**Chapter 2**

**Community Outreach**

**Overview**

In building collaborative opportunities, it is imperative to create relationships with businesses and potential community partners. Pay close attention for businesses that employ parents of students in your school. Relationships will be key to the success of your school and community partner arrangements.

**Steps**

* Conduct community visits to the neighborhood to establish a relationship with the businesses or community groups in the area
* Send parent employment letter inviting to collaborate with the school
* Conduct a partner activity (i.e. community coffee) at your school, welcoming the community to be a part of
* Administer a Community Partner Needs Assessment to gather input on how your school and the community can work together
* Send thank you notes

**Chapter Contents**

* **School brochure template**
* **Outreach Letter to Community Neighbors**
* **Postcard samples**
* **Neighborhood Coffee or Partner Event Packet *(Tools include: invitations, sign-in sheets, agenda templates, thank you cards)***
* **Partner Contact Form**