



# PARTNER MISSION STATEMENTS

Use the Partner Mission Statements template (Step 2.2) to ascertain the extent to which each partner's mission supports a common vision and mission for the CLC.

<b>A: MISSION</b>	
<b>Key Descriptors:</b>	
<b>What are the points of compatibility in the core values of each partner organization? Are there any incompatibilities in these values?</b>	
<b>Do all partner organizations have complimentary aims/mandates? Do any appear to be operating at cross-purposes?</b>	
<b>Is there anything in the nature of the mission of any partner organization that is likely to be problematic for the CLC?</b>	
<b>B: VALUES AND PURPOSE OF THE CLC</b>	

# PARTNER INPUT

Use the Partner Input template to provide a broad-brush statement of the types of results expected by each of the partners. Ensure that your results areas are aligned with and reflect your identified needs.

PARTNER INPUT		
RESULTS AREAS	PRIORITY *	COMMENTS

\* Indicate the relative priority of each results areas as follows:  
1 = Low Priority  
2 = Moderate Priority  
3 = High Priority



# DRAFT CLC MISSION STATEMENT

Use the DRAFT CLC MISSION STATEMENT template to prepare a draft of the mission statement for the CLC. The template consists of two segments shown separately below.

**Part A:** your mission statement should include these three elements.

PART A: Draft CLC Mission Statement	
Values & Purpose:	
Results Areas:	
Guiding Principles	

**Part B:** Once a draft has been completed, ask each partner, as well as any other persons involved in developing the mission, to review both the process used to craft the mission and the draft mission statement itself using each of the statements listed in the Part B of this template.

<b>PART B: Review of Draft Mission Statement</b>		
<b>Review Questions</b>	<b>✓</b>	<b>Reservations, comments, questions</b>
The process used to develop the mission was open, providing everyone an opportunity to express his/her views.		
The process enables a consensus to be formed about the prepared mission statement.		
As a result of this process, I believe that my organization/group will endorse the proposed mission statement.		
The mission statement expresses the values I think the CLC should hold.		
The elements of the missions statement are important to me.		
The elements contained in the mission statement fit together.		
The mission statement is clear and can be understood by all partners and stakeholders.		

## PARTNERSHIP TABLE - Roles and Responsibilities

Use the **PARTNERSHIP TABLE - ROLES AND RESPONSIBILITIES** template to help define the roles of partners and stakeholders, CLC Principal, CDA. It is important for all members of the partnership table to understand their roles as it pertains to the table.

PARTNERSHIP TABLE - ROLES AND RESPONSIBILITIES		
Members of the Partnership Table	Roles and Responsibilities	Comments
CLC Principal		
Community Development Agent		
Teacher		
School Board Representative		
Partner		
Partner		
Partner		

# ALLOCATING RESOURCES

Use the **ALLOCATING RESOURCES** template to decide on the allocation of resources by each partner. Remember, the contributions should be aligned with the roles and responsibilities of the CDA previously defined by the partnership table.

ALLOCATING RESOURCES			
AREAS	SOURCE	CONTRIBUTIONS	TERMS & CONDITIONS
Financial Resources			
Human Resources			
Material Resources			



# PARTNERSHIP AGREEMENT

Use the **PARTNERSHIP AGREEMENT** template in the workbook to draft the content of any partnership agreement you enter into, using the guidelines provided below. These elements have been determined in earlier sections of this process.

THE PARTNERSHIP AGREEMENT		
Main Sections		Provisions
Name of Partner		
Date		
Mission Statement	Values & Purpose	
	Results Area	
	Guiding Principles	
Division of Responsibilities <i>(be specific about who is responsible for what)</i>	CLC Partner/ Stakeholder	
	CDA / Meeting Facilitator (if not CDA)	
	Other	
Allocation of Resources		
Other Provisions		