

RESOURCE COORDINATION TIPSHEET

1. Make a list of community agencies serving your school and services being provided.
2. Research what resources – formal and informal – school staff are accessing.
3. Collect and read written information about individual community agencies/programs serving your school.
4. Keep a file that catalogues the resources available, including the Adolescent Providers Guide, Help Link Directory, and Department of Public Health Directory.
5. Conduct an assessment of your school community, identifying needs and resources.
6. Update assessments that are more than 4 years old.
7. Align services with your school site plan.
8. Check to see how community services are linking with existing student support structures, including SAP, SST, Healthy Start, and After School Learning.
9. Have an initial one-on-one meeting with community partners.
10. Create an updated contact list of your community partners, including agency, point person, address, phone/fax numbers, and services provided.
11. Designate a point person for community partners – someone they can actually reach.
12. Host an orientation for all community partners serving your school.
13. Invite community partners to attend School Health Programs Department's CBO Orientation.
14. Create an "information tool kit" for your partners, including school hours of operation, bell schedule, phone numbers, staff list, school rules and procedures, and emergency protocols.
15. Develop a Memorandum of Understanding outlining expectations for the school and partner.
16. Provide space on your school site for community partners.
17. Provide resources, such as a telephone and computer, for the community partner.
18. Maintain on-going communication with community partners regarding service delivery.
19. Conduct on-going meetings with community partners.
20. Include information about community partners and available resources in newsletters, bulletin boards, and parent and staff meetings.
21. Invite community partners to school events and meetings.
22. Share information on partners and services with staff, students, and parents.
23. Provide on-going recognition of your community partners.
24. Conduct evaluations of the services provided.