

STAFF MEETING ACTIVITY

# What Partnerships Do I Already Use?

Start individually. The goal is to surface the community organizations, agencies, providers, programs, vendors, coalitions, and informal partners staff already rely on - including partnerships that may not be widely known across the organization.

Think broadly

Include formal contracts and informal relationships. Think about referrals, training, crisis support, food and housing, mental health, healthcare, family support, legal aid, youth programs, transportation, employment, mentoring, cultural organizations, faith communities, advocacy groups, and any other outside resource you contact.

| PARTNER / ORGANIZATION                                                     | WHAT DO THEY PROVIDE?                                                           | WHO CAN ACCESS IT?                                                           | HOW DO WE CONNECT                                                    | HOW OFTEN USED?                    |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------|
| Name of agency, provider, nonprofit, vendor, coalition, or community group | Services, tools, referrals, training, consultation, funding, programs, supports | Students, families, staff, leaders, specific departments, eligibility limits | Referral form, email, phone, website, warm handoff, internal contact | Often, sometimes, rarely, not sure |
|                                                                            |                                                                                 |                                                                              |                                                                      |                                    |
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Before you move to the team list

Star any partnership you think other staff may not know exists. Circle any resource you personally wish you had known about sooner.

ONE PARTNERSHIP OTHERS SHOULD KNOW ABOUT

TEAM CONSOLIDATION

# What Do We Know Together?

Share individual lists and build one combined team inventory. Duplicate entries are useful - they show which resources are well known. Unique entries may reveal partnerships that are valuable but hidden inside one role, program, or department.

## Combined partnership list

Add every unique partner mentioned by the team. Use a check mark when multiple staff already know or use the same resource.

| PARTNER                      | PRIMARY SUPPORT / RESOURCES                   | KNOWN BY                                   | ACCESS / REFERRAL                      | WORKING WELL?                     |
|------------------------------|-----------------------------------------------|--------------------------------------------|----------------------------------------|-----------------------------------|
| Organization or partner name | What need does this partnership help address? | Whole team, some roles, one person, unsure | Is the process clear and easy to find? | Strong, mixed, underused, unknown |
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01WHAT IS WORKING?

Which partnerships are easy to access, responsive, trusted, and producing useful support? What makes them work well?

02WHAT IS UNDERUSED OR HIDDEN?

Which resources exist but are not consistently known, shared, or used across the team? Why?

## TEAM REFLECTION

# What Is Missing?

A partnership inventory is not only a directory exercise. It is an opportunity to compare what is available with what people actually need - and to notice where the organization may be relying on staff to solve gaps informally.

### 01 NEEDS WE CAN CURRENTLY MEET

What student, family, staff, or organizational needs are well covered by current partners?

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### 02 NEEDS WE CANNOT RELIABLY MEET

Where do staff repeatedly struggle to find appropriate help, services, expertise, or referral options?

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### 03 ACCESS BARRIERS

Where do eligibility rules, waitlists, cost, transportation, language, geography, technology, paperwork, or unclear referral processes get in the way?

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### 04 MISSING VOICES + COMMUNITIES

Which populations, cultures, neighborhoods, identities, or lived experiences may not be well represented in the current partnership network?

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### PARTNERSHIPS WE SHOULD EXPLORE

Based on the gaps above, what kinds of partners would strengthen the system? Do not worry yet about naming a specific organization - name the capability, service, resource, or connection that is missing.

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# Turn the List Into an Organizational Resource

Each team should send its combined inventory, gaps, and recommendations forward. Leadership can then merge the lists into one organization-wide partnership directory so staff do not have to rely on who they happen to know.

## Partnership information flow

### 1 INDIVIDUAL STAFF

List the partners and resources you personally use.

### 2 TEAM

Combine lists, discuss what works, and identify gaps.

### 3 LEADERSHIP

Merge team lists, verify information, and assign ownership.

### 4 ORGANIZATION

Publish and maintain one accessible partnership directory.

## What the shared directory should include

• Partner / organization name

• What they provide

• Who is eligible

• Geographic or program limits

• How to make a referral or warm handoff

• Primary internal contact

• External contact / website / phone

• Cost or insurance information, if relevant

• Languages / accessibility information

• Date information was last verified

### LEADERSHIP NEXT STEPS

Who will own the organization-wide partnership directory?

Where will staff access it?

How will new staff learn it exists?

How often will partnership information be reviewed and updated?