

Guidance and Recommendations

The recommended process for selecting external enrichment partners/providers for your enrichment program includes utilizing a simple RFP (request for proposals) and interview process that would enable you to assess the following: Provider Quality, Programming, and Partnership Capacity. While the rubric is designed for organizational providers, it can be easily amended for vetting individual providers.

Complete this tool for each external enrichment provider you are considering.

EXTERNAL PROVIDER/INDIVIDUAL DETAILS									
External Enrichment Provider or Individual									
Lead Contact									
Geographic Service Area									
Relationship (check one)	Existing						New		
Organization Type (check one)	Youth Development						Recreation		
	Arts & Culture						Science/Technology		
	College/University						Other (Specify)		
Program Type Offered (Check all that apply)	Civics/History						Music Tech & Video		
	Coding						Performing Arts		
	Computer Graphics						Robotics		
	Culinary Arts						Sports/Recreation		
	Environmental						STEM / STEAM		
	Folk Art/Crafts						Visual Arts		
	Literary Arts						Other (fill in)		
Grades Served (Check all that apply)	PK		K-2		3-5		6-8		9-12
Fees/Fee Structure (Type in details)									

Rate the organization based on completing the rubric on pages 2 and 3.

	Category	Strong	Moderate	Weak
Overall Rating	Partner Quality			
	Programming			
	Partnership Capacity & Alignment			
Recommendation (check one)	Recommend		Do Not Recommend	
Notes/Remarks				

After completing the rubric below, rate the organization on provider quality, programming, and alignment as a partner at the bottom of page 1.

Programming	Assessment Criteria	Strong	Moderate	Weak
Alignment	Enrichment programming embodies the summer learning program’s vision, goals, and priorities to accelerate student learning outcomes.			
Mastery	Enrichment programming provides opportunities for all students to develop skills and build mastery through project-based learning.			
Cohesive	Enrichment programming complements the academic program and provides cohesion and consistency in program learning norms and expectations.			
Quality	Enrichment programming quality is assessed and measured based on program goals, projected outcomes (skill-building, engagement, SEL), and student satisfaction.			
Culture & Climate	Enrichment programming reinforces a safe, supportive, positive climate and culture for exploration, creativity, and learning.			

Provider Quality	Assessment Criteria	Strong	Moderate	Weak
Leadership	The provider has strong leadership and an established track record of effective educational programming.			
Mission & Vision	Provider has a clear vision and mission that drives its activities, programs, and services.			
Quality Programming & Staff	Provider offers high-quality content-specific enrichment programming and instruction taught by content experts.			
Experience Serving Youth	Provider has a track record of serving students with demographics comparable to those targeted in the summer learning program.			
Positive Youth Development/SEL	Provider’s programming and delivery is grounded in established positive youth development principles and is adept at building SEL competencies.			
Equity, Diversity, Cultural Competency, and community	Provider support equity, diversity, and building cultural competency to strengthen identity and community connections.			

Partner Capacity & Alignment	Assessment Criteria	Strong	Moderate	Weak
Shared Vision	Program and enrichment provider share a complementary mission and vision for the enrichment programming and expectations for student achievement.			
Quality	Program and enrichment provider have a shared understanding of what quality programming looks like.			
Collaborative Planning & Training	Program staff and enrichment provider will engage in ongoing collaborative planning and training to ensure effectiveness and consistency in program climate & culture.			
Communications	Program and enrichment partner will establish a clear method of communications with articulated roles and responsibilities outlined in an MOU.			
Data Sharing	Enrichment provider will contribute to a shared data system tracking attendance, behavior, and achievement of agreed upon goals.			
Compatible Climate & Culture	Program and enrichment partner have a compatible approach to establishing and maintaining positive climate and culture and behavior management.			

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