



# United Way COMMUNITY SCHOOLS

## “How-To Do It:” Collaborative Alignment Plan

### What It Is

The Alignment Plan is the document that shows alignment between the funding and efforts of the Community School initiative with the school and district in which it operates. This document is a big-picture view of the strategies and interventions present at a given school. The overall schools' goals present on the Community School Alignment Plan must mirror those of the school's School Improvement Plan. The Community School Alignment Plan must receive approval from all Community School CORE team members before the required submission date. All United Way of the Greater Lehigh Valley-funded (UWGLV) interventions and those supports brokered and/or generated through the Community School Coordinator (CSC) must be represented in the Alignment Plan.

### The Process

The Alignment Plan should be created jointly with the schools' leadership team, particularly the building principal, so that everyone agrees with top priorities. For the Alignment Plan to be effective, it should mirror what the school's top goals and priorities are, as outlined in the school's improvement plan. For example, if the school's top priority is to increase attendance, this should also be the top priority on the Alignment Plan. Individual school data should also be used to determine top priorities to include in the Alignment Plan.

The Alignment Plan should be inclusive of all the different supports and interventions present in the building, both supported and not supported through the community school office (UWGLV-funded programs, volunteer programs, district funded programs, etc.) This document should give those reading it an idea of the extra supports present at a Community School, and how they align with overall goal achievement.

The Network Community School Alignment Plan process will be successful when the following benchmarks are met:

1. Community School Alignment Plans are approved by all members of the Community School CORE team, as indicated by accompanying signatures, on or before the required submission date.
2. All Community School Alignment Plans are submitted to the Network Director and uploaded to the network drive on or before the required submission date.
3. All Community School Alignment Plans show complete integration of all programs, services and interventions offered at the school

### Important Best Practices to Remember

- The Alignment Plan should be brought to most CORE meetings. Although it may not be specifically referenced at each meeting, it's always good to have it as a guide when talking about potential opportunities and goals for the school. The alignment plan can be used as a reference when giving updates to the core team regarding specific efforts and programs happening at the school.
- Use your Alignment Plan to help determine whether a new opportunity is appropriate for the school. Making sure efforts are aligned with prioritized goals is important in ensuring successful Community School outcomes.
- The Alignment Plan can be an effective tool to use when having difficult conversations with school stakeholders and community partners. Aligning all efforts with the Alignment Plan is always a best practice, especially when this document is created and agreed upon jointly between the Community School Coordinator and the building principal.

Network Partner:



United Way of the  
Greater Lehigh Valley

