



# Partnership Establishment Flow and Timeline

**Purpose:** When setting up a new partnership, it may be helpful to become familiar with the flow and expected timeline for the establishment process. Ideally, the following process would take about three weeks, but the pace is dependent on factors ranging from relationships and relevance to time of year.

**How to use this tool:** Use these steps and timeline to establish a new partnership between a community-based organization and school in Seattle Public Schools.

## Steps to Establishing a Partnership

**Step 1A:** Community partner and school make a connection, identify shared goals, confirm interest in program or services, and make the decision to work together.

OR

**Step 1B:** Community partner connects with the School and Community Partnerships (SCP) department at Central Office for a Memorandum of Understanding (MOU) (if the partner will not receive funding from the district)

**Step 2:** Community partner meets with school principal and as needed, district staff, to work out details (e.g. time, space, dates, program outreach, whether or fund there will be funding provided by the school or district).

**Step 3:** Agreement is completed:

**3A:** Community partner finalizes MOU with the School and Community Partnerships department, with final signature through SCP department, or

**3B:** Community partner requests Personal Services Contract (PSC) from school (if the partner is receiving payment from the district), or

**3C:** Community partner requests Letter of Agreement (LOA) template from the SCP department (for Housing partners and PTSA's only).

**Step 4 (Optional):** Community partner begins process of submitting any other required forms, depending on the type of partnership and requirements.

**4A:** Partner with a MOU submits their Certificate of Liability insurance (COI) to the SCP department, and/or

**4B:** Partner submits data sharing agreement. For those seeking Institutional Service Partner designation, partners submit the data sharing agreement and an Institutional Service application. (Note that this process can take 2-4 weeks.), and/or

**4C:** There may be additional forms depending on what kind of agreement you have made with Seattle Public Schools. Check out our [Forms and Processes page](#) for more details.



**Step 5:** Relevant form is processed by the required department(s). For MOU, SCP Department. For PSC, School & District Accounting office. For LOA, School & Community Partner.

**Step 6:** If there is a cost for the program, a purchase order will be set up by the school office. Send all invoices for completed services on the agreed-upon timeline to school office manager unless otherwise directed.

**Step 7:** For community partners with a MOU, quarterly check-ins and end-of-year annual partnership review meetings are required for the community partner and school they are working with. The MOU can be amended to reflect partnership changes on an annual basis, as needed.

## Typical School-Year Timeline

**August:** For new partnerships, develop and sign MOU for upcoming school year

**September:** Complete Data Sharing Agreement

**October:** Start programming

**November:** Quarter 1 Data Review (*quarterly check-ins required for MOU-supported partners*)

**January:** Mid-Year Check-in

**April:** Quarter 3 Data Review; Annual Partnership Review meeting to plan for next school year (*end-of-year review meetings required for MOU-supported partners*)

**June:** For continuing partners, amend MOU as needed for the upcoming school year