

**Criteria for Partner Agreements**

Agreement Description	Partner Organization	Frequency of Program Activities/Services	Time of Program Activities/Services	Scope of Program/Services	Term of Agreement	Program Staff/Personnel*	Need Use of Designated District Facilities	Liability	Student Information/Data Sharing	Student Information/Data Collection	Standard Response/Email
<b>No Partnership Agreement (Volunteer Application/Agreement - only volunteering)</b>	<ul style="list-style-type: none"> <li>Entity with a single event of program activity</li> <li>Visitor – Career Day</li> <li>Observer – College student</li> </ul>	One occurrence	School Day only	One school	N/A	No CCBLU clearance needed	No	No insurance needed	No student information requested	No data collection activities	Principal/Endorser Notified
<b>No Partnership Agreement – Community Use Agreement</b>	Entity using District facilities only	See Community Use Program and Requirements	<ul style="list-style-type: none"> <li>After school, weekends, Summer</li> <li>See Community Use</li> </ul>	See Community Use	See Community Use	See Community Use	Yes	See Community Use	No student information requested	No data collection activities	Principal/Endorser Notified Helen Sidberry Community Use
<b>Letter of Approval/Acceptance – Donation**</b>	<ul style="list-style-type: none"> <li>Entity with no physical presence on premises</li> <li>Tickets, materials, funds, equipment, tours, etc.</li> </ul>	N/A	N/A	N/A	N/A	N/A	No	No insurance needed	No student information requested	No data collection activities	Partnership Letter of Approval/Acceptance
<b>Letter of Approval/Acceptance – Grant**</b>	<ul style="list-style-type: none"> <li>Entity with no physical presence on premises</li> <li>Grant award</li> </ul>	N/A	N/A	N/A	N/A	N/A	No	No insurance needed	No student information requested	No data collection activities	(if aware) <\$10k – Partnership Letter >\$10k – Grants/Finance
<b>Scope of Program Services Approval – <u>No negotiated terms or conditions</u></b>	<ul style="list-style-type: none"> <li>Entity with single project/program</li> <li>Multiple activities</li> <li>Workshop(s)/Presentation(s)</li> </ul>	Few or limited number of occurrences	School Day, After School, Weekends or Summer	One school or classes/grades within a school	Up to 1 year	Level 1 clearance - ICHAT only (Under Superintendent review)	No	Entity GL, Auto, WC Insurance needed	No student information requested	No data collection activities	Principal/Endorser Notified
<b>MOU (Master Terms &amp; Conditions Agreement with Scope of Program Services) <u>Terms or conditions may be negotiated</u></b>	Entity with multiple touch points with District – projects, services and/or programs	Multiple occurrences, regular or ongoing program activities/services	School Day, After School, Weekends or Summer	More than 1 school or District wide effort	Up to 1 year (and anticipate renewal)	Level I or Level II – ICHAT or LIVESCAN clearance	Yes (e.g. Classroom, storage, equipment, network)	Entity GL, Auto, WC Insurance needed	Student information requested – REA application/approval require	Data collection activities (e.g. surveys, interviews) – REA application/approval required	Principal/Endorser Notified Legal REA
**Unless a MOU is required as a condition of acceptance, either the Entity's or Partnerships document confirming approval/acceptance may be used.											