



## Summary of Expectations Template

This ***Summary of Expectations*** is between:

\_\_\_\_\_ (Partner Name) AND

\_\_\_\_\_ (Partner Name)

Partnership Start Date: \_\_\_\_\_

Partnership End Date: \_\_\_\_\_

### Section 1: Contact Information and Communication Preferences

**Partner 1 Contact Information:**

**Partner 2 Contact Information:**

#### **Partnership Communication Expectations & Agreements**

*(Note: detailed Communication Preferences document available)*

### Section 2: Goals for Partnership

*What does each partner hope to accomplish during this project?*

**Partner 1 Goals:**

**Partner 2 Goals:**

**Shared Partnership/Project Goal(s):**

**How will progress toward goals be tracked? Who is responsible for tracking goals?**



### Section 3: Expected Contributions

Use the table below to define expectations of how each partner will contribute to the project.

<b>Contributions</b>	<b>Partner 1</b>	<b>Partner 2</b>
<i>Monetary / Compensation</i>		
<i>Number of Participants / Volunteers</i>		
<i>Project Management / Leadership</i>		
<i>Time Commitment</i>		
<i>Skills / Experiences</i>		
<i>Materials</i>		
<i>Transportation</i>		
<i>Misc. Resources / Other</i>		



## Section 4: Partnership / Project Timeline

*Consider including project start and end dates, regular check-ins, evaluation schedule, related events, etc. Also, consider acknowledging timeline conflicts, including the university academic calendar, holidays and breaks, key partner expected absences, etc.*

Date	Goal



## **Section 5: Additional Partnership Details / Misc. Notes**

*Consider including plan to measure success and track progress, detailed partnership expectations, expected deliverables, relevant benchmarks/indicators, etc.*

### **Form Completed By:**

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Organization)

\_\_\_\_\_ (Date)

*and*

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Organization)

\_\_\_\_\_ (Date)

This form will be revisited by all parties on \_\_\_\_\_ (date) to ensure it still meets the needs of the partnership.