



## Partners in Education Handbook

A Program by the Cobb Chamber for  
Cobb County and Marietta City Schools

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## Introduction

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The quality of a community is defined by the strength of its public schools. While the most important “stakeholders” in our schools are the students, Cobb County businesses and organizations also have a vested interest in the success of schools. In order to enhance the quality of education, overcome obstacles such as the school systems’ challenging budget limitations, and recognize the benefits to schools and the community, businesses and community groups began establishing partnerships with local schools through the Cobb Chamber of Commerce in 1986. The Cobb Chamber Partners in Education Program (CCPIE) has grown and strengthened exponentially over the years as an increasing number of businesses and community groups understand and appreciate the impact that their involvement has on our educational systems.

This handbook was designed as a guide for effectively establishing and maintaining school-community partnerships. The Cobb Chamber encourages community partners and schools to learn from the success of others by reviewing and replicating the models provided in this handbook. A sampling of partnership activities and best practices were contributed by community partners and school partner liaisons to share with those who are exploring the program for the first time, those who are just getting started, and those who may be searching for ways to enhance their current partnerships.



### Cobb Chamber Partners in Education Program

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**Cobb Chamber Partners in Education (CCPIE)** is a program of the **Cobb Chamber of Commerce Education Department (CCED)** and **Cobb County and Marietta City Public School Systems**. A partnership is a voluntary relationship that is formed between a business or organization (**community partner**) and a school or school system. These relationships create support systems designed to meet the needs of the schools through the resources of the community partners to the benefit of both.

### Then and Now

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The Partners in Education Program is national in scope. CCPIE was established by the CCED in 1986 with five partners. Today, the program has grown to over 1,400 partnerships, representing a total estimated value of more than **\$9.8 million** of time, money, goods, and services given back to our schools during the 2014-2015 school year.

### CCPIE Mission

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To establish and support partnerships that will utilize community resources to enrich and extend the educational opportunities for Cobb County and Marietta City students.

### CCPIE Goals

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- Strengthen Cobb County's commitment to education
- Foster relationships between businesses and community groups and our educational systems
- Stimulate academic achievement and life-long learning

## CCPIE Program Benefits

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### To the school

- Assistance in meeting school needs beyond available resources and in light of budget constraints
- Collaboration from the community in accomplishing the goals of annual school improvement plans
- Business expertise and technical support, providing a more complete education

### To the business

- Presenting firsthand the requirements and expectations of the business world
- Heightening awareness of present and future job needs
- Understanding the quality and needs of the public school systems, whose health is vital to the community's economic well-being
- Building support for schools among employees and simultaneously boosting company morale
- Being recognized as a community-involved company, which adds to your public relations efforts
- Improved education of future employees and customers
- Donations may be considered charitable contributions

### To the students

- Higher self-esteem
- Association with successful role models and mentors from the community
- Increased motivation to achieve success in the areas of academics, attendance, and character
- Enriched curriculum
- Individualized help with subjects outside of the classroom
- Education on the types of jobs in the workplace and how their academic skills apply

### To the teachers

- Instructional support
- Improved morale
- Recognition for achievement
- Assistance in the classroom, allowing more time for planning and instructional activities
- Additional resources not provided for in the budget
- More contact with community members

### To the community

- Increased communication among citizens
- Strengthened school systems
- Educated citizenry
- Well-prepared work force
- Improved economic development; i.e., lower dropout rates are tied to lower crime rates, less unemployment and fewer welfare recipients
- Ability to draw new businesses to the community

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*“We must have strong schools and families to be a strong nation. There are a lot of organizations trying a variety of things to improve the educational system in Georgia.”*

## Two Levels of Participation

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### Partner in Education:

A **Partner in Education (PIE)** is a business or an organization that partners with **one school** and commits to participate in at least one activity per quarter with that school. A business may become a PIE with up to three schools a calendar year as long as they meet the one activity per quarter requirement.

### Partner at Large:

A **Partner at Large (PAL)** is a business or an organization that desires to form partnerships **within a school system** but does not meet the one activity per quarter requirement. The purpose of such a partnership is to allow a business or an organization to offer its resources for the benefit of Cobb County education systems in its entirety or both of the school systems.

## Consideration Points

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- Review this handbook to determine whether the program would benefit you and a school or school system.
- Consider the number of employees who can participate, the amount of time that can be given, the resources your organization has to offer, the interest level of employees in the needs of public education and the degree of commitment at all levels of your organization.
- Decide which level of participation is appropriate for your business or organization.

*“The key component to a successful partnership is first a desire to guide children and assist them in their years of growing as much as possible.”*

### How PIE Partnerships are Formed

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1. A business or organization contacts the CCED sharing a desire to work with a Cobb County or Marietta City school.
2. The CCED supplies the business/organization with a community handbook, checklist and Partnership Plan. The school may also provide the business/organization with a Partnership Plan.
3. The business/organization contacts the school to discuss the needs of the school and the resources it can provide. The CCED can help the business/organization select a school and provide them with contact information for the school, if necessary.

**Note: PIE must commit to at least one activity a quarter with their partner school.**

Quarters are August – October, November – January, February – May

4. If the business/organization *and* the school believe the partnership is mutually beneficial, the Partnership Plan should be completed at this time (see PIE Partnership Plan on page 6). *If the partnership is not mutually beneficial, the CCED can help the business/organization select a new school.*
5. The Business/organization and school should keep a copy of the Partnership Plan and fax a copy to the Cobb Chamber of Commerce.
6. The Partnership Plan will be reviewed by the CCED once it is received. If the Partnership Plan is approved, the business/organization and the school will receive a confirmation e-mail from the CCED.
7. Once approved, the business/organization and school should schedule a Signing Ceremony to formalize and publicize the partnership.



### Partner in Education Partnership Plan

**Partners in Education** is a collective effort of the Cobb Chamber, the Cobb County School District and the Marietta City School District that matches businesses and organizations with schools to provide extra funding, unique services and volunteer support.

The mission of Partners in Education is to enrich the learning experience of Cobb and Marietta City's students to help them develop a strong academic foundation, skills and core values that will benefit them in their community life and in a future career.

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#### I. Partner's Contact Information

**Business/Organization Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**Website Address:** \_\_\_\_\_

**This plan represents partnership activities for the following school:**

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#### II. Partnership Plan

**To be completed collaboratively by the partner and school representative**, the partnership plan should highlight the most significant activities planned as a result of the partnership. This document is a starting point for planning partnership activities and should not limit the activities of the partnership. Both parties should be aware that additional needs may arise. Please, remember to include activities that the school can do for their partner.

This partnership plan is a one-year agreement. A new partnership plan should be completed to renew the partnership.

<b>1<sup>st</sup> Quarter (August-October) Significant Activities</b>
<b>2<sup>nd</sup> Quarter (November-January) Significant Activities</b>



**3<sup>rd</sup> Quarter (February – May) Significant Activities**

**III. Partnership Contributions**

Please, help us track your donations to your partner schools for the school year.

Your responses will be used to generate a report detailing the actual value of the Partners in Education program to the Cobb County School District and the Marietta City School District. Your information is confidential and will only be factored into totals for this report.

If you are partnered with multiple schools, please complete separate statements for each school.

**Estimated Monetary Donations:** \_\_\_\_\_

**Estimated Value of Donated Good/Services:** \_\_\_\_\_

**Estimated Number of Volunteers:** \_\_\_\_\_

**Estimated Number of Volunteer Hours:** \_\_\_\_\_

**Estimated Number of Mentoring/Tutoring Hours:** \_\_\_\_\_

**Authorizing Business Representative:**

**Authorizing School Representative:**

\_\_\_\_\_

\_\_\_\_\_

Please email a copy of the completed form to Katie Guice at [kguice@cobbchamber.org](mailto:kguice@cobbchamber.org), fax to (770) 690-4034 or mail to ATTN: Katie Guice, Cobb Chamber at P.O. Box 671868, Marietta, GA 30006.

## Things to Keep in Mind When Completing a PIE Partnership Plan

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- PIE are required to commit to at least **one activity per quarter** with their partner school. If any given activity occurs consistently throughout the school year, you may indicate “ongoing” in the first activity section or rewrite the activity in each section.
- Please give thought to specific activities and document one per quarter on your plan. Avoid generalizations such as “whatever we can do to help” and “we will assist in various ways.”
- Incomplete Partnership Plans will not be processed. To ensure that your plan is complete on the first turn-in, please check the following:
  1. Every section is filled out, including the sections in which you must check boxes
  2. The plan is signed by an authorizing party from the school **and** the business/organization

## Partnership Reccommitments

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In the spring of each school year, each school will be contacted by a member of the Cobb Chamber Partner in Education committee and receive a list of their current Partners in Education. The schools will be asked to contact their Partners in Education to verify that the business/organization wants to continue the partnership for the next school year and to confirm who the PIE representative for that business is. Changes will be made to the Partners in Education database as reported by the schools. Notification of any changes will be sent to the school and the business/organization. Each school will also receive a verification form for their PIE coordinator's and principal's contact information to complete.

Recommitments prevent partnerships from becoming inactive with time, provide opportunities to strengthen relationships and create “an out” for either party if there is no longer a desire to continue the relationship. Reccommitments provide the school and the Cobb Chamber of Commerce with the most up-to-date partner contact information and offer insight into which schools are in the greatest need of additional partners.

## The Importance of Formalizing Partnerships

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- To receive a Partners in Education Program handbook that offers insight and guidance on establishing and maintaining healthy and mutually beneficial partnerships.
- To have a point of contact at the Cobb Chamber to call with program questions, to discuss any concerns or challenges with the partnership and receive feedback on solutions, and to share partnership success stories for potential publication.
- To participate in a Signing Ceremony to publicize your partnership. The Signing Ceremony is an opportunity to be introduced to the school faculty, students and parents, and make them aware of your participation in the school.
- To receive a Declaration of Partnership certificate to display at your place of work to inform your staff, clients, members and the community-at-large of your commitment to your partner school.
- To be notified of when the Partners in Education Program training sessions take place. These sessions provide environments for new and long-standing partners to learn about ways to enhance their partnerships, to share best practices and success stories with other program participants, and to ask questions to seasoned coordinators.
- To be eligible for the Outstanding Partner Awards which are presented to the top partners in Cobb County every year.
- To be recognized as new or active participants in the CCPIE Program through Cobb Chamber publications, events, etc.
- To be informed and invited to participate in other programs that the CCED coordinates for the school systems (i.e. Principal for a Day, Give Our Schools a Hand, etc).
- To be acknowledged before the Cobb County and Marietta City Boards of Education for the contributions that your business/organization provides to our schools every year.

### How PAL Partnerships are Formed

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1. A business or organization contacts the CCED sharing a desire to be involved with Cobb County school systems.
2. The CCED supplies the business/organization with a community handbook and Partnership Plan to be completed by the business/organization (see PAL Partnership Plan on page 9). The business/organization provides in writing what they intend to offer in the activity section of the Partnership Plan.
3. The business/organization makes a copy of the Partnership Plan for its records and then faxes a copy to the Cobb Chamber, wherein it will be reviewed and then sent to the appropriate school system(s).
4. The school system(s) will approve or deny the business' proposal to become a Partner at Large. The school systems' contacts inform the CCED of the decision.
5. The CCED will send an e-mail to the business/organization informing them of the decision. Upon approval only will the CCED send an e-mail to the appropriate school system(s) informing them of the new Partner at Large. All schools within the appropriate school system(s) will be notified of the new Partner at Large's contact information and details on proposed activities.

**Note: Some partnerships may or may not serve to fill a need at a school or be beneficial to both parties, therefore each school has the opportunity to accept or decline participation.**

6. The business/organization then contacts and markets to the schools within the appropriate school system(s) as they see fit. Businesses/organizations are responsible for contacting and marketing to schools in order to give support and provide resources. The CCED is only responsible for e-mailing the appropriate school system(s) of the new Partner at Large, thus has no part in marketing or further contacting schools for Partners at Large.
7. Upon approval of the partnership, the new PAL will receive a Declaration of Partnership certificate that can be displayed at their office. Due to the nature of the Partner at Large level, Signing Ceremonies are generally not held for Partners at Large. Signing Ceremonies held for Partners at Large are at the sole discretion of the partner school(s).



**Partners at Large Application**

**Partners at Large** is a collective effort of the Cobb Chamber, the Cobb County School District and the Marietta City School District that matches organizations with the school districts as a whole to provide funding, unique services and/or volunteer support.

A branch of Partners in Education, the mission of Partners at Large is to enrich the learning experience of Cobb and Marietta City’s students to help them develop a strong academic foundation, skills and core values that will benefit them in their community life and in a future career.

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**I. Partner’s Contact Information**

**Business/Organization Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**Website Address:** \_\_\_\_\_

**II. Partnership Information**

**To be completed by partner for approval by the Cobb Chamber, Marietta City Schools and/or the Cobb County School District**

The partnership plan should highlight the most significant activities planned as a result of the partnership. This document is a starting point for planning partnership activities and should not limit the activities of the partnership. Both parties should be aware that additional needs may arise.

This partnership plan is a **one-year agreement**. A new partnership plan should be completed to renew the partnership.

**Have you ever been a Partner in Education with Cobb County and/or Marietta City Schools?**

**If so, specify which school(s) and for how long.**

Yes    No

Schools: \_\_\_\_\_

**This plan represents partnership activities for the following school district(s):**

Cobb County Schools    Marietta City Schools    Both



**In detail, please list activities you plan to do with your partner schools in the field below.  
You are welcome to add additional pages as needed:**

**Authorizing Business Representative:**

\_\_\_\_\_

**Please email a copy of the completed form to Katie Guice at [kguice@cobbchamber.org](mailto:kguice@cobbchamber.org),  
fax to (770) 690-4034 or mail to ATTN: Katie Guice, Cobb Chamber at P.O. Box 671868,  
Marietta, GA 30006.**

## Things to Keep in Mind When Completing a PAL Partnership Plan

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- Fill out the PAL Partnership Plan in its entirety.
- Please give thought to specific activities and document within the activities section. Avoid generalizations such as “whatever we can do to help” and “we will assist in various ways.”
- Incomplete Partnership Plans will not be processed. To ensure that your plan is complete on the first turn-in, please check the following:
  1. Every section is filled out, including the sections in which you must check boxes
  2. The plan is signed by an authorizing party from the business/organization

## Partnership Recommitments

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At the beginning of each school year the school districts will receive a list of their current Partners at Large. The school districts will be asked to contact their Partners at Large to verify that the business/organization wants to continue the partnership for the next school year. Changes will be made to the Partners in Education database as reported by the school districts. Notification of any changes will be sent to the school and the business/organization. Each Partner at Large will also receive a contact information verification form to complete.

Recommitments prevent partnerships from becoming inactive with time, provide opportunities to strengthen relationships and create “an out” for either party if there is no longer a desire to continue the relationship. Recommitments provide the school district and the Cobb Chamber of Commerce with the most up-to-date partner contact information and offer insight into which schools are in the greatest need of additional partners.

## The Importance of Formalizing Partnerships

---

- To receive a Partners in Education Program handbook that offers insight and guidance on establishing and maintaining healthy and mutually beneficial partnerships.
- To have a point of contact at the Cobb Chamber to call with program questions, to discuss any concerns or challenges with the partnership and receive feedback on solutions, and to share partnership success stories for potential publication.
- To receive a Declaration of Partnership certificate to display at your place of work to inform your staff, clients, members and the community-at-large of your commitment to your partner school.
- To be notified of when the Partners in Education Program training sessions take place. These sessions provide environments for new and long-standing partners to learn about ways to enhance their partnerships, to share best practices and success stories with other program participants, and to ask questions to seasoned coordinators.
- To be eligible for the Outstanding Partner Awards which are presented to the top partners in Cobb County every year.
- To be recognized as new or active participants in the CCPIE Program through Cobb Chamber publications, events, etc.
- To be recognized as new or active participants in the CCPIE Program through Cobb Chamber publications, events, etc.
- To be informed and invited to participate in other programs that the CCED coordinates for the school systems (i.e. Principal for a Day, Give Our Schools a Hand, etc).
- To be acknowledged before the Cobb County and Marietta City Boards of Education for the contributions that your business/organization provides to our schools every year.

## What Can Our School Do for Us?

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Partnerships should be a two-way street. Your school may ask you if there is anything that they can do for you. This is a hard question for some businesses/organizations to answer. To help, we have provided a list of things that some schools do for their partners:

- Offer student artwork for them to display in their offices
- Have students submit entries/ art work to design the business's holiday card
- Have student leaders volunteer and serve customers at various business events
- Provide students to perform for their clients/customers
- Allow your partners to hold workshops/seminars at the school
- Provide complimentary tickets to school events ("Partner Passes")
- Allow your partners to speak at PTA meetings, booster club gatherings, or foundation meetings
- Invite them to eat lunch at your school or cater lunch at their facility
- Allow them to use the school facility
- Place partner logos on school t-shirts or list partners on school paper products
- Invite them to an annual Partners in Education appreciation/recommitment luncheon
- Participate in company events
- Give them small gifts, goodies, holiday cards
- Provide special recognition for partner employees (i.e. birthdays, special events, etc.)
- Assist partners with community service projects
- Offer opportunities to send fliers home with students
- Allow your partners to display materials in information centers at your school (i.e. front office, teacher lounge)
- Allow your partners to set up a "partner showcase" at school events (i.e. Meet & Greet, Sneak a Peak, Open House, Fall Festivals) to distribute business information and promotional items

## Best Practices

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### Preparing for your new partnership

- Identify and understand the difference between business and education as institutions and the variances in cultures.
- Understand that the **true purpose** of your involvement should be to help **enhance the education of students**.
- At the initial meeting **talk openly** about what you can and cannot do for the school, enlighten them on what they can do for you.
- Determine if **partnership goals are appropriate and achievable**. Every partnership activity should have **clear objectives** and **on-going evaluation**.
- Make sure the partnership **represents the interests of all** involved.
- Add your school partner and the CCPIE staff to your **“safe sender list”** to avoid losing their messages to spam filters.

### Establishing a relationship

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- Get to know your school partner. Build rapport with teachers and administrators. **Get involved**. Visit your school and attend events.
- Invite school staff to participate in company or organization activities.
- Create a display highlighting partnership events for an employee or member gathering area to **generate awareness and increase participation**.
- Compose a story describing your involvement with your partner school for your employee newsletter.
- Display the Partners in Education decal at your company or organization’s location.
- Make sure your company has the **interest and enthusiastic commitment** to build a long-term relationship.



*“I have found that the most successful partnerships are with businesses who are consistent with their involvement with the school.”*

### Best Practices (*continued*)

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#### Communication

- **Employ a system of exchanging information** between the school and the community partner to ensure direct communications. Designate one person to be your partner liaison.
- **Stay in touch!** Direct and consistent communication is a big contributor to successful partnerships.
- Schedule **regular meeting dates** with your school partner (i.e. the second Tuesday of every month, 8 a.m. at the school). Meet several times a year at integral periods during the school year.

#### Obstacles to Avoid

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- Placing too much emphasis on advertising and marketing products and services
- Over committing your resources
- Using the program as a public relations stunt or method of scrutinizing the school
- Not utilizing the time, resources and expertise that the Cobb Chamber offers, demonstrated by:
  - Acting as an “unofficial” partner
  - Not returning phone calls from the CCED or its committee/volunteers
  - Not notifying the Cobb Chamber when there are problems with partnerships
- Not maintaining consistent contact with your partner school throughout the year
- Not viewing partnerships as a two-way street
- Not notifying the Cobb Chamber of changes to your contact information

## Frequently Asked Questions

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### **Who can participate in the CCPIE program?**

Businesses (small and large), civic groups, government agencies, churches, colleges and university organizations, non-profit agencies

### **Does a business/organization have to be located in Cobb County to participate in the CCPIE program?**

No, as long as the business is partnering with a Cobb County or Marietta City School they can participate in the CCPIE program.

### **Is a Cobb Chamber membership needed to participate in CCPIE?**

No, but the Cobb Chamber welcomes all interested businesses and community organizations.

### **Is there a minimum financial investment for partners?**

There is **no cost** associated with establishing a partnership. Financial and in-kind donations are made at the discretion of the community partner.

### **What are the requirements for becoming an official Partner in Education (PIE) through the Cobb Chamber?**

Every PIE should **complete a PIE Partnership Plan** with their partner school and commit to a **minimum of one activity per quarter to their partner school**. Quarterly interaction helps build a relationship and contribute to sustainability, thus enhancing the quality of partnership. Partnership activities range from volunteering to donating goods and services.

### **What are the requirements for becoming an official Partner at Large (PAL) through the Cobb Chamber?**

Every PAL should **complete a PAL Partnership Plan** for the appropriate school system(s) and submit it to the Cobb Chamber.

### **Can community partners join more than one school in partnership?**

The Cobb Chamber strongly encourages new **PIE** to only partner with one school at a time. This allows a community partner the opportunity to establish a strong relationship with one school before acquiring a partnership with an additional school. It also prevents time and resources from being spread too thinly among several schools, sacrificing the quality of all partnerships..

### **Is there a bad time of year to enter into a partnership?**

No; in fact, partnerships that begin late in the school year get the advantage of a “test drive” before planning their activities for the next year.

### **How long do partnerships last?**

Most partnerships continue for as long as the relationship is beneficial and effective for all involved. The Cobb Chamber encourages community partners and schools to reevaluate their partnerships at the beginning of every school year.

## Frequently Asked Questions (*continued*)

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### **Do we have to renew our partnerships? How often?**

In the spring of each school year, each school will be contacted by a member of the Cobb Chamber Partner in Education committee and receive a list of their current Partners in Education. The schools will be asked to contact their Partners in Education to verify that the business/organization wants to continue the partnership for the next school year and to confirm who the PIE representative for that business is. Changes will be made to the Partners in Education database as reported by the schools. Notification of any changes will be sent to the school and the business/organization. Each school will also receive a verification form for their PIE coordinator's and principal's contact information to complete.

Recommitments prevent partnerships from becoming inactive with time, provide opportunities to strengthen relationships and create "an out" for either party if there is no longer a desire to continue the relationship. Reccommitments provide the school and the Cobb Chamber of Commerce with the most up-to-date partner contact information and offer insight into which schools are in the greatest need of additional partners.

### **What are the benefits to completing the Partnership Plan?**

Partners who complete the Partnership Plans are considered "official" Cobb Chamber Partners in Education or Partners at Large, and receive added recognition and exposure from the Cobb Chamber for their involvement in the program.

### **I have a small business; how can I help?**

Many small businesses have successful partnerships with schools. The key is to know your limitations going into the relationship and committing to attainable activities that support student achievement. Partnership activities need to help students reach higher levels of achievement whether you provide volunteer time or financial (cash or in-kind) support.

### **How does a PIE choose a partner school?**

The CCIIE staff will assist in identifying the school that is the best for your organization. Community partners are generally paired with a school that is located near the place of business or convenient to the members of an organization. The objective of partnership matching is meeting the interests, needs and resources of the organization and the school. If a business/organization has a specific school in mind, the match can be explored.

### **Should we track our donations and time spent with our partner schools?**

Yes. It is important to keep record of your monetary donations, scholarships, value of donated goods and services, number volunteers and volunteer hours to your partner schools over the course of the year. We will ask for a copy of your contributions each May. Your responses will be used to generate a report detailing the actual value of the Partners in Education program to the Cobb County and Marietta City Boards of Education. Your information is *confidential* and will only be factored into totals for this report.

### **What should I do if my partner school isn't responsive?**

Don't lose faith in your partnership if your partner school does not return your phone call or e-mail immediately or does not honor every request you may ask of them. Please be patient and keep in mind that principals and partner liaisons are frequently away from their desks. In the meantime, reevaluate the partnership to ensure it represents the best interest of all involved. Examine the frequency and scope of your requests to determine whether they coincide with the commitments that were originally agreed upon in your Partnership Plan.

### Frequently Asked Questions (*continued*)

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**What should I do if my partnership becomes stagnant?**

First try to determine the source of the problem and schedule an in-person meeting with your school to share your concerns and discuss solutions. If outside counsel is needed, the CCPIE staff will help you evaluate the situation and recommend a course of action, in light of the circumstances.

**What should I do if my partnership cannot be revitalized and needs to be dropped?**

Notify the CCPIE staff and your partner school.

**What should I do if the principal or partner liaison is no longer at the school?**

Contact the CCPIE staff for assistance facilitating a meeting between the new parties.

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