



Parent Engagement Network Requirements and Agreement for Collaborator Status

Purpose: This plan outlines the requirements for a collaborative relationship with the Parent Engagement Network to ensure that collaborators share similar approaches to achieve common goals - be it for individual families within our community, or for the community at large.

The Institute for Educational Leadership defines “collaborative” as a “*group of community leaders who use an inclusive strategy to establish shared goals and agree to use their personal and institutional power to achieve them.*” (<http://www.ojdp.gov/resources/files/toolkit1final.pdf>)

PEN Vision: We envision a caring, connected, community that supports and nurtures all families.

PEN Mission: To engage and empower parents and caring adults in supporting and nurturing all families and community on behalf of causing thriving youth.

Potential collaborators will be reviewed by members of PEN to ensure that their program or service meets the following requirements:

Requirements for Collaborator Programs:

- ⚙ Fit with PEN’s vision and mission;
- ⚙ Strength -based approach;
- ⚙ Meet PEN’s standard of inclusiveness and equity;
- ⚙ Interactive component and approach;
- ⚙ Research based, where appropriate;
- ⚙ Dynamic and original program or services that unites members of the community and supports the mission of PEN;

PEN Collaborators:

- ⚙ Agree to recognize PEN’s participation in joint events by listing PEN in all promotional materials, and providing PEN information at events;
- ⚙ Assist with creation and design of joint events;
- ⚙ Assist with logistics for joint events;
- ⚙ Will reference PEN on their website, with direct link to www.parentengagementnetwork.org;
- ⚙ Will link PEN’s facebook page to their facebook, as applicable;
- ⚙ Provide cross-training of skills and resources, as applicable between PEN and the collaborator;

PEN Collaborators are encouraged to:

- ⚙ Contribute to PEN newsletter, to be scheduled by PEN news team;
- ⚙ Volunteer to assist with PEN’s community work;
- ⚙ Attend PEN events;
- ⚙ Provide free presentations for PEN, as applicable.

PEN's Commitment to Collaborators:

- ⚙ List and link collaborator in Collaborator section of the PEN website with direct link to organization's website and calendar.
- ⚙ Provide list of registrants and summary of evaluations to Collaborator for all PEN-sponsored joint events;
- ⚙ Include details on upcoming collaborator events in PEN Community Newsletter, with links to collaborator website;
- ⚙ Provide coaching and assistance to collaborators, as applicable;
- ⚙ Provide PEN volunteers to assist with events as needed;
- ⚙ List collaborator on promotions/programs, at events, luncheon (e.g. PEN create Collaborator Board for display at events)
- ⚙ Provide PEN logo for collaborators' promotional flyers and materials.

Outcomes of collaboration:

- ⚙ Coordinates service, events and programs to strengthen overall community,
- ⚙ Encourage proactive community involvement to create positive change,
- ⚙ Provide cross-training of skills and resources between PEN, collaborators and attendees,
- ⚙ Increase visibility and awareness of community programs and resources,
- ⚙ Build relationships between PEN, the collaborator and the community