



Process for Reviewing and Approving External Partnership Requests

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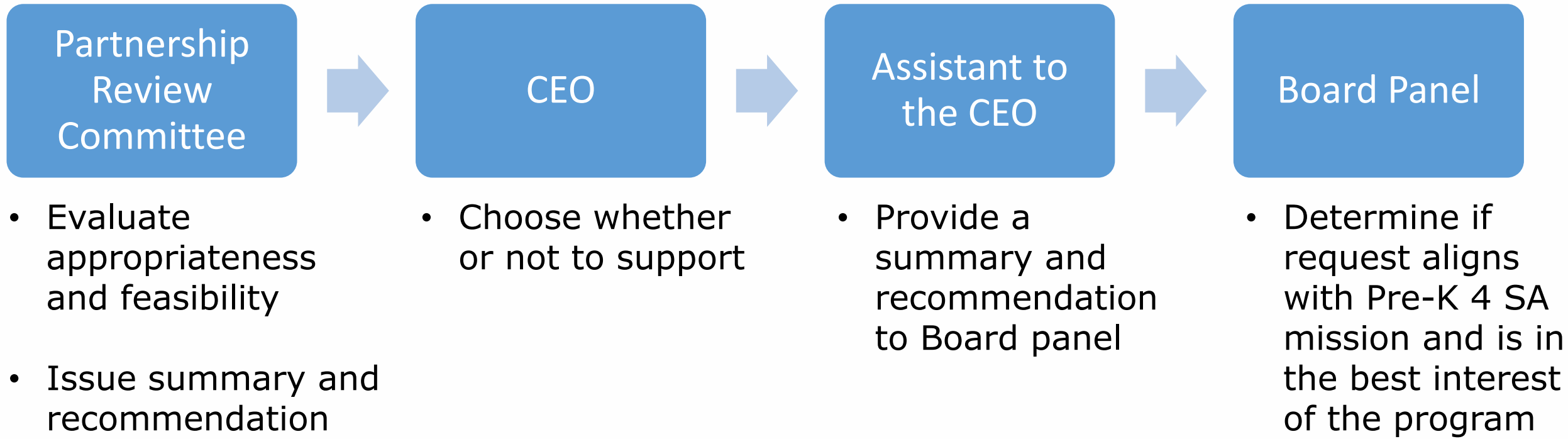
BACKGROUND



- As the Pre-K 4 SA program matures, organization has received increased partnership requests.
- The Board of Directors requested the development of a formal process to review and approve external partnerships at the Board Retreat on Jan 28, 2020.

OVERVIEW

- The proposed process will include input and participation from a variety of representatives.



Partnership Proposal Review and Approval Process

#1 PROPOSAL RECEIVED



Assistant to the CEO:

Meet with potential partner to determine scope and logistics of partnership

- Share Pre-K 4 SA partnership protocols and parameters
- Create a logistical timeline of partnership
- Confirm timeline with potential partner
- Assemble Pre-K 4 SA Partnership Review Committee

#2 INTERNAL REVIEW



Partnership Review Committee:

- Potential Partner provides synopsis of partnership and answers questions
- Committee discusses logistics, feasibility and fit for our program
- Committee will vote to deny, approve, or approve with changes
- Any changes will be made to the timeline and confirmed by potential partner
- 100% approval of the Committee will be required for next step

#3 EXECUTIVE REVIEW



CEO:

- Assistant to the CEO writes up synopsis and recommendation of Partnership Review Committee and emails to CEO.
- If CEO approves, recommendation forwarded to Board panel.

Board Panel:

- Panel reviews synopsis and recommendation to determine fit with Pre-K 4 SA's mission and values.
- 100% approval by Board Panel required.

#4 ISSUE DECISION



Assistant to the CEO:

- Drafts letter of support or denial for CEO approval
- Works with applicable staff to coordinate logistics
- Serves as point of contact between partner organization and Pre-K 4 SA

RECOMMENDATION



Staff recommends approval of the proposed
Partnership Proposal Review and Approval Process



Questions?