# Partnerships Easy Start Checklist

This document was designed to provide general guidelines for DPSCD staff, prospective partners, or partner organizations planning to offer programs and activities at no cost to Detroit Public Schools Community District (DPSCD). You must have completed all items on the checklist below before proceeding with any activities or programming in the District.

## Easy Start Checklist

☐ Read the Blueprint: 2020 Strategic Plan to familiarize yourself with District priorities and to ensure that your program aligns with these goals. Programs or activities that do not align with District priorities will not be accepted.

☐ Review the Criteria for Partnership Agreements to determine the type of partner your organization would be considered as by the District and if the organization needs to apply.

☐ Prepare your program scope; focusing on these key areas which will be required to apply:
   o Date(s)
   o Activities
   o Schedule/Frequency of Activities (Days of the week/month, etc.)
   o Times (8:00-11:00 a.m., 4:00-6:00 p.m.)
   o Location(s)
   o Number of Participants
   o Supervision (organization staff, volunteers, etc.)
   o List activities that will be performed when a DPSCD teacher/employee is in the room/location and activities performed when a DPSCD employee is not in the room/location.

☐ Identify endorsers and contact endorsers via phone or email.
   o Need Help Finding an Endorser?  Complete Find Endorser Survey.
   o Do not proceed with the application without verbal or written agreement from the Endorser.
   o The partner organization is responsible for follow up to confirm the Endorsement Survey is complete. The process cannot continue without the endorsement.

☐ Complete Partnership Application.
   o Identify and list the endorsers and their contact information in Partnership Application.

☐ Confirm that the endorsers have completed the Partnership Endorsement Survey.
   o This survey is distributed by the Partnerships team directly to the Endorser, once your application has been submitted and reviewed.

☐ Acquire a fully executed agreement - Memorandum of Understanding (MOU), Affiliation, etc. complete with DPSCD and Partner Organization signatures.
   o This will require working collaboratively with the Endorser, the DPSCD Partnerships Office, and your organization's legal department (if applicable) to finalize the agreement.

## Key Easy Start Checklist (continued)

- o If you have a current MOU and you plan to continue offering programs based on the terms in your current agreement, you do not need to submit a new partnership application. Any organizations with a current MOU will be evaluated by their endorser (principal, central office administrator) and considered for renewal. Renewals can happen annually, UNLESS there are major changes/revisions to the scope or terms. If you plan to change/revise the scope of your existing program, please contact the Partnerships Office before starting the application process.

## Risk Management and Insurance Requirements

- ☐ Secure Commercial General Liability Insurance
  - o An insurance policy in the amount of no less than One Million Dollars ($1,000,000) combined single-limit per occurrence shall be required of all activities. You will be required to upload a copy of your insurance.
  - o The policy shall specifically cover any damage to the school District's premises and property.
  - o Certification of Insurance names Detroit Public Schools Community District, School District of the City of Detroit, as additional insured.
  - o Must include an Indemnification Addendum, agreeing to indemnify and hold harmless DPSCD from all claims, demands and judgements.
  - o If the program(s) include field trips (off-site learning experiences), please review the Pupil Transportation Act.

## Criminal Convictions, Background and Live Scan Unit (CCBLU)

- ☐ Once you have signed the MOU (if determined to be required), please confirm that the CCBLU team has contacted you and provided instructions for scheduling background checks (if applicable).
  - o Review the Background Clearance Guide

- ☐ Schedule and prepare to cover the cost of required $62.00 Live Scan Background Check for all authorized adults and program staff. For more information, contact CCBLU: (313) 748-6020.

## Community Use of School Sites

- ☐ If applicable complete Community Use application and cover $15 Community Use application fee, due at time of application. For more information, contact Community Use at: (313) 576-0950 or visit: https://www.detroitk12.org/Page/7169

## Community Use of School Sites (continued)

☐ Community Use Categories: The following facility user categories are identified for determining rental rates. For all categories appropriate costs will be charged. These costs may include: any application fee, facility rental fee, labor, and repair of damage incurred by the District. Please see Board Policy 7510 for more information.

- **Category A** - Detroit Public Schools Community District Organizations - Free Rental, No Application Fee, Labor Charges as Appropriate.
  - PTA/PTSA or other local parent-school organizations
  - District school-sponsored pupil organizations
  - District after-school programming
  - District school employee groups
  - District school activities
  - District-sponsored childcare programs
  - District-sponsored community education programs
  - School advisory or governance groups (SIAC, CSC, etc.)
  - Organizations subject to a formal, written agreement with the District who are solely in the building to service students at no charge to the student with the approval of the Superintendent or his/her designee.

- **Category B -** Community Rental (Rental Fee, Application Fee, Labor Charges as Appropriate)
  - Adult recreational groups
  - Political meetings
  - Other governmental agencies
  - Social, civil, and recreational organizations
  - Childcare programs
  - Faith-based organizations
  - Non-profit support groups
  - Universities

## Data Sharing and Research Requests

☐ The District has Open Source Data available here.

☐ However, if you plan to collect data (student or employee), conduct research (any type) or both, then you are required to submit a separate Data Sharing Application through the Office of Research, Evaluation and Analytics Division (REA). Please follow this link to learn whether your program will require this separate application, or not. If you plan to conduct this type of data collection/research as part of the partnership program, please submit the Data Sharing Application after your Partnership Application has been approved or otherwise notified. Even if you are approved for partnership, you will not be able to collect data for your program without an approved Data Sharing Agreement.

☐ To learn more about the DPSCD data sharing guidelines and process please visit the Research, Evaluation and Analytics Division (REA) site or contact the REA office at (313) 873-7440.

## Completing the Process

☐ Programming cannot begin until all of the following are completed:
  o Fully executed Agreement – Memorandum of Understanding (MOU), Affiliation Agreement, etc.
  o Risk Management and Insurance Requirements (If applicable)
  o CCBLU LiveScan Background Check clearance (If applicable)
  o Community Use request (If applicable)
  o Data Sharing Agreement (If applicable. If applicable – Please note: This agreement is not needed before programming can be implemented, but it must be in place before any data collection or research can be conducted.)

☐ Once partnership is approved you must comply with all relevant components of the executed agreement. Including the following:
  o Maintain contact with the central office and/or principal endorser throughout the lifecycle of the Agreement.
  o Monitor the expiration date of the MOU, as a break in service may result in the need to start the application process again and resubmit a new application to LiveScan Background Check.

  Please note: Agreements will be considered for renewal if they receive a satisfactory evaluation relevant to the expected outcomes.

## Questions?

Phone: (313) 873-8595
Email: dpscd.partnerships@detroitk12.org
Website: www.detroitk12.org/partners