



CENTER FOR COMMUNITY PARTNERSHIPS

Summary of Expectations

This *Summary of Expectations* is between:

_____ AND _____
Community Partner *Institutional Partner*

Partnership Start Date: _____ Partnership End Date: _____

Contact Information and Communication Preferences

Goals for Partnership	
<i>What does each partner hope to accomplish during this project?</i>	
Community Partner Goals	Institutional Partner Goals
Shared Partnership/Project Goal(s)	
How will progress toward goals be tracked? Who is responsible for tracking goals?	



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Expected Contributions

What will each partner contribute to the relationship? Use the chart below to define expectations around the following:

Contribution Type	Expected Community Partner Contributions	Expected Institutional Partner Contributions
<i>Monetary/Compensation</i>		
<i>Number of Participants/Volunteers</i>		
<i>Project Management / Leadership</i>		
<i>Time Commitment</i>		
<i>Skills / Experiences</i>		
<i>Materials</i>		
<i>Transportation</i>		
<i>Misc. Resources / Other</i>		

Partnership / Project Timeline

Consider including project start and end dates, regular check-ins, evaluation schedules, related events, etc. Also, consider acknowledging timeline conflicts, including the academic calendar, holidays and breaks, and key partner expected absences, etc.

Month	Timeline/Schedule Notes
Misc Timeline Notes	



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Additional Partnership Details / Misc. Notes

Consider including a plan to measure success and track progress, detailed partnership expectations, expected deliverables, relevant benchmarks/indicators, etc.

Commitment Completed By:

Name

Organization

Date

Name

Organization

Date

This form will be revisited by all parties on: _____ to ensure it still meets the needs of the partnership.

Date