

**RISE is a national nonprofit organization that helps public schools in low-income communities attract and retain experienced, effective teachers.**

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### **1. Introduction**

This purpose of this guide is to give RISE Executive Directors a roadmap for school partnerships. It is organized into three main sections: Outreach, Attract Teachers and Retain Teachers. The activities in this guide are documented in Salesforce, so the RISE Executive Director Salesforce Guide is an intimate companion to this guide! For each section, there are additional resources highlighted, which can be found in the Schools Document Folder in Salesforce.<sup>1</sup>

### **2. School Outreach and Sign Up**

RISE Executive Directors are in charge of preparing an outreach strategy<sup>2</sup> in the **fall** for the following program year to meet the goal number of schools decided on with the RISE COO. Each director completes a Metro Whitepaper, Metro SWOT, Partnership Strategy, Numeric School goal and School Assessment for the Prior Year.

The resources an ED has for this process includes:

- RISE District Matrix and Strategy Questions
- Happy School Rubric
- RISE COO
- ED Check-ins
- Data Sites:
  - California data: *probably equivalent websites for different states*
    - <http://dq.cde.ca.gov/dataquest/>
    - <http://www.ed-data.k12.ca.us/welcome.asp>
  - Great Schools: <http://www.greatschools.net/>

Outreach begins by making sure all school leads are in Salesforce and opportunities are created for renewal schools.

Collateral and messaging is created by National team (which in actuality is a combination of national staff members and a regional lead ED) and can then be updated with specifics for each metro. It includes:

- Renewal School Email Template – used for initial email out to principals for the launch of a Program Year
- RISE School Partnership 2 pager – summary of school partnerships to send to schools and/or other interested parties.
  - New
  - Renewal
- School Contract – must be signed by the principal to make the partnership formal
- School Expectations Sheet – purpose is to set expectations for principals on how to use the system
- School Partnership FAQ – this is the next level of detail to the RISE School Partnership 2-pager. It is most useful to principals who have actually signed up with RISE.
- Survey Timeline Request form – used to find out when a school wants data collected and analyzed depending on how their recruitment, retreat timelines fall in the school year
- Contract and Invoicing procedure – for RISE National to use in invoicing and collection

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<sup>1</sup> As of 11/21, this isn't the case, but it will be!

<sup>2</sup> For more detail, please reference **Strategy Documents Overview document**

- Survey Introduction Letter – helps set expectations for schools on how the survey data will be used.

The following check-list outlines the process of signing up a school for RISE Partnership. As the steps are completed, you can record them in **Salesforce** through the **membership opportunity** (see user guide for specifics).

**Signup (new schools):**

- Schedule 30 minute meeting with regional Executive Director
- Complete online profile at <http://www.risenetwork.org>
- Complete school contract, keep one copy for files, fax or mail original to RISE National office (or submit in person to regional ED)
- Complete routing form and submit to regional ED or RISE National office
- Complete survey timeline request form and submit to regional ED or RISE National Office
- Identify a teacher leader to administer survey at staff meeting

**Signup (renewal schools):**

- Update online profile at <http://www.risenetwork.org>
- Complete school contract, keep one copy for files, fax or mail original to RISE National office (or submit in person to regional ED)
- Complete routing form and submit to regional ED or RISE National office
- Complete survey timeline request form and submit to regional ED or RISE National Office
- Identify a teacher leader to administer survey at staff meeting
- \* 30 minute meeting at regional Executive Director's discretion