



# FRANKLIN HIGH SCHOOL

## EXTENDED LEARNING OPPORTUNITIES

### Community Partner Form

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Community Partner: \_\_\_\_\_ Business/Organization; \_\_\_\_\_

Welcome to the FHS Extended Learning Opportunities (ELO) Program. We are proud to have you among the many *Community Partners* who are willing to share their wisdom, experience and enthusiasm with our students. In doing so you will help them to communicate more effectively, think more creatively, collaborate more productively and further increase their independence in order to ensure their future success. Being a Community Partner involves time and energy and we are pleased that you have decided to help this student achieve his/her ELO goals.

The student desires to learn about your career field and will need your time, guidance and coaching to help them achieve their ELO goals. Students engaging in ELOs are highly motivated and eager to help and get involved whenever possible. When possible, we encourage you to teach the student about the different aspects and responsibilities of your position. For example, how you got started in your profession, what you like most about your position, how to interact with the public, and even difficult aspects of the field.

Students want to be successful and will need some of your time and attention to do so. Specifically they want:

- *To be challenged*: Students want to work and learn.
- *To understand what they need to do*: Students want to know what they can expect during their experience with you.
- *Feedback*: Students want to know when they are doing good work or when and how they specifically need to improve.
- *To be included*: Students want to be part of the team but may not know what they need to do to get included.
- *A place to work*: Students need their own place to work and put their personal belongings if they will be on site regularly.

The student will also have a number of assignments they will need to complete to satisfy the requirements to earn credit. Some of these assignments will be unique to the type of experience they are engaging in and therefore may require some input from you. Some of these assignments may include regular reflections of their experience, conducting relevant research, creating a product unique to their experience and possibly a presentation.

To help further facilitate the ELO experience, the following information regarding your responsibilities should be helpful:

- Complete necessary Department of Labor approval “Pre-Screening” form. ([Click here](#))
- Discuss and request to see the student’s ELO plan as well as a schedule for when the student will be at your place of business.
- Provide student an orientation to site policies and procedures as appropriate to their ELO plan.
- Provide supervision and training as appropriate to the student’s ELO plan.
- If necessary, review student’s reflections and make necessary comments, ask questions, and provide constructive feedback.
- Communicate any issues in a timely manner to their Guidance Counselor
- Report absence and tardiness in a timely manner to FHS Main Office
- If necessary, participate in final evaluation of the student’s work.
- Complete ELO Program Survey upon completion of ELO.

Signing below indicates your understanding of the responsibilities outlined in this agreement:

_____	_____
Community Partner	Date
_____	_____
Student	Date
_____	_____
Parent	Date
_____	_____
Guidance Counselor	Date

If you have any additional questions or concerns please contact the FHS Guidance Office by email at [cjohnson@sau18.org](mailto:cjohnson@sau18.org) or by phone at 603-934-5441 ext 3424.

