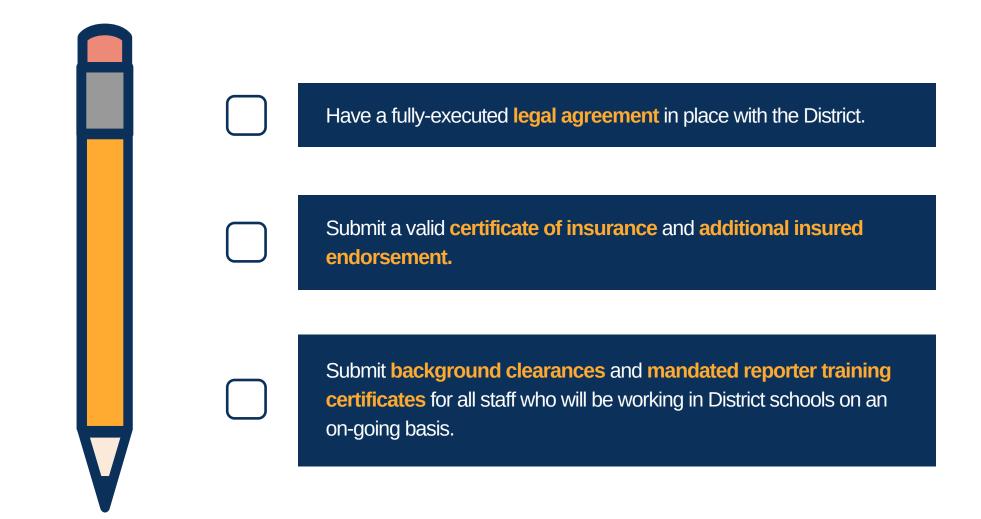


## **REQUIREMENTS FOR PARTNERS**

In order for a partner program to be compliant with the District's policies, the program should:



For more information, visit the **Office of Strategic Partnerships** at www.philasd.org/strategicpartnerships.

## **REQUIREMENTS FOR PARTNERS** (Click on text to access links)

			,
	Legal Agreement	Insurance	Background Clearances
	Partner programs must have a fully- executed legal agreement in place with the District.	School Partners must provide evidence of insurance coverages specified below:	Partner staff who work regularly in District schools must submit the following clearances:
	For many school-based partners, the School Partner Agreement (SPA) is likely the easiest and most efficient option for satisfying this requirement.  What is the SPA? A District level agreement that speaks to partnership expectations and required documentation for school-based partners. This is an online agreement that's easy to	Certificate of Insurance must include the following coverages:  Commercial General Liability Insurance Professional Liability Insurance Educator's Legal Liability Insurance Sexual Molestation Coverage Workers' Compensation Automobile Liability Insurance	<ul> <li>Volunteer Code of Conduct Form</li> <li>PA Child Abuse History Clearance</li> <li>PA State Criminal Record Check</li> <li>Act 126 - Child Abuse Mandated Reporter Training Certificate - Complete 1 of the 2 following:         <ul> <li>Safe Schools Mandated Reporter Training (1 hour)</li> <li>University of Pittsburgh Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Training (3 hours)</li> </ul> </li> <li>FBI Background Check with Fingerprinting or Request for Waiver of FBI History Check</li> </ul>
	complete, and executed using an electronic signature.  What type of organization should	In addition to the Certificate of Insurance, partners must obtain an <b>Additional Insured Endorsement</b> from their insurance provider.	
	<ul> <li>complete the SPA?</li> <li>School Partner organizations, define as:</li> <li>Formal entities (nonprofit organizations, private corporations, and government agencies),</li> <li>Providing high-quality and ready-to-implement programs or services on a recurring basis,</li> </ul>	Submit insurance documents to spainsurance@philasd.org.  Please make sure to note in each e-mail subject line on behalf of which organization and program you are submitting the documents.	Each organization must also submit and complete the <b>Partner Staff Clearance Datasheet</b> which outlines their staff member's contact information and clearances.
			Partners should e-mail attachments of the Partner Staff Clearance Datasheet and the scanned packet of partner staff clearances to volunteerclearances@philasd.org.
	<ul> <li>Within District school communities,</li> <li>At no cost to the District or its schools.</li> <li>Questions? Contact Marianna Sann at msann@philasd.org.</li> </ul>	For questions regarding insurance or the status of your review, contact Cheryl Rollins, Office of Risk Management at crollins@philasd.org.	