

Archived Information

Worksheet 1: Create or Highlight an Education Culture

DOES YOUR FAITH COMMUNITY HAVE THE FOLLOWING:	IF NOT, WHAT COULD BE DONE?
Policy statement expressing your community's commitment to education issues	
Communication strategies designed to indicate the importance of family involvement in education.	
Recognition of those members who are involved in education (for example, teachers, administrators, tutors, volunteers).	
Workshops about the importance of family involvement in education.	
Opportunities for members to support education.	
Information about different ways families can become involved in supporting children's learning.	
Training for parents (for example, how to help children with their homework, how to be an effective mentor).	
Means to distribute information about family involvement.	

Worksheet 2: Assess Resources and Capacity for Providing Them

Capacity for...	For this Purpose...	Current Status	Obstacles/Barriers	Solutions
Physical plant	Establishing afterschool tutoring programs	Usable area could be made available during these hours.	Used for pre-school each weekday morning.	Recruit volunteers to help move aside pre-school materials daily.
Volunteers				
Equipment				
Materials				
Transportation				
Other				

Worksheet 3: Select Community/School Partners

	Possible Answers
With which educational systems (individual schools, local districts, state education agency) would you like to work?	
How would you describe the school(s), local district(s), and the community?	
What unique talents do potential partners have to offer as a community partner (for example, members who are bankers, scientists, teachers, police officers)?	
What do they have to offer (resources, time, people)?	
What are your current education activities? How are they connected to the school system?	
What steps can be taken to identify or expand your current school partnerships?	

Worksheet 4: Recruit and Organize Education, Business, Family, and Community Partners

Identify and Recruit Partners	Recruitment Strategies	Group/Individual	Contact Information	Contact Address	Person Who Will Contact
Education					
Family					
Business					
Community					
Other faith communities					

Worksheet 5: Create a Vision for the Partnership

Potential Priority Areas	Rank Priority for Each Partner	Goals	Consensus Ranking of Priorities
Afterschool Learning			
America Reads Challenge			
Think College Early			
Safe and Drug-Free Schools			
Family Involvement			
Other			

Partnership Vision/Statement of Purpose:

Worksheet 6: Take Stock Based on Partnership Vision

Potential Priority Areas	Alignment of Partners' Priorities with Education Goals	Where Are You Now? (Assessment)	Current Approaches Used to Achieve Goals	Level(s) of Success
Afterschool Learning				
America Reads Challenge				
Think College Early				
Safe and Drug-Free Schools				
Family Involvement				
Other				

Worksheet 7: Set Up a Steering Committee to Guide and Monitor the Partnership

Steering Committee Members	Title/Affiliation	Address	Phone/Fax	E-Mail	Priority Interests
Education					
Business					
Family					
Community					
Other faith communities					

Worksheet 8: Collaboratively Set and Prioritize Short- and Long-Term Objectives

Priority Area Goals	Short-term Objectives (define time)	Long-term Objectives (define time)
Afterschool Learning	Customer(s):	Customer(s):
America Reads Challenge	Customer(s):	Customer(s):
Think College Early	Customer(s):	Customer(s):
Safe and Drug-Free Schools	Customer(s):	Customer(s):
Family Involvement	Customer(s):	Customer(s):
Other	Customer(s):	Customer(s):

Worksheet 9: Create Action Plans and Teams Organized Around Priorities (Duplicate for each priority area)

Action Committees*	Members (contact information)	Committee Objectives	Tasks/ Activities Assigned	Completion Time Frame	Resources Requested	Resources Available	Resources Needed
Operations							
Development							
Communication							
Program Evaluation							
Other							

**Operations = managing daily tasks, managing resources, and monitoring quality; development = recruiting partners, recruiting resources, allocating resources; communication = marketing and public relations, outreach, and networking; program evaluation = monitoring, evaluation, data analysis, reporting, and decision making.*

Worksheet 10: Implement Action Plans (Duplicate for each priority area)

Action Committee Objectives	Activities/ Tasks	*Level of Involvement	Expected Completion	Actual Completion	Resources Allocated	Activities Accomplished	Comments
Operations							
Development							
Communication							
Evaluation							
Other							

** Levels of involvement: Low=supplemental; medium=programmatic; high=strategic/systemic*

Worksheet 11: Measure and Report Progress (Duplicate for each priority area)

Short-term Objectives By Priority	Baseline Measures	Outcomes Achieved Month/year	Check Points	Next Steps	Outcomes Achieved Month/year	Check Points	Next Steps
			<p>Within budget ___y ___n</p> <p>On schedule? ___y ___n</p> <p>Communication: a) Kind b) Frequency c) Content d) Audiences</p> <p>Sufficient resources? ___y ___n</p> <p>Outcome measures: a) Kind b) Frequency c) Target groups d) Focus</p> <p>Partnership Quality: a) Participation b) Commitment c) Operation(s) d) Challenges</p>			<p>Within budget ___y ___n</p> <p>On schedule? ___y ___n</p> <p>Communication: a) Kind b) Frequency c) Content d) Audiences</p> <p>Sufficient resources? ___y ___n</p> <p>Outcome measures: a) Kind b) Frequency c) Target groups d) Focus</p> <p>Partnership Quality: a) Participation b) Commitment c) Operation(s) d) Challenges</p>	

Worksheet 12: Review Annual Results and Plan for the Future (Duplicate for each priority area)

Objectives	Measurement Tools	Annual Outcomes	Next Steps	Committee Contact
Priority Area			<ol style="list-style-type: none"> 1. Partnership Management --Changes 2. Objectives --Change --Eliminate --Extend --Benchmarking 3. Resources/Budget --Recruitment --Allocation 4. Activities --Improve --Extend --Eliminate 5. Overall program --Revisions --Maintenance --Expansion 	