



## Putting It Into Practice Activity: Scenario and Worksheet

**Instructions:** Read the scenario, then complete the Community Partnership Process: Create Your Timeline Worksheet.

### Scenario: Gloria and Community Partnerships

Gloria meets with Denise, another family services staff member, to discuss the community partnership process. Denise shares the six steps that support engagement and partnership with other community organizations from the Tools for Planning Community Partnerships. She also familiarizes Gloria with all the program's established community partnerships and agreements.

Gloria reflects on her conversation with Denise, uses the knowledge she gained from the exchange, and begins developing a plan to support her team in building community partnerships using the Community Partnership Process: Create Your Timeline Worksheet.

Now it's your turn to develop your community partnership process plan and timeline to support your team.

### Community Partnership Process: Create Your Timeline Worksheet

**Instructions:** Use the worksheet to plan your program's community partnership process using the steps below:

Consider which items are in planning, in progress, or in place.

1. Define the purpose of the partnership.
2. Assess the environment and the partnerships' capacities.
3. Establish the partnership's goals and expected outcomes.
4. Explore and select strategies for supporting the partnership's work.
5. Develop a plan of action.
6. Consider opportunities for community impact.

We encourage you to talk with other program managers and staff to determine how to coordinate community partnership processes to support your program's systemic, comprehensive services and outcomes. Also, reflect upon and discuss with your team whether your program's community partnerships are meeting the equity needs of families. This worksheet is also available separately in a downloadable PDF version.

**Example**

<p><b>Season/Month</b></p> <p><input checked="" type="checkbox"/> Summer/July _____</p> <p><input type="checkbox"/> Fall/_____</p> <p><input type="checkbox"/> Winter/_____</p> <p><input type="checkbox"/> Spring/_____</p>	<p><b>Community Partnership Process Steps</b></p>	
<p><b>Task Type</b></p> <p><input checked="" type="checkbox"/> In-Planning</p> <p><input type="checkbox"/> In-Progress</p> <p><input type="checkbox"/> In-Place</p>	<p><input checked="" type="checkbox"/> Step 1</p> <p><input type="checkbox"/> Step 2</p> <p><input type="checkbox"/> Step 3</p>	<p><input type="checkbox"/> Step 4</p> <p><input type="checkbox"/> Step 5</p> <p><input type="checkbox"/> Step 6</p>
		<p><b>Task Description</b></p> <p>Research potential immigrant/refugee organizations with whom to develop a Memorandum of Understanding (MOU) in the next month.</p>

## Community Partnership Process: Create Your Timeline Worksheet

<b>Season/Month</b> <input type="checkbox"/> Summer/ _____ <input type="checkbox"/> Fall/ _____ <input type="checkbox"/> Winter/ _____ <input type="checkbox"/> Spring/ _____	<b>Community Partnership Process Steps</b>	
	<input type="checkbox"/> Step 1 <input type="checkbox"/> Step 2 <input type="checkbox"/> Step 3	<input type="checkbox"/> Step 4 <input type="checkbox"/> Step 5 <input type="checkbox"/> Step 6
<b>Task Type</b> <input type="checkbox"/> In-Planning <input type="checkbox"/> In-Progress <input type="checkbox"/> In-Place	<b>Task Description</b>	

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