Community Partner Request to Provide Services

Type of Request

- Initial Request - First time request for this specific service
- Expansion Request - Request to provide current programming at additional schools, grade levels, etc.
- Renewal Request - Request to renew agreement to provide current services at current sites.

Organization Information

Organization Name

CEO

Organization Contact Person

Address

City, State, Zip

Telephone (          ) -

Fax (            ) -

Email address

Major Funding Organization(s)

Liability Insurance Carrier

Liability Insurance Accord meets OPS requirements

Background Checks meet OPS requirements

Does your organization have a current contract with OPS to provide this service? If yes, attach copy.

Has this service been provided in OPS previously? If yes, list all schools, principals, and years.

Are you requesting funding from OPS to provide the proposed services? If yes, in what amount and for what duration?
Service Information

1. Types of Service - Select One
   - Academic Support Tutoring
   - Attendance/Truancy
   - Health Services
   - Juvenile Justice/Violence Prevention
   - Mental Health Services
   - Mentoring
   - Post-Secondary Access
   - Post-Secondary Access Course for Credit
   - Out of School Time Programs
   - Referral to Community Based Social Services
   - Student Recruitment for Programs
   - Youth Development Activities

2. Location for Delivery of Services - Select all that apply
   - Courses for credit require approval from Curriculum, Instruction, and Assessment
   - School Based Services require a current Permit to Use Facilities
     - School Based Before School
     - School Based During Instructional Time (Courses for Credit)
     - School Based During Non-Instructional Time
     - School Based After School
     - School Based Evenings
     - School Based During Non-School Days
     - Community Based Course for Credit
     - Community Based During Instructional Time (Conferences, Field Trips, Seminars, College Visits)
     - Community Based Late Afternoon, Evenings
     - Community Based During Non-School Days

3. How will the proposed partnership improve student achievement? You may choose to relate the proposed services to the OPS Strategic Plan as part of your explanation.

4. Is the proposed service research based? If yes, please explain.

5. Is there a written curriculum for the proposed services? If yes, attach a copy of the curriculum.

6. What are the organization staff’s qualifications for and training in providing this type of service? Attach the qualifications of service providers.

7. Does your organization use a third party evaluator for program evaluation? Attach the most recent evaluation.

8. What is the schedule for your services? Include start and end date of proposed services for the school year. Please include days (e.g., M-F, twice a week, etc.), hours of day services provided, summer school days, and staff work schedule.

9. Is there a cost to the student or family for the proposed service?
10. Will the organization offer off campus events in the proposed services? If so, describe. 
Requests to provide services for student recruitment to attend an event, must be received at least one month prior to the program for the request to be considered to allow the organization time to advertise the event, obtain parent permission to attend, and to arrange student transportation and supervision.

11. Will the organization pay for transportation to and from the event(s)?

12. Will the organization provide supervision for the event(s)? Please note background checks may be required.

13. What business resources are requested to provide your program? Check all that apply.
- Office space
- Internet access
- Phone access
- Access to copier
- Access to fax machine
- Office materials
- Transportation for students
- Other-Please state

14. What facilities resources are required to provide your program? Check all that apply.
- Classrooms
- Computer Labs
- Cafeteria
- Gymnasium
- Pool (current certified lifeguards required)
- Playground
- Athletic Fields
- Other- Please state

15. What school staff resources are required in order to provide the proposed services? Check all that apply and indicate what resources you will require from each staff selected.
- Administrators
- Counselors
- Teachers
- Office Personnel
- Custodial Staff
- Security Personnel
- Support Staff
- Other- Please state

16. What district staff resources are required to provide your program? Check all that apply and indicate what resources you will require from each department selected.
- Student Information Services
- Research
- Community, School and Family Engagement
- Curriculum Instruction and Assessment
- Other- Please state
17. How many hours per week will your organization request assistance from both school and district staff to in order to provide the services. Estimate an average number of hours per week of all school and district staff have participated or will participate in the following:
   Meetings
   Phone calls
   Emails
   School support tasks
   District support tasks

18. What student and staff data will be requested from OPS? List all student data required to provide the proposed services. *The Data Request Review Committee must approve any non-directory student information requested by a community partner.*

19. What surveys, questionnaires screenings, opinions, evaluation data, or research data will be requested from students, parents, and staff? *The Research Review Committee must approve any study or survey, including student teacher research, which includes the collection or use of OPS student data or completion of surveys or interviews (etc.) by students, parents, or staff.*

20. Check all that apply. If this request is approved, is your organization willing to:
   - [ ] Provide services in the schools/programs identified by the district as having the greatest need
   - [ ] Provide services in the schools/programs identified by the district to avoid duplication of services
   - [ ] Attend on-going training sessions designed to communicate district policies, processes, and procedures relative to organizations involved in a partnership with the district

21. Attach your organization’s plan for implementing the proposed services.

22. Attach your organization’s budget for providing the proposed services.