**South Metro-Salem STEM Partnership**Protocols for Communication, Fundraising, Use of Email List

DRAFT: April 22, 2013

As a collective impact partnership, an important function of the SMS STEM Partnership is to expand communication, increase the use of promising practices, and leverage resources among the partners. However, we want to ensure that we are not competing among our partners for resources, over-communicating in a way that annoys partners, and honoring the established relationships that partners have with funders. The SMS STEM Executive Advisory Board is proposing the following communication protocols for members.

**Communication and Email List**All members are welcome to use the SMS STEM Partnership email list, by sending information, research, event announcements, and other communication to Lita. If it is timely, she will disseminate immediately. If it can wait, she will include it in a group communication or with the next meeting agenda.

The email list should not be used for fundraising purposes, unless it is for the SMS STEM Partnership. Many partners have relationships with the companies on the list, and are welcome to sustain those relationships, but companies may be reticent to join as partners if they are approached for funding of projects that are not part of the partnership.

**Grants and Proposals**
All of the partners belong to organizations that apply for grants. It is understood that there will be competition for funds among and between partners. However, once the SMS STEM Partnership Executive Advisory Committee decides to submit a grant proposal, they will notify partners to avoid conflicts among competing grants. In some cases, such as with large federal funding agencies, competing grants are allowed and not discouraged. With private foundations, competing grants may present barriers for both or all proposals.

Please notify the SMS STEM Exec Advisory Board if your organization plans to submit a grant proposal that aligns with the SMS Partnership Strategy and Work Plan. In most cases, this won’t be a problem and grants may be complementary in nature, and could potentially strengthen each proposal if work is done in advance to strategically position each proposal.

**Executive Advisory Board Consultations**

* Accept new partners
* Modify the SMS STEM Education Partnership Agreement
* Recommend hiring of staff
* No legal authority; all staff will be hired by a partner entity
* Decide to submit grant proposals; although the proposer will be a partner entity on behalf of the SMS STEM Partnership
* Provide input on legislation or policies that affect STEM Education