider Name: \_\_\_\_\_