Potential Partner Worksheet

What community organizations, businesses, groups, or people does your youth services department partner with already? Who has partnered with your department in the past? List the partnerships on the worksheet provided, indicating the level of partnership. Then provide a short description of each partnership, making sure to include 1) what the library contributed to the partnership and 2) what the partner contributed.

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| **{POTENTIAL PARTNER NAME}** | |
| **Partner’s Mission:** *[What is the partner’s mission or goal?  What are they trying to accomplish?]* | **Partner’s Activities:** *[What activities or efforts is the partner currently engaged in?]* |
| **Partner’s Assets:** *[What are the resources, expertise, or other assets this partner has that the library could leverage?]* | **Partnership Ideas:**  *[Jot down some initial ideas for a partnership with this entity. Update these as needed once you learn more about the partner.]* |
| **Contacts:**  *[Include names, positions phone numbers, e-mails; if you have more than one contact from an organization, indicate the roles they play and what they should be contacted for]* | |
| **Notes:**  *[Include anything else you know about the partner, questions you have, etc. Update as needed as you get more information.]* | |
| **Communication Record:**   * Description: *Describe contact here, i.e. E-mail to set up a meeting* * Date: *When the communication took place.* * Contact: *Who you contacted.* * Outcome: *E.g., “left voicemail, no one called back” or “Sarah Jane Smith responded via e-mail and said...”* | |
| **Communication Record:**   * *Duplicate the section above as needed to keep track of important conversations.* | |
| **Previous Partnerships:** *Keep a record of previous work together.* | |