



Adopt-A-School Adoption Agreement Check-List

Preliminary Planning

_____ Determine how the partnership could enhance student learning

- Identify unmet/underfunded needs – students
- Identify unmet/underfunded needs – schools
- Identify special projects

_____ Identify potential partners

- Research local business or schools
- Reach out to parents and PTO groups
- Empower employees to look for partnerships
- Look at school vendors
- Look where parents and employees shop
- Look at churches
- Look at civic organizations
- Use Chamber of Commerce list
- Get help from Business Education Partnership

_____ Understand your core values

- What do you want this relationship to achieve over time
- How does an adoption fit into the school's goals
- Would a specific type of business be more helpful than another?

_____ Draft a “Basic Proposal.” This should include needs and resources. Resources include things you can offer the adopter for their efforts. (See appendix)

Laying the Foundation

_____ Set up a meeting between a senior executive from the business and the school principal. Include employees who will be acting as the actual contacts so they can be part of the relationship from the beginning. Meet not later than one month before the beginning of the academic year.

Page 2 – Adoption Checklist

____ Provide adopter with the “Basic Proposal.”

____ Adopter brings a list of “Resources Available.”

____ Have a frank discussion about values, goals and needs.

- Create an understanding of each partner’s desired level of involvement
- Assess the impact of the partnership on students
- Ensure that students and members of the community are engaged
- Define quantifiable goals
- Determine duration of the partnership
- Identify partnership activities
- Note alignment of activities to goals of the school district

____ Develop a written agreement based on negotiations between the two parties taking into account the school’s “Basic Proposal” and the business’ “Resources Available.” Use the “Suggestions for Business Participation” and “Participation for School Participation” to help with brainstorming. (See appendix)

____ Send a copy of the “Final Adoption Agreement” to the Business Education Partnership (BEP), Rutherford County Chamber of Commerce, 501 Memorial Blvd., Murfreesboro, TN 37129 or e-mail to [lrennick @rutherfordchamber.org](mailto:lrennick@rutherfordchamber.org). (See Appendix)

Implementation

____ Ensure activities are integrated into the school and business culture.

____ Ensure that activities provide an opportunity for students, teachers and business employees to interact with each other and, if possible, the community.

____ Make sure there is a formal management structure.

____ As personnel changes occur, make sure to establish relationships with new employees.

____ Provide names to the BEP of those who should participate in the annual training and work session every fall

____ Set up formal adoption ceremony with the BEP

____ Provide business partner representatives with any needed training

____ BEP will provide the official “Adoption Certificate.”

Sustaining the Partnership

____ Secure explicit support and concurrence for the partnership at all levels of the school and business.

- Ensure top management is on board
- Ensure staff are informed and involved

____ Provide the school community with an opportunity to review and contribute

____ Construct communication plans

- Communicate regularly about intended and actual outcomes
- Provide BEP with pictures and stories of accomplishments to be used in the Business Pulse
- Check off goals as they are completed
- Send an “Annual Report of Accomplishments” to the BEP for use at the annual “Celebration of Achievement.” (See appendix)

____ Ensure that both partners are publicly and privately recognized

____ Provide the BEP with a list of names of those who need to be invited to the “Annual Celebration of Accomplishments” each spring.

____ Schools and adopters will be noted every Spring and Fall in the Business Pulse

Evaluation

____ Conduct regular evaluations and monitoring

____ If partnership ends, have a quick debriefing

- Determine satisfaction and effectiveness
- Complete “Notice of Adoption Termination” and send to the BEP. (See Appendix)