



Checklist for Establishing a Partner in Education Relationship

- Choose** a school to partner with or contact the Cobb Chamber for assistance.

- Contact** the school and discuss school needs and the resources you can provide.

Note: PIE must commit to at least one activity a quarter with their partner school.
Quarters are Aug-Sept, Oct-Dec, Jan-Mar, Apr-May.

- Complete** a Partnership Plan if both parties believe the partnership is mutually beneficial.
If the partnership is not mutually beneficial, the Cobb Chamber Education Department can help the business/organization select a new school.

- Keep** a copy of the Partnership Plan for your records and fax a copy to the Cobb Chamber for approval.

- Begin** your partnership activities once you receive a confirmation letter and e-mail from the Cobb Chamber approving your partnership.

- Schedule** a Signing Ceremony with your school to formalize and publicize partnerships.

Please email a copy of the completed form to partners@cobbchamber.org; fax to 770-690-4016 or mail to Cobb Chamber Education Department · P.O. Box 671868 · Marietta, GA 30006