Developing Effective Partnerships With Y4Y

IL 21st CCLC Pathways to Success Conference Normal, IL – May 3, 2016
YOUR FACILITORS

Tania Lazar
Training Specialist
tlazar@foundationsinc.org

Judy Ha
Lead Training Specialist
jha@foundationsinc.org
SESSION OBJECTIVES

• Identify Y4Y resources that assist with forming strong partnerships

• Review the components of successful partnerships

• Develop strategies to further strengthen partnerships in your program
STRENGTHENING PARTNERSHIPS

Online Professional Learning and Technical Assistance for 21st CCLCs

Learn | Teach | Tools | Network

Y4Y > Learn > Strengthening Partnerships

Strengthening Partnerships

Introduction to Strengthening Partnerships
Add depth and breadth to your program through partnerships with community-based organizations. Learn how to identify your needs, select partners, establish a common vision, and use data to improve your program and partnerships.

Implementation Strategies
Strengthen partnerships using tools, strategies, and resources to identify program needs, find partners who fill in gaps, and sustain the relationship over time.

Coaching My Staff
Learn how to support staff in their efforts to build and strengthen partnerships. Find trainings, tips, tools and pointers to use when coaching your staff.

Tools
Find ready-to-use and customizable tools that can help strengthen and maintain partnerships.

HTTP://Y4Y.ED.GOV

Contact Us | Join

My Notebook
STRENGTHENING PARTNERSHIPS
The Notebook is a useful way to jot down notes as you go through the various topics available on the You For Youth website. If you’d like to use the notebook, please sign in if you already have an account or register now to join the Y4Y community!

Glossary
STRENGTHENING PARTNERSHIPS

Search This Topic
Type here to filter terms.
Show Strengthening Partnerships Glossary
View Entire Glossary
DRIVING QUESTION

How can we use Y4Y to develop and maintain effective partnerships for program sustainability?
TYPES OF ORGANIZATIONAL PARTNERSHIPS

- Schools/Districts
- Government programs/agencies
- Community- and faith-based organizations
- Corporations

Adapted from Tools/Train/Successful School-CBO Partnerships Training
1. Who are some of your best partners?
2. What value do they bring to your program?
VALUE OF PARTNERSHIPS

• Add depth and breadth to programming
• Help students academically and socially
• Support families
• Don’t have to be “everything to everybody” alone
**Defining Strategic Partnerships**

- **Advisors** - meet periodically to review program successes and challenges

- **Stakeholders** – those who are affected by and benefit from the program

- **Partners** – leverage resources and services to and from the program

- **Volunteers** – individuals who donate time to the program

Tools/ Assess and Reflect/ Leveraging Partnerships for Program Success
PARTNERING WITH SCHOOLS

- Build a coalition
- Mobilize community resources
- Streamline support for youth
- Increase support for students and teachers

Adapted from Tools/Train/Successful School-CBO Partnerships Training
EQUITABLE SERVICES

Tips from the field:
Broad feedback and participation

Learn/ Strengthening Partnerships/ Introduction p.25
KEY ELEMENTS: QUALITY PARTNERSHIPS

- Share Information
  Collect and Make Sense of Data

- Take Stock of Current Resources
  Hidden Gems

- Create an Advisory Board
  Ongoing Communication

- Identify Needs
  Benefits for Students and Families

- Establish a Common Vision
  Clear Roles and Responsibilities

- Form Partnerships
  Resource Mapping

Learn/ Strengthening Partnerships/ Introduction, page 3
TAKE STOCK, IDENTIFY NEEDS

Ask:

• Who are the students and families in our program?
• What do we already provide?
• Where are the resource gaps?

Tips:

• Review your 21st CCLC application
• Consider a Needs Assessment
**Assess Needs**

**Objectives:** All participants in the training will be able to:

- Identify what is working in the program and what needs improvement
- Gather feedback on the program from stakeholders (stakeholders, parents, teachers, community members, etc.)
- Ask for and collect youth ideas on program needs and potential improvements

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**Training Starter Template**

<table>
<thead>
<tr>
<th>Ice Breaker/Warm Up Activity Related to the Topic</th>
</tr>
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<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Introduce the Topic</th>
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<tr>
<td>______ minutes</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Motivate participants, show why the topic is important, share objectives &amp; agenda</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________________________________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Training Middle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explain that partners can help fill in gaps or address needs in current programming, but to create a plan for what they will fill in, you must first understand where there's room for improvement.</td>
</tr>
<tr>
<td>In small groups, have participants discuss and write down what they believe are the areas of the program that need the most improvement (if anonymity is a concern, find ways to gather information that allows staff to be honest and forthcoming as possible)). Gather the lists and compile answers when participants are completing the next activity.</td>
</tr>
</tbody>
</table>

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Tools / Strengthening Partnerships/ Train
• Think about some of the most important things you do or have done for program youth.

• How could you engage a potential partner with these stories?
CREATE AN ELEVATOR PITCH

- Develop an “elevator pitch”
- Use the Y4Y tool to map out
  - Who
  - What
  - Why
  - Goals

Tools/ Strengthening Partnerships/ Plan and Implement
STRENGTHENING PARTNERSHIPS

CUSTOMIZING YOUR ASK

• What can the partner contribute?
• How much or often can they participate?
• What are their concerns?
KEY ELEMENTS:
QUALITY PARTNERSHIPS

Share Information
Collect and Make Sense of Data

Take Stock of Current Resources
Hidden Gems

Create an Advisory Board
Ongoing Communication

Identify Needs
Benefits for Students and Families

Establish a Common Vision
Clear Roles and Responsibilities

Form Partnerships
Resource Mapping

Key Elements for Quality Partnerships
IDENTIFYING PARTNERS

- Use mapping, web searches, or other methods to find partners in your area
- Think about specific ways you can work together
- Approach strategically
### Identifying Partners

<table>
<thead>
<tr>
<th>Community Leaders</th>
<th>Places</th>
<th>Community Services</th>
<th>Sources of Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>Parks</td>
<td>Government-related</td>
<td>Newsletters</td>
</tr>
<tr>
<td>Religious</td>
<td>Zoos</td>
<td>Non-profit organizations</td>
<td>Websites</td>
</tr>
<tr>
<td>Political</td>
<td>Museums</td>
<td>Charities</td>
<td>News organizations</td>
</tr>
<tr>
<td>Long-term residents</td>
<td>Popular meeting places</td>
<td>Education- and training-related</td>
<td>Listservs</td>
</tr>
<tr>
<td>Philanthropists</td>
<td>Restaurants</td>
<td></td>
<td>Chamber of Commerce</td>
</tr>
</tbody>
</table>

**Which category or categories of partners do you want to investigate more?**

**Tools/Assess and Reflect/Identifying Partners**
After identifying potential partners, ask whether the organization:

- Provides high-quality services and understands the needs of your community?
- Offers expertise that your staff does not have?
- Will need any support or resources from your program?
- Requires any training or background clearances?
• What is a question you might ask a potential partner?
• What response would indicate to you that they might be a good fit with your program?
Recruit Partners

Training to Go

Suggested Training Plan

Time: 45 minutes

Prep:
- Print handouts for all participants
- Arrange the space or group and pair work

Materials:
- Identify Partners worksheet
- Creating a Program Elevator Pitch

Slide Time: 1 minute

Explain: Recruiting partners is a process that involves knowing who to look for partners, explaining and/or selling the program to them, and convincing potential partners that their time, energy, and resources will be well-used. Without a well-thought-out recruitment process, it will be hard to bring the right partners into our program.
KEY ELEMENTS: QUALITY PARTNERSHIPS

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Learn/ Strengthening Partnerships/ Introduction, page 3
WORKING WITH PARTNERS: CHALLENGES

• Insurance and liability
• Conflicting expectations
• Reliability and dependability
• Finding time to plan and coordinate
• Meeting needs of both partners
• Finding funding to cover any costs
• Develop shared goals
• Create a schedule for regular check-ins
• Define specific roles and responsibilities
• Establish a Memorandum of Understanding (MOU)
A memorandum of understanding or MOU is a document created between two or more parties explaining how they will work together to achieve a common goal. While MOUs vary in complexity and use, the purpose is to help organizations work together and understand one another's perspectives.

The outline highlights the key components of an MOU.

Section 1 – Introduction
- This section describes the need, the organizations involved, and why these organizations need to work together. Questions to consider in this section include:
  1. Why is the MOU being created?
  2. What agencies are participating?
  3. Why is this MOU necessary?

Section 2 – The Purpose
- This portion should briefly explain the goals of the MOU and how and when it will be utilized. Questions to consider in this section include:
  1. What are the various goals of the MOU (be specific)?
  2. How will these goals be carried out (be specific)?
  3. When will these goals be carried out (be specific)?

Section 3 – Roles and Responsibilities
- To better collaborate, both sides must understand what each other needs to succeed. Understanding expectations from the beginning will lead to a more aligned and successful experience. Questions to consider in this section include:
  1. Which duties will each organization take the lead on and which duties will be carried out collaboratively?
  2. Which resources that need to be shared does only one party possess?
  3. What do both organizations’ staff need (resources, training, etc.) to effectively carry out the MOU objectives?

Section 4 – Oversight and Terms of Agreement
- The MOU should be considered a working document – this section in particular. Questions to consider in this section include:
  1. How will both sides measure success?
  2. When will both sides amend the MOU if circumstances change?
• Specifying purpose
• Establishing a support network
• Estimating time commitments
KEY ELEMENTS: QUALITY PARTNERSHIPS

- Share Information: Collect and Make Sense of Data
- Take Stock of Current Resources: Hidden Gems
- Create an Advisory Board: Ongoing Communication
- Identify Needs: Benefits for Students and Families
- Establish a Common Vision: Clear Roles and Responsibilities
- Form Partnerships: Resource Mapping

Learn/ Strengthening Partnerships/ Introduction, page 3
CREATE AN ADVISORY BOARD

1. Provide feedback on achieving program goals

2. Invite:
   - Representatives from partner organizations
   - School leadership
   - Teachers
   - 21CCLC staff
   - Parents
## Webinars

### Archived Webinars

- **Project-Based Learning: Hands On, Minds On - A Y4Y Virtual Learning Series**
  
  Tuesday, September 01, 2015
  
  If engaging students through exciting activities, aligning with school-day standards and training inexperienced staff feel overwhelming, consider implementing project-based learning as your strategy to get everyone excited about the new program year. Y4Y will present a series of webinars on consecutive Tuesdays.  
  
  [read more »](#)

- **Family Engagement Resource Providers Webinars**

  Friday, May 29, 2015

  The Family Engagement Resource Providers (FERP) project recently hosted several national webinars which connect family engagement research to practical implementation strategies.  

  [read more »](#)

- **Y4Y Panel Discussion: Creating a Parent-Community Advisory Board**

  Tuesday, April 07, 2015

  On Tuesday, April 7, at 1:00 p.m. (Eastern), Y4Y hosted a virtual panel discussion and webinar on Creating a Parent-Community Advisory Board.  

  [read more »](#)

- **New Literacy Content Module on Y4Y**

  Tuesday, September 09, 2014

  Join us on Tuesday, September 9, at 1:00 p.m. (Eastern)/10:00 a.m. (Pacific) for a coffee break webinar on the New Literacy Content Module on Y4Y.  

  [read more »](#)

- **Guidance for New Programs on Y4Y**

  Thursday, September 04, 2014

  Join us on Thursday, September 4, at 1:00 p.m. (Eastern)/10:00 a.m. (Pacific) for an expert webinar on Guidance for New Programs on Y4Y.  

  [read more »](#)
BUILDING SUCCESSFUL PARTNERSHIPS

• Regular meetings
• Data collection and sharing
• Clear process for resolution
• Marketing and celebrations
COLLECT AND SHARE DATA

• Collect data to support your needs and your partners’ needs
  – Discuss questions with partners and advisory board

• Make sense of data
  – Get help, if needed

• Distribute and discuss

Note: With regard to data sharing, become familiar with the Family Educational Rights and Privacy Act (FERPA)
• What is one way to honor your partners?
QUESTIONS

• How will you use Y4Y to develop and maintain effective partnerships for program sustainability?

• What do you want to learn more about?
CONTACT US

Tania Lazar
tlazar@foundationsinc.org

Judy Ha
jha@foundationsinc.org

Visit: www.y4y.ed.gov