July 31, 2018

Adopt-a-School Program

Partnership Kick Off Meeting:
SY2018-2019
Goals for Today

- Create **shared understanding** of program, expectations, and timelines

- Share **best practices and resources** in partnership development and management

- Get to know each other, and **start planning** possible collaborations
Agenda

I. Introductions (10 mins.)

II. Adopt-a-School Program Overview (30 mins.)
   I. Testimonials

III. Adopt-a-School Program: FAQs (10 mins.)

IV. Work Time and Closing (40 mins.)
The School Partnership Division: Office of Family and Public Engagement

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Adopt-A-School Supports DCPS and OFPE’s Vision and Core Beliefs

**DCPS Vision:** Every student feels loved, challenged and prepared to positive influence society and thrive in life.

**OFPE Vision:** Every student’s success is accelerated by partnerships with families and communities

**Family & Public Engagement--Core Beliefs:**
- The DCPS Community extends beyond the school walls
- DCPS cannot do this work in isolation
- Families are experts in their child and partners in their success
- Equity of voices and access to DCPS leadership is essential to this work
Who’s In the Room?

Turn and Talk

- Name and Role
- School/Organization
- What was your favorite extracurricular activity in school?
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Why the Adopt-A-School Program?

- Provide a structured model for a relationship between schools and corporate/community partner
- Align resources to enhance the student experience and achieve school goals
- To be flexible and responsive in partnerships that put students first
- Show-off all of your great work that is happening in schools!
1. Designate **two** Adopt-a-School Liaisons

2. Develop and submit **Partnership Plan**
   - School must submit by **September 7th**!

3. Collaborate on a minimum of **3 school-based activities** and **1 donation effort**

4. Complete **Mid-Year and End-of-Year Survey**
   - School and partner submit MOY Survey by Feb 1\textsuperscript{st}
   - School and partner must submit EOY Survey by June 14\textsuperscript{th}

5. **Attend Program-Wide Events**
   - Partnership Kick-Off Event – TODAY!
   - End-of-Year Event – TBD

6. **Provide regular updates** to School Partnerships Division
   - Invite adoptaschool@dc.gov to all activities
   - Share photos, stories, etc. so we can celebrate you and show off your work
## DCPS Adopt-a-School Program

### Program Timeline

#### Apply
- **May**: Schools apply
- **June**: Partners apply
- **July**: Schools and partners are matched and introduced
  - **Kick-Off Event**

#### BEGIN YOUR ACTIVITIES/DONATIONS
- **Aug**: Partnership Plans Due

#### COMPLETE YOUR ACTIVITIES/DONATIONS
- **Jan.**
- **Feb.**
- **Mar.**
- **Apr.**
- **May**
- **June**

#### Mid-Year Survey
- **End-of-Year Survey and Celebration Event**
Returning Partners Share

Burroughs ES

JMA Solutions
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What are ideas for activities and donation efforts?

1. Prioritize addressing school goals and priorities.

2. Leverage partner resources and areas of expertise.

3. Be creative and have fun!
How do I tell others about what my partnership is up to?

Social Media
- Share via social media
  - #DCPSAdoptaschool
  - @dcpspartners
  - @dcpublicschools

Publications
- Include summaries on websites and in newsletters

Spotlight Campaigns
- Participate in DCPS spotlight/appreciation campaigns
What do I need to know about donation policies?

- Be creative!
- Donations guidance can be found on the website and in your folder and online at: https://dcps.dc.gov/page/make-donations-dcps

Tips:
- Schools--Identify your school’s Donation Liaison
- Partner—estimate your annual value
What do I need to know about volunteer fingerprinting?

**When to Fingerprint**
- Ongoing direct service with students
- Potential of unsupervised time with students

**Exceptions**
- One-time volunteers who will be supervised at all times

**Questions?**
- Ask your school
- Dcps.clearance@dc.gov
How will I remember all of this?

Visit: http://www.dcpsadoptaschool.org

- Programmatic deadlines and benchmarks
- Surveys and reports
- Partnership spotlights

Newsletters

- Upcoming deadlines and reminders
- Links to surveys and reports
- Programmatic updates
- Partnership spotlights
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Work time- What You Want to Accomplish

Working in your Partnership groups, before you leave here today, your goals are to:

1. Get to know each other

2. EXIT SLIP- Identify the first activity that your partnership will work towards & next steps to make it happen!
   - (What is it? When (roughly) will it happen? What is your next step to get the ball rolling (e.g.- Partner will follow up with school to schedule a meeting the week of August 6th))

3. Determine next steps for your Partnership Plan (due Sept 7th)

4. Discuss your communication norms & preferences
   - Be able to share with each other preferred methods of communication (text/phone/email)?
   - How much lead time you might need when scheduling a meeting or call?
   - Times of year that you know are hectic for your school/organization?
Work time- Conversation Guide & Partnership Plan Worksheet

**Conversation Guide**

I. Intros & Partnership Goals – 10 min
   - School shares first

II. Proposed Partnership Activities/Donation – 20 min
   - Partner shares first

III. Communication Norms – 5 min

IV. Wrap Up – 5 min
   - IV. Agree on next steps to complete partnership plan
   - V. Complete exit survey

**Partnership Plan Worksheet**

- **Tip:** Schools serve as notetaker since you will be responsible for submitting final Partnership Plan (due: Sept 7)
- Priority/Focus on specific area (Academic Enrichment, College and Career, Donation Support)
- How can your partner support these priorities/focus areas?
Thank You!

- Complete your Exit Slips

- **Schools**, submit your Partnership Plan by **Saturday, September 7th**

- Email us with questions and updates!
  - adoptaschool@dc.gov