

Partnership Guidelines Checklist

Below is a list of items that you may want to include in your Partnership Guidelines. These items can be adapted or expanded to meet your partnership's needs.

- **General Information:**
 - __ Purpose of the document
 - __ Brief history and description of the project
 - __ Definition of partnership principles
 - __ Describe type of partnership and its mission, goals, and objectives
 - __ Resources of partners

- **Roles and responsibilities of:**
 - __ Organizational and individual partners
 - __ Funders
 - __ Evaluators
 - __ Consultants
 - __ Advisory committee

- **Communication Plan** (ensures clear communication and participation between partners):
 - __ Regular meetings
 - __ Conference calls
 - __ Minutes of meetings and conference calls
 - __ Decision-making (who makes decisions regarding roles and responsibilities of partners)

- **Dissemination Plan** (sets guidelines for communication to an outside audience):
 - __ How to make information available to public (for example, press releases, websites and other media)
 - __ Standardized acknowledgement
 - __ Guidelines for future use of information
 - __ Ownership of data, if any
 - __ Authorship guidelines
 - __ Media and public meeting guidelines
 - __ Presentation guidelines