# REQUIREMENTS FOR PARTNERS

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

- Have a fully-executed **legal agreement** in place with the District.
- Submit a valid **certificate of insurance** and **additional insured endorsement**.
- Submit **background clearances** and **mandated reporter training certificates** for all staff who will be working in District schools on an on-going basis.

For more information, visit the **Office of Strategic Partnerships** at [www.philasd.org/strategicpartnerships](http://www.philasd.org/strategicpartnerships).
## REQUIREMENTS FOR PARTNERS

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<th>Legal Agreement</th>
<th>Insurance</th>
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<td>Partner programs must have a fully-executed legal agreement in place with the District.</td>
<td>School Partners must provide evidence of insurance coverages specified below:</td>
<td>Partner staff who work regularly in District schools must submit the following clearances:</td>
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| **What is the SPA?**
For many school-based partners, the **School Partner Agreement (SPA)** is likely the easiest and most efficient option for satisfying this requirement. | **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** | 1. **Act 126 - Child Abuse Mandated Reporter Training Certificate** - Complete 1 of the 2 following:
  - Safe Schools Mandated Reporter Training (1 hour)
  - University of Pittsburgh Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Training (3 hours)
2. **PA Child Abuse History Clearance**
3. **PA State Criminal Record Check**
4. **FBI Background Check with Fingerprinting or Request for Waiver of FBI History Check**
5. **Volunteer Code of Conduct Form** (only required for unpaid school partner staff members/volunteers)
| School Partner organizations, define as:
- **Formal entities** (nonprofit organizations, private corporations, and government agencies),
- Providing **high-quality and ready-to-implement** programs or services on a **recurring basis**,  
- **Within** District school communities,  
- **At no cost** to the District or its schools. | In addition to the Certificate of Insurance, partners must obtain an **Additional Insured Endorsement** from their insurance provider. | Each organization must also submit and complete the **Partner Staff Clearance Datasheet** which outlines their staff member’s contact information and clearances. |
| Questions? Contact Marianna Sann at **msann@philasd.org**. | 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. | Partners should e-mail attachments of the Partner Staff Clearance Datasheet and the scanned packet of partner staff clearances to **volunteerclearances@philasd.org**. |
| **What type of organization should complete the SPA?** | For questions regarding insurance or the status of your review, contact Cheryl Rollins, Office of Risk Management at **crollins@philasd.org**. | Partners can also hand deliver their packet to:
**Office of Employee Records**
440 N. Broad Street, Suite 177, Portal C
Philadelphia, PA 19130 |

For more information, click on text to access live hyperlinks or view our **Onboarding Guide** at [www.philasd.org/strategicpartnerships/onboarding-guide](http://www.philasd.org/strategicpartnerships/onboarding-guide).