

PARTNERSHIPS - FY22

What is a Partnership? An active, ongoing relationship between SNAP-Ed and another external site, agency, person, business, or organization who regularly meet, exchange information, and identify and implement mutually reinforcing activities that will contribute to the adoption of one or more organizational changes or policies.

For partnerships spanning across units create 1 partnership entry. Add each SNAP-Ed PSE staff member who has a role in that Partnership as a collaborator in the same entry. Determine how the entry will be maintained with all those actively contributing to the entry.

1. PEARS → Track → Partnerships
2. Filter by Reporting Period and your Unit Number (not County).
 - a. For Reporting Period: Use SNAP-Ed
 - b. Ex: SNAP-Ed 2022 (October 1, 2021 - September 30, 2022) & Unit 13

GENERAL INFORMATION TAB

Review existing partnership entries. If one doesn't already exist for your partner, create a new one.

[+ Add](#)

★ Important fields for the 1L SNAP-Ed grant

- ★ **Partnership Name:** Usually matches the site name but can be different.
- ★ **Program Area:** SNAP-Ed.
- **Action plan:** Select "Health: Chronic Disease Prevention & Management"
- ★ **Site or organization:** Enter the site where the program activity occurred. If you can't find your site email uie-inepdocs@illinois.edu to have it added. Put "ATTN: new PEARS Site" in the subject line and site name & address in the body of the email. Do NOT enter new sites on your own.
- ★ **Unit:** Select the County where the partner is located.
- **Jurisdiction:** Usually local (sometimes State).
- ★ **Type of partnership:** Select as applicable.
 - For K-12 schools use "Schools". For pantries use "Food banks/food pantries". For early childhood & pre-K use "Early care and education facilities". For all other sites, use the best option you see fit for the partnership.
- **Assistance received and provided:** Select the best descriptor(s) based on your subjective evaluation.
- **Does this partner receive funding?** Always select No.
- ★ **In which of the following intervention types is this partner involved during the current report year?** (choose all that apply) ONLY select Direct Education and/or PSE. Never select Social Marketing.
- **Comments:** Optional field. Add any notes you'd like.
- **File Attachments:** Not required. Upload any documents you would like.

COLLABORATORS TAB

- You will automatically be added as a collaborator to entries you create. Click [+ Add Collaborator](#) to add other staff to your entry. Check the box if the user helped with the work you're reporting.
- **Access:** Give "View & Edit" access if the user will need to add to the entry.
- **What role/contribution did user offer?:** optional field


CUSTOM DATA TAB

- ★ • **IL SNAP-Ed Grant Goals:** Select all of the IL SNAP-Ed grant goals this entry is related to.
- ★ • **Special Projects:** Select all SNAP-Ed special projects that the work reported in this entry is part of (if any).

EVALUATION TAB

- ★ • **Depth of relationship:** Select the best descriptor of your partnership based on your subjective evaluation of the relationship. Click on "describes this partnership" to see the definition of terms. If multiple staff work with the partner select the choice that reflects the deepest level of partnership achieved across staff and/or partnership efforts.
- **Assessment tool used:** Not required. Select "None" or the assessment you used if you completed one, then fill out fields that pop up.
- **Briefly describe any partnership accomplishments:** List accomplishments that you feel are important. No specific requirements here.
- **Briefly describe any lessons learned:** Include barriers or challenges experienced. No specific requirements here.

MEETINGS & EVENTS TAB

- **Do you wish to report meetings and events related to this partnership?** Select "Yes" or "No". Not required.
 - If you select "Yes" add meetings/events by selecting the button. 
 - Meeting or Event Name: Name or meeting or event as you see fit.
 - Start Date: Enter the date of the meeting/event.
 - Start Time: Enter the start time of the meeting/event.
 - Purpose of Meeting: No specific requirements.
 - Number in Attendance: List the number of people who attended the meeting/event.
 - Notes & Accomplishments: Provide any information about the meeting/event here. No specific requirements.

MARK AS COMPLETE

- ★ • **ONLY** mark as complete at the end of the reporting year (by Sep 30), once all info has been entered for the partnership.