RISE AND THRIVE
CAMPUS-COMMUNITY PARTNERSHIPS

Rise and Thrive Campus-Community Partnerships
Learning Community

Deliverable 1: Roster of Potential Partners
DUE October 15, 2021 at 5:00 PM

DELIVERABLE 1 SUMMARY INFORMATION

Overall Goal:
The goal of Deliverable 1 is to create a roster of current and potential partners for your Campus-Community Partnership.

Tasks:
(1) Project Directors will assemble a leadership team to engage in completing Deliverable 1 and complete the Deliverable 1 Team form.
(3) The Deliverable 1 Team will review Principles of Partnership article.
(4) The Deliverable 1 Team will complete the Roster of Current and Potential Partners.
(5) The Deliverable 1 Team will reflect on the Principles of Partnership article and the Roster of Current and Potential Partners and complete the Reflection Form.
(6) The Project Directors will submit the deliverables to Julie Cameron (julie@prevention-first.org) and Laura Balis (lbalis@pire.org) by October 15, 2021 at 5:00pm.

Handouts:
(1) Quick Start Guide
(2) Deliverable 1 Guidance
(3) Principles of Partnership article

Resources:
(1) The biggest resource you have is each other. Please see the Contact List in the google drive and send an email to one of your colleagues in the Rise and Thrive Learning Community. Sometimes multiple perspectives ignite progress!
(2) Rise and Thrive Initiative Website: https://suicideprevention.ohio.gov/Schools/Colleges-and-Universities/Rise-and-Thrive-Initiative
(3) Weblink for Awesome Leadership Resources: https://suicideprevention.ohio.gov/Communities/Coalitions/Coalition-Leadership-Resources. For Deliverable 1- We suggest the following resources: Collaboration During Crisis, Building Successful Teams with Help-seeking Behaviors, Making the Ask
(4) Project Google Drive: https://drive.google.com/drive/folders/1sv0ZE1ebzCHr16ViRWhc65FFTWQ4tx_n?usp=sharing

Still have questions? Feeling stuck? Needing support? There are two options:
(1) Drop-in Calls: Starting soon (check your in-box!) and running throughout the grant period, drop-in calls will be held for Rise and Thrive Initiative. These are optional calls/meetings in case questions or challenges come up for which solutions are needed. Zoom connection information will be forthcoming.
(2) One-on-One Technical Assistance Session: If timing for drop-in calls does not work or questions or challenges come up outside of drop-in call times, please feel free to reach out to Matt Courser from the Rise and Thrive Initiative Facilitation Team. He can be reached via phone at (502) 736-7841 and via email at mcourser@pire.org

Deliverables – Due October 15, 2021 at 5:00 PM:
(1A) Deliverable 1 Team Form
(1B) Roster of Current and Potential Partners
(1C) Building/Nurturing a Campus-Community Partnership Reflection Form

Start Here

Project Directors are encouraged to read through the entire document before moving into action. Deliverable 1 includes five steps:

Step	Task	Staffing Resource
1	Review all Deliverable 1 materials and tasks. Assemble the Deliverable 1 Team. Complete the Deliverable 1 Team form.	Project Directors
2	Review the Principles of Partnership article.	Deliverable 1 Team
3	Complete the Roster of Current and Potential Partners.	Deliverable 1Team
4	Complete the Building/Nurturing a Campus-Community Partnership Reflection Form.	Deliverable 1 Team
5	Submit Deliverable 1 Materials.	Project Directors

Step 1: Review all Learning Community 1 Materials and Tasks and Form the Team

Goals: The goals of Steps 1 is for the Project Directors to: (1) review the Deliverable 1 materials and tasks and (2) form the Deliverable 1 Team.

Handouts: Deliverable 1 Guidance (this document) and Quick Start Guide

Videos: Leadership Videos for the Rise and Thrive Initiative are posted on the website on the "Coalitions Leadership Resources" page. We strongly suggest that Project Directors watch these two videos to support them in assembling their team for this task: Making the Ask and Building Successful Teams with Help-seeking Behaviors.

Deliverable #1A: Deliverable 1 Team Form

A. **Getting Oriented:** Begin by reading through this entire guidance document. After that, take some time to familiarize yourself with the deliverables and supporting resources so that you understand what is being asked of you (as the Project Director), the Deliverable 1 Team you'll form, and the Campus-community Partnership you represent. Once you have the 'bigger picture,' you can then begin to outline your action steps.

B. **Managing Tasks Associated with Deliverable 1:** This is a good time to think about how you will **manage the tasks** associated with the Rise and Thrive Deliverable 1 and ensure the work gets done in the given timeframe. If you are new to project management or are looking for a project management refresher, this short video titled The Power of Project Management may be useful. Deliverable 1 will need to be completed in approximately a month. Having a solid understanding of Deliverable 1 tasks will support you as begin to think about the team you will need to complete the tasks. Note: Even if you have a vibrant Campus-Community Partnership, every partnership can benefit from looking at the current roster with "fresh eyes." In reviewing Deliverable 1B, you will see that we ask you to include more information than just a list of names and contact information.

C. **Building the Deliverable 1 Team:** Begin by thinking about who from your Campus-Community Partnership could actively participate in Deliverable 1. (Note: It is not sustainable for Project Directors to be completing all deliverables themselves, the goal is for members of the Campus-Community Partnership to play a direct role in completing the deliverable.) We understand that people are overwhelmed during the pandemic. How can you think about who might have the bandwidth to engage in this first step of creating/nurturing an initial roster of participants? Having a clear picture of the Deliverable 1 tasks helps you in clearly articulating your "ask" for involvement on the Deliverable 1 Team.

D. **Considering Roles and Responsibilities:** Now, it's time to consider you will **manage the people** associated with Deliverable 1. The deliverables may be completed in multiple sessions throughout the next month. You may ask each team member to complete activities (such as reviewing the Principles of Partnership article) separately and then come together as a group to work on the Roster of Potential Partners. No matter how you delegate the work, it's important to have a shared understanding on how and when the task will be completed. If you are new to staffing management or are looking for a staffing management refresher, this short video titled Staffing Management with Servant Leadership Principles may be useful.

E. **Thinking Through Logistics:**
   - Think about an email and/or telephone script to use to reach out to potential members of this team. You will want to make sure that you have a clear "ask" in mind. Review this document in its entirety as you frame your request. The document details the activities and timetable for Deliverable 1.
   - Make sure the invitation includes a query to determine a regular and ongoing time that will work for everyone to meet. You will likely want to plan for a series of 45-60 minute sessions and will want to space them out according to local schedules and demands as well as the project timeframe.
   - It may be helpful to also include a query about how to meet and determine any technology needs for meeting remotely.
   - Once you have a time and meeting platform selected, you will want to follow up with the team members to communicate the meeting schedule and other logistical information.

> **Deliverable 1A:** Use the **Deliverable 1 Team Form** to capture names of team members, along with logistical details. You will turn in this form as a final deliverable.

Step 2: Review the Principles of Partnership Article

Goal: The goal of Step 2 is for the Deliverable 1 Team to review the Principles of Partnership article (found on the Rise and Thrive website and Google Drive).
Handouts: Principles of Partnership article
Deliverable: There are no deliverables associated with Step 2. However, it will be useful in completing Step 3.

Review the Principles of Partnership article: It is important for all of the Deliverable 1 Team members to read the Principles of Partnership article (a quick five page read). The article details the underlying forces of success of campus-community partnerships and will be useful as you build or nurture your partnerships (PRO TIP: You may also want to think about how you can use this article with the larger group!)

Step 3: Complete the Roster of Current and Potential Partners

Goal: The goal of Step 3 is for the Deliverable 1 Team to complete the Roster of Current and Potential Partners.
Deliverable #1B: Roster of Current and Potential Partners

Understanding the Task: The end goal of this step is for the team to complete a roster of current and potential partners. There are eight (8) key columns:

1. **Stakeholder**: In this column, please list the name of every agency, organization, institution, etc. that plays a role in behavior and mental health in your community. It doesn't matter if the stakeholder is currently part of your campus-community partnership or not. What's important is that the teams thinks through everyone in the community that plays a role in behavioral and mental health. (Don't forget to include the members of the Deliverable 1 Team! 😊)

2. **Contact Person**: For each agency, organization, institution, etc. that is included in the matrix, please list the contact person (if you can find one). Please don't feel pressure to find a contact person right away. Documenting stakeholders is an iterative process and this is the first iteration. Just do the best you can. If the coalition does not have a contact, it's okay to say: "Would like to develop a contact at this organization."

3. **Current Campus-Community Partnership Membership Status**: For each agency, organization, institution, etc. that is included in the matrix, please select the current membership status in your campus-community partnership. Please choose from: (a) Member – Active; (b) Member – Inactive; and (c) Not a Member. There are no bonus points for having everyone in your stakeholder analysis as members of the partnership! In fact, we would expect to see a lot of key players who aren't members ... yet!

4. **Role in Mental and Behavioral Health**: For each agency, organization, institution, etc. that is included in the analysis, please note what the team sees as the role that the stakeholder plays in mental and behavioral health. Eventually, the goal is for each individual stakeholder to articulate the role(s) they see themselves playing– however, this is the first pass.

5. **Mental and Behavioral Health Strategies**: For each agency, organization, institution, etc. that is included in the analysis, please note what strategies the stakeholder is primarily involved in. This will give the group an idea of what the partners are currently doing to support campus-community health.

6. **Unique Partners**: We understand that it takes a village to have a healthy community. There may be some partners who are not directly engaged in mental and behavioral health (which is what this particular project is focused on). We also recognize that many of you already have vibrant campus-community partnerships that focus on a wide array of issues. We want you to include them all! This column gives you a space to be inclusive and note what these partners bring to the table.

7. **Mutual Benefit**: For each agency, organization, institution, etc. that is included in the analysis, please note what the team sees as why this stakeholder may want to be part of the campus-community partnership – what's in it for them?

8. **Engagement Strategy**: For those partners who are not already engaged in campus-community partnership, please jot some initial ideas regarding how to engage this partners.

> **Deliverable #1B:** Complete the **Roster of Current and Potential Partners** to document the stakeholders involved in the Campus-Community Partnership. You will turn in this form as a final deliverable.

Step 4: Reflect on the Process and Consider Next Steps

Goal: The goal of Step 4 is for the Deliverable 1 Team to reflect on the overall process associated with Deliverable 1: what was learned, what questions remain, and how the team will use this information.

Handouts: None

Deliverable #1C: Reflection Form

A. **Understanding the Task:** After Steps 1-3 are complete, the next step is for the team to reflect on the process and discuss next steps. For this step, you will use the Building/Nurturing a Campus-Community Partnership Reflection Form (Deliverable #1C) to capture the discussion.

B. **Leading and Managing the Reflection Process:** There is no prescribed way to operationalize the reflection session. You may choose to combine it with a meeting focused on working on the Roster of Current and Potential Partners or hold a separate meeting for reflection. You may find it helpful to consult meeting notes taken while completing the Roster of Current and Potential Partners or notes you might have taken when reading the Principles of Partnership article.

C. **Thinking through Logistics:** Consider how you will lead and communicate with the team to complete the reflection session. As you schedule and consider deadlines, keep in mind that the team will need to complete the reflection form **after** the Roster of Current and Potential Partners is complete. The **due date to complete Deliverable 1 is 10/15/2021 at 5:00pm.**

Deliverable #1C: Use the **Building/Nurturing a Campus-Community Partnership Reflection Form** to capture the group's reflection and next steps. You will turn in this form as a deliverable.

Step 6: Submit Deliverables – DEADLINE: October 15, 2021 at 5:00 PM

Goal: The goal of Step 6 is for the Project Director to submit the required deliverables.

The final step of Deliverable 1 is to submit the final deliverables. As a friendly reminder, the coalition must submit all three parts of the deliverable:

(1A) Deliverable 1 Team Form
(1B) Roster of Current and Potential Partners
(1C) Building/Nurturing a Campus-Community Partnership Reflection Form

Please submit all three files via email to Julie Cameron (julie@prevention-first.org) and Laura Balis (lbalis@pire.org) by **5:00pm on October 15, 2021.**