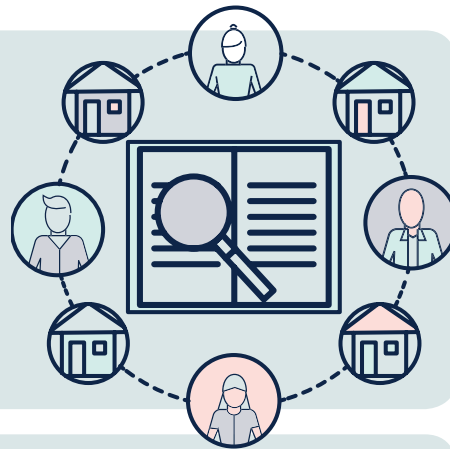


Partner Up tips

Prepare your proposals and meetings with local community members.

Why be partners?

- for permissions or approvals (e.g. for events)
- to borrow or temporarily use property, location, for buildings
- for resources, products or equipment
- for use of their service, skill or ability
- for mentorship, training, knowledge and information



Make a proposal

How? You choose! Some options:

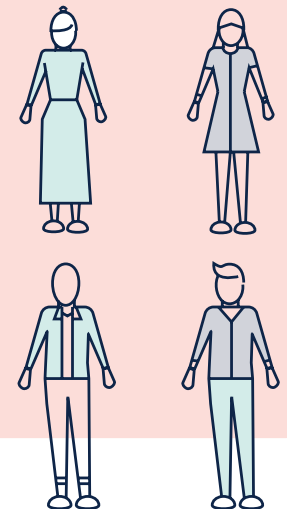
- by phone
- drop in to see them
- formal letter
- arrange a formal meeting
- email
- creative alternatives (make a short film, music video, flashmob)
- social media.

In return, you will ...

- abide by policies and regulations of partner organisations.
- publicise the support they are giving.
- listen to and consider their views, especially on parts of the action plan that affect them.
- respond and communicate promptly.

What do I say?

- **Greet them!** → Hi Mr Lannister.
- **Shake hands if appropriate.**
- **Introduce yourself** → I'm Arya, from the Senior VCAL class at Northside Secondary College.
- **Purpose of discussion** → I'm hoping to talk to you about a project I'm running with three friends.
- **Explain why you need their partnership** → Our project's aim is to improve the health of local direwolves*. We need the Master of Coin's help, expertise and ideas to improve our action plan and achieve better results in our local area.
- **Ask specific things:**
 - Would you make time for a brief meeting with us next week?
 - Would you be able to look into whether the Master of Coin might lend us professional graphic design and printing equipment?
 - Is there a specific way the Master of Coin likes to receive proposals, for example through a specific employee, or a formal letter?
- **Use active listening** (repeat key words they say, but in your own sentences).
- **Thank them, regardless of what they say** (shake hands if appropriate) → Thanks for your time, Mr Lannister.



* Not a real animal.

Plan and run a meeting

- When will the meeting happen?
- Where will it be held?
- How will you get there?
- Do you need permissions from school (and parents, if necessary)?
- Will you wear school uniform or other clothes?
- Do you know the purpose of meeting: what do you want to have achieved when it is over?
- Have you prepared a list of questions?
- Have you received confirmation of the meeting?
- Have you sent partner organisation the agenda?
- Have you printed and packed copies of the agenda?
- On the day, have you packed a notebook and pen?



In the meeting

- Handshake: is it limp or too tight? Sort it out!
- Introduce yourself to each person.
- Thank the partner organisation for meeting with you.
- State the purpose of the meeting.
- Know in advance who will ask each question.
- Ask if you can record the meeting.
- Record the meeting (written notes or audio) to capture key points.
- At the end, state the next steps.
- Thank the people who attended.
- Type and send the minutes afterwards.

Be yourself

- Relax, be yourself and let your natural personality shine through. People like authenticity.
- Strengths of young people include enthusiasm, creativity, fresh ideas, humour, sincerity and energy. These characteristics offer a lot of value to local organisations. Don't be shy or undersell yourself and your skills!
- Do not be afraid to ask for clarification. Often adults use words, phrases and acronyms that may not be fully understood until you ask.
- Remember that many adults may be uncertain of directions too, but have learnt to disguise it well.



References

A number of the hints on this document are from the following sources.

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Jackson, Kayla 2002, 'Tips for Partnering with Youth', Transitions: Community Partnerships, vol. 14, no. 3, viewed 16 May 2016, <<http://www.advocatesforyouth.org/publications/publications-a-z/680-tips-for-partnering-with-youth>>.

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