

Tips for School Staff Working with Non-Profit Agencies



- The number one priority of every agency is to serve its clientele
- Most agencies work from the standard calendar when planning events rather than the school calendar
- An Enthusiastic group of volunteers is very welcome, provided agency staff is prepared for their arrival.
- Visit the agency before your class does, so you can explain and adjust to the atmosphere
- It is difficult to relate to “school time” as most agency staff cannot call during a school break that may last only a few minutes. Try to schedule a time that is convenient for both educator and agency staff.
- An agency’s needs may differ during the year. Find out when the most projects are available and schedule them in advance.
- Allow the agency to evaluate the school program and vice versa. We have much to learn from each other.
- Prepare the agency with schedules that will affect your availability: Winter/Spring breaks, testing, etc.
- Be clear with the outcome you hope to achieve. Tell the agency if the students are doing “hour requirements” or if a specific lesson is involved.
- Don’t hesitate to ask questions about the agency.
- Communication between the school and agency partners is the key to success.

Tips for Working with Teachers

- ✍ Teachers don't have ongoing access to a phone, find out the best time and place to communicate with them.
- ✍ E-mail is often an excellent way to communicate with teachers/schools.
- ✍ There are certain times of the year when teachers must concentrate on tests, grades, etc. Design a collaborative timeline with both of your schedules in mind.
- ✍ For teachers to be away from the classroom costs money for substitutes, schedule projects/meetings with this barrier in mind.
- ✍ Transportation from the school to your site is an expense barrier. Brainstorm ways students can do projects for you at the school site.
- ✍ You are the teachers when it comes to community needs and partnerships



QUESTIONS TO ASK TO
DEFINE ROLES AND RESPONSIBILITIES

What are the goals of each partner?	
What are the needs and expectations of each partner?	
Are there concerns or issues?	
What resources will each partner provide?	
What will each partner do?	
When and where will this occur?	
What are the further responsibilities of each partner?	
How will training/supervision/liability be handled?	
How will we know when we have achieved our mission? What will have happened, been created or changed? What are the learning goals? What are the service goals?	
What are the student(s)' responsibilities?	
Are there other people who need to be included in the process?	
Who will be the lead person?	

Tracy Unified School District Service-Learning Questionnaire - - - Community Partner Form - - -

Tracy Unified School District would like to hear from you about how our service-learning projects have helped your organization to achieve its goals. Please circle the number on the continuum below that best represents how true the statement is for your organization.

	Strongly Agree	_____			Strongly Disagree
1. The service received through s-l projects was valuable to our organization.	5	4	3	2	1
2. Student projects fulfilled an unmet need for our organization.	5	4	3	2	1
3. The service received was directly tied to our organization's mission.	5	4	3	2	1
4. Student projects allowed our organization to better serve our clients.	5	4	3	2	1
5. The students we worked with were committed to doing an excellent job.	5	4	3	2	1
6. Continuation of s-l projects would be effective for our organization.	5	4	3	2	1
7. We would be willing to participate in another s-l project in the future.	5	4	3	2	1

Please include any comments about our partnership.

Name: _____ Organization: _____