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**Suggested Agenda for Partnership Meeting**

1. Introduction

* Introduce key school staff, including point of contact if not the principal
* Take the potential partner on a tour of the school during your meeting
* Include an interaction with students

1. School presents facts, needs and goals

* School demographics
* School improvement goals
* Identification of greatest needs
* Outline of goals for partnership

1. Business presents facts, needs and goals

* Description of business
* Number of staff members
* Products/services provided
* Any special activities/programs that might be of interest to the school
* Needs for the partnership
* Possible goals for the partnership
* Time and staff available for partnership activities

1. Brainstorm partnership goals and ideas for activities
2. Create timeline for next steps and verify key contacts
3. Set next meeting to establish an action plan and begin planning of first partnership activity