

ATTACHMENT 5A: COMMUNITY PARTNERSHIP WORKSHEET

EXAMPLE FOR THE CHILDHOOD LITERACY NPO

Types of assistance our NPO could seek from other organizations in the community in carrying out our communications plan (check all that apply, and describe specifically needs, and identify possible organizations that could potentially provide this assistance):

✓	Type of assistance	Describe specific needs	Possible organizations to contact about partnering
✓	Assistance developing web page or social media sites.	<i>Volunteer to do the technical work for developing our NPO's webpage</i>	<i>HCMC University IT Student Group</i>
✓	Posting information about our NPO in their place of business	<i>Stores to post fliers about our tutoring services.</i>	<i>District 3 Supermarket</i>
✓	Providing free or reduced cost services to help us develop our communications materials (for example, reduced cost printing services)	<i>Discounted printing costs for our fliers and brochures</i>	<i>ABC Printing service</i>
	Letting us speak or have an information table at their meeting or event		
	NPO with similar mission to partner with our NPO for joint communications		
	Other (explain)		

2. Plan for contacting potential partner organizations

Name of organization and contact person	Type of partnership assistance requested	Date contacted/ By whom	Results of contact <ul style="list-style-type: none"> • Will this organization partner with us? • Type and amount of assistance to be provided. • Next steps
<i>HCMC University IT Student Group (Duc)</i>	<i>Volunteer to do the technical work for developing our NPO's webpage</i>	<i>Contacted by Hai on 01 March 13</i>	<ul style="list-style-type: none"> • <i>He will check with members of the IT Students Group to find a volunteer.</i> • <i>We will call him again on 15 March 13 to get names of potential volunteers.</i>
<i>District 3 Coopmart Supermarket</i>	<i>Stores to post fliers about our tutoring services.</i>	<i>Contacted by Linh on 03 October 13</i>	<ul style="list-style-type: none"> • <i>Fliers can be posted on the bulletin board.</i> • <i>We informed owner that we will post flier during the months of November and February. We will remove the flier at the end of the month.</i>
<i>ABC Printing service (Van)</i>	<i>Discounted printing costs for our fliers and brochures</i>	<i>Contacted by Mai on 03 October 13</i>	<p><i>Will provide 50% discount on printing services.</i></p> <p><i>We will have documents to ABC Printing Service by 15 November. They will require 3 weeks to make the copies.</i></p>