

School Business Partnership Program
Job Description for Middle School and High School Coordinators
Level One Addendum

NAME OF COORDINATOR: _____
School Name: _____
Number of active school partnerships: _____

August:

- _____ Sign addendum paperwork with principal. (Addendum funds have been given directly to school accounts for your end of year payment.)
 - _____ Send a "welcome to the new school year" letter/email or phone call to business partners with school calendar of events *, your contact information as well as that of your principal. Ask for verification of their contact information (partner contact name, business name, address, phone numbers, email addresses, website address if applicable) as well as business logo in electronic format if you do not already have.
- *This calendar does not need to list EVERY school event; include those that may be of interest to your business partners. e.g. Back to School/Open House Night, Parent/Teacher conferences, monthly staff breakfasts, Thanksgiving luncheon, canned food drives, Coats for Kids drive, staff/student basketball games, appreciation weeks, etc.
- _____ Arrange for partners to be introduced at the beginning of a staff meeting in August or September and explain to colleagues how partnerships can be best utilized as well as your role as the intermediary, especially on all donation requests.
 - _____ Attend August 25th in-service with SBP Executive Director (3:30-5 pm ASD Education Center).

September:

- ___ Prepare an updated partnership list (partner contact name, business name, address, phone numbers, email address, website address if applicable) by September 15th and distribute to:
 - 1) SBP Executive Director
 - 2) Principal & Assistant principal(s)
 - 3) Career Resource Advisor (high schools only) or Career Guides (middle school)
 - 4) Front office personnel
 - 5) Teaching staff
 - 6) PTSA president (with explanation of your role as the intermediary, especially on all financial requests).
SUGGESTION: Prepare a business partner address label list and print label copies for quick mailing all year long!
 - 7) Whomever prepares your "School Report Card" that includes a partnership list.
- ___ Arrange with school newsletter editor to include names and logos of business partners in each edition and add their names to master distribution list
- ___ Arrange with school webmaster to add names and logos of business partners.
- ___ Invite business partners to participate in Back to School/Open House (with an information booth or to be introduced) with principal approval.

October:

- ___ Update any partnership agreement older than 2 years using the on-line form by October 1st.
- ___ Send a ONE paragraph write-up on summarizing partnership activities to SBP Executive Director for newsletter (electronic or printed) report. Photographs encouraged.

- ___ Submit same paragraph to your school newsletter.
- ___ Invite business partners to participate in Parent/Teacher conferences (possibly with an information booth) with principal approval (IF did not participate in September Open House).

November:

- ___ Send a ONE paragraph write-up on summarizing partnership activities to SBP Executive Director for newsletter (electronic or printed) report. Photographs encouraged.
- ___ Submit same paragraph to your school newsletter.

December:

- ___ Send a holiday greeting card to each business partner.

January:

- ___ Send a ONE paragraph write-up on summarizing partnership activities to SBP Executive Director for newsletter (electronic or printed) report. Photographs encouraged.
- ___ Submit same paragraph to your school newsletter.

February:

- ___ Nominate partnerships/students for STAR awards/Best Practices publication as appropriate. (Coordinate with your principal.)

March:

- ___ Send a ONE paragraph write-up on summarizing partnership activities to SBP Executive Director for newsletter (electronic or printed) report. Photographs encouraged.
- ___ Submit same paragraph to your school newsletter.
- ___ Send invites to business partners for End of Year Recognition luncheon. **

April:

- ___ Advertise and encourage on-line sign-ups for participation in the Visitor Industry Charity Walk on the School Business Partnership Team (Friday, April 30, 2010)
- ___ Draft thank you letters to partners.

May:

- ___ Attend End of Year Recognition luncheon (with principal approval) or encourage school representation at luncheon.**
- ___ Evaluate each partnership (paper or on-line evaluation system TBA)
- ___ Complete coordinator evaluation & submit to SBP Executive Director during Spring meeting (date/location TBA)
- ___ Send final thank you letters with Best Practices publication, business surveys (and certificate if issued) to all partners.
- ___ Receive addendum payment.

** Complimentary luncheon seats will be offered to each nominator (one seat) and each business partner (one seat) **winning** a STAR award as well as to the nominator of the STAR educator award winner and the winner; and the nominator of the STAR student award winner and the winner. Other luncheon seat costs are to be covered by the inviting school.

Year round:

- ___ Act as intermediary between all staff/PTSA and business partners.
- ___ Set up new partnerships as appropriate and fill out on-line agreement form.

_____ Each time your partnership list changes, send an electronic update to:

- 1) SBP Executive Director
- 2) Principal & Assistant principal(s)
- 3) Career Resource Advisor (high schools only)
- 4) Front office personnel
- 5) Teaching Staff

_____ Disseminate information from SBP Executive Director to students via school (intercom/TV) announcements and newsletters.

Other suggestions for promoting your partnerships:

_____ Maintain a business partner bulletin board with pictures of the partners and business logos. This bulletin board should be in a prominent spot in your school. OR

_____ Have a banner/plaque printed with business partner names to hang in a prominent spot in your school. OR

_____ With principal permission, ask your partners for a banner with their name and logo to hang in your school.

_____ Be the "point person" for school wide United Way "Day of Caring" Canned Food Drive.

_____ Coordinate (or find a coordinator) for school wide volunteer fair or some other school/partnership event (Boxes for Beans, etc.).

_____ Be the "point person" for school wide Coats for Kids campaign.