
TEMPLATES FOR PARTNERSHIP PROJECTS

Highlands Elementary School

Naperville, Illinois

The Action Team for Partnerships uses project plan templates for each event, program, and community-sponsored partnership activity. The templates are designed to make it simple and quick for a committee chair to record the most important planning information related to the activity. The completed project plans are kept in a master binder at school for the entire team to use as reference. In addition, the incoming committee chair receives a copy with relevant attachments prior to summer break. The project plans prevent reinventing the wheel and help maintain continuity from year to year.

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