



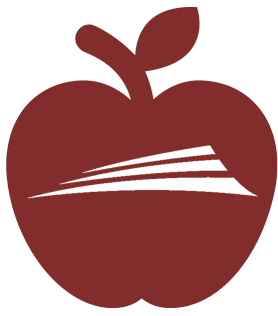
# ADOPT·A·SCHOOL

CONNECTING BUSINESS & EDUCATION

## COORDINATOR RESPONSIBILITIES

- ◆ What is a coordinator?
  - Main contact for one part of the partnership
  - One who establishes relationship with and communicates regularly with partner
  - “Captain” of the team
  - Organizer of meetings, activities and volunteers
  
- ◆ What does a coordinator do?
  - Facilitates communication between school and adopter
  - Maintains communications with Adopt-a-School office
  - Keeps principal/CEO informed of partnership activities
  - Recruits internal volunteers to help with activities and delegates responsibilities
  - Maintains records and data (activities, volunteer hours & money invested)
  - Promotes and ensures visibility of partnership activities via social media/newsletters, etc. in a timely manner
  - School coordinators (preferably) submit an Annual Plan by October 1
  - Adopter coordinators (preferably) submit the End of Year Report by June 1
  
- ◆ What do I do when?
  - See AAS Coordinator Planning Calendar and note the items in bold

***Please call or email the AAS office if there is any sort of partnership problem.  
The director will handle carefully and needs to be aware.***



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## ADOPT-A-SCHOOL COORDINATOR

Please provide the contact information for your Adopt-A-School Coordinator. If any changes occur during the year, please notify our office as soon as possible.

Coordinator: \_\_\_\_\_ for \_\_\_\_\_  
(Name) (Your Business or School's Name)

Position held in business: \_\_\_\_\_

Coordinator's Work  
Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_  
(supply email only if used regularly)

Home Email Address: \_\_\_\_\_  
(If you wish to receive communication there)

Return to Adopt-A-School

- Email: [carolyn@westalabamachamber.com](mailto:carolyn@westalabamachamber.com)
- Mail to 2222 9<sup>th</sup> Street, Tuscaloosa AL 35401