**ATTACHMENT 5: COMMUNITY PARTNERSHIP WORKSHEET TEMPLATE**

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 |  |  |
|  | Posting information about our NPO in their place of business |  |  |
|  | Providing free or reduced cost services to help us develop our communications materials (for example, reduced cost printing services) |  |  |
|  | 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**

|  |  |  |  |
| --- | --- | --- | --- |
| Plan for contacting potential partner organizations | Plan for contacting potential partner organizations | Plan for contacting potential partner organizations | Plan for contacting potential partner organizations |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**3. Community partners list**

|  |  |  |
| --- | --- | --- |
| Name of organization and contact person | Assistance to be provided* What type of assistance
* How much
* Frequency
* Start and end dates
 | NPO staff person responsible for the relationship with this partner |
|  |  |  |
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