

NCCIC Is a Service of the Child Care Bureau

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ACTIVITY: PARTNERSHIP AGREEMENT

Suggestions for Presenters

1. Share the following information with participants:

Developing the partnership agreement is a critical step in getting your partnership up and running. The agreement should clearly address each partner's roles and responsibilities and many of the elements needed for the partnership to run smoothly. Remember, the partnership agreement is a living document and should be reviewed and revised on a regular basis.

2. Ask participants to discuss a partnership that they are planning, or in which they are currently participating or have previously participated.

Discussion questions:

- Have you ever developed a partnership agreement?
- What were your lessons learned?
- What do you think should be listed in a partnership agreement?
- How often do you think the agreement should be reviewed?
- How do you know who the authorized person is to sign the agreement?

3. Ask participants to review *A Checklist for Developing a Partnership Agreement/Contract* and the *Partnership Agreement Template*.
4. Ask participants to discuss how they would develop a process to complete a partnership agreement in their own partnerships.
5. Ask participants to review sample partnership agreements and discuss the strengths and weaknesses of each.

Handouts

A Checklist for Developing a Partnership Agreement/Contract

Partnership Agreement Template

Memorandum of Understanding Washington State Early Learning Fund

Sample Interagency Agreement Format for CBCAP State Leads