

**Westerville Area Chamber of Commerce
Education Committee: Adopt-a-School Subcommittee**

Last Update: September 14, 2007

**Communication Plan:
School Contact Person/Business Partner**

Time frame commitment: August 1 – June 30.

Mission statement: Promote the ideals/ goals of the WACC Adopt-a-School Program.

The Adopt-a-School program offers an opportunity for a local business and a local school to work together in a collaborative fashion for the benefit for both parties. The long term partnerships are reciprocal in nature and both the business partner and the school benefit from the relationship.

Job Segments:

1. Prior to **Sept. 15**, school contact person and business partner will communicate to confirm/establish relationship for that year and exchange contact information (names, phone numbers, email addresses).
2. Prior to the Education Committee Fall Kick-off event, which usually is held the first week of October, the school contact person and the **business partner will schedule a meeting to establish a calendar of events** that the school and business will partner in during the school year (see attached which may be used in addition to your ideas).
3. Develop a touch base schedule with the school representative. This should be once a month **at a minimum**. Could be done via phone or face to face.
4. Develop a **1 minute presentation** for the Westerville Area Chamber of Commerce's Education Kick-Off Meeting (held beginning of October) to communicate your plans with other Adopt a School partners. **This is for only business partners who attend the breakfast! You must confirm that your partner is attending the breakfast.**
5. Facilitate distribution of the plan to the appropriate school staff members and business staff members.
6. At the completion of each activity planned, identify successes and opportunities of the event. Forward this information to the "Adopt a School" administrator. Ensure you maintain appropriate records of yearly proceedings to preserve the context and events for use in the future.
7. School contact person will communicate with the District Coordinator quarterly regarding status of the partnership.
8. Be prepared to present your success stories at year-end during the Chamber's Education Meeting with all Adopt a School partners and school administrators in May.
9. School contact person and business partner will work to assure continuity of the program as needed for the following year.