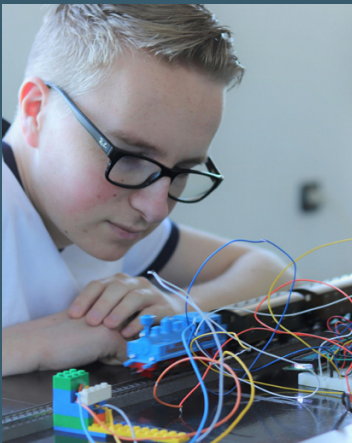
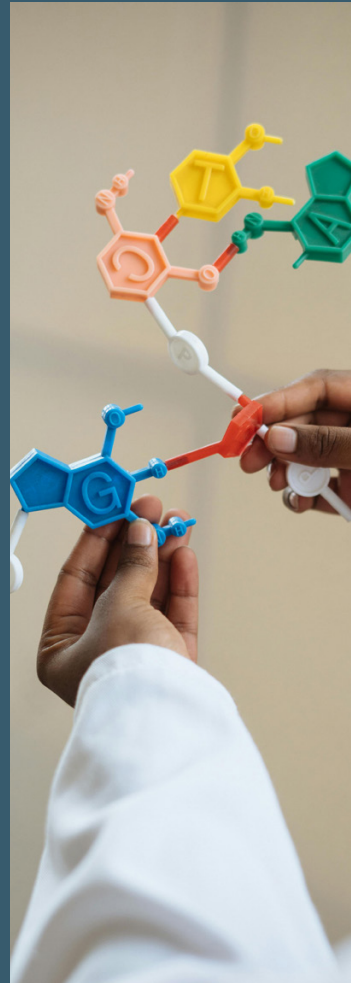


The Afterschool & Industry Partnership PLAYBOOK



An Implementation Manual for Creating and Sustaining Strong Partnerships
between Afterschool or Out-of-School Time Providers and Industry Partners
in order to Facilitate Career Exploration and Exposition in Informal Learning Spaces

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INTRODUCTION

The Afterschool and Industry Partnership Playbook is a practical guide designed to foster sustainable collaborations between afterschool or out-of-school time (OST) providers and local industry partners. In general, OST refers to afterschool, summer, and expanded learning programs. At its heart, this playbook is about opening doors, doors to careers, doors to community partnerships, and most importantly, doors of opportunity for young learners.

We know that students who participate in OST programs are already engaging in powerful, interest-driven learning. We also know that early and authentic exposure to careers can significantly influence the decisions students make about their education, training, and futures. This playbook helps OST programs and local businesses work together to create those impactful learning experiences for the students in their communities.

Whether you're a youth-serving organization or a local business, this resource is built for first-timers and seasoned collaborators alike. It's filled with:



**Step-by-Step
Guides**
for outreach
and partnership
development



**Detailed
Documentation**
Templates, sample
emails, and
tracking tools



Strategies
for planning site
visits, mentorships,
internships, and more



Tools
for measuring impact
and sustaining
engagement

We've organized the playbook so you can start where you are:

Section 1

is for Afterschool and OST
Providers

Section 2

is for Industry and Business
Partners

Section 3

is for Building and Sustaining
Collaborative Partnerships

We have also included a North Carolina-specific section of the appendix with tools, examples, and real-world resources to support your journey.

Equity in Action: Promoting Fair and Inclusive Career Opportunities

This playbook isn't just about connecting businesses to youth. It's about making sure every young person has access to the knowledge, experiences, and support they need to explore meaningful career pathways, regardless of zip code, background, or income.

Career-connected learning in OST settings is a powerful tool for advancing equity because:

- OST programs serve a high proportion of historically marginalized students, including Black, Latinx, Indigenous, rural, and economically disadvantaged youth.
- Students from low-income or under-resourced communities often have limited access to mentors, internships, or family connections in professional fields.

- Early exposure to careers helps students broaden their sense of what's possible, especially when they see adults who look like them in roles they didn't know existed.

By forming partnerships, OST providers can bring the world of work directly into the communities that need it most, and industry partners can invest in a future workforce that reflects the diversity and talent of their region.

Tips for Using This Playbook to Support Equitable Outcomes:

- Invite a wide range of industry voices, especially those who represent and look like people from the communities you work with every day.
- Bring career exposure directly to students, especially when transportation or logistics are barriers.
- Ask students what careers they want to explore (not just the ones adults assume they'll be interested in)
- Make space for mentorship, storytelling, activities, and authentic conversations about pathways, not just presentations.
- Apply for or advocate for funding to support students' full participation, including stipends, transportation, and supplies.

Equity is not a separate section of this playbook, it's the foundation. Use this playbook not just to build partnerships, but to build a future where all students can see themselves as capable, valued, and essential to the workforce of tomorrow.

SECTION 1: AFTERSCHOOL PROVIDERS



Understanding the Value of Industry Partnerships

Why Career Connections Matter in OST

Out-of-school time (OST) (afterschool, summer, and expanded learning) programs are powerful, flexible environments for expanding learning beyond the classroom. These spaces aren't bound by the rigid schedules and curricula of the school day, which creates ideal conditions for exploring big ideas in unique, memorable, and fun ways - like future careers.

While we love our schools and traditional classroom settings, OST programs are uniquely situated to work outside the box and can do things like:



Take field trips during school breaks



Host informal events and low-pressure career talks



Use play and project-based learning to simulate real-world work environments



Provide hands-on experiences that help students explore what excites them

Career-connected learning in OST spaces is not just beneficial and enriching, it is empowering for young learners. It helps students:

- Visualize a future for themselves
- Make more informed educational choices
- Understand how their interests and skills connect to real-world jobs

The Research Behind It

Studies show that students who are exposed to career options early:



Are more likely to graduate from high school and pursue postsecondary opportunities



Have higher motivation and academic engagement



Develop clearer goals and stronger personal agency

Early exposure helps level the playing field for students who may not have access to career role models at home. **If they can see it, they can be it.**

How to Engage Industry Partners

This guide is here to help you as you engage local Industry Partners for the first time or for the 100th time. These step-by-step instructions are here to help guide you through the process and keep you organized.

Step 1: Identify Potential Partners

Start local. These are the people and organizations most invested in your community's future. Some big things you can look for are:

- Businesses that are hiring in your region - these are likely organizations that will be looking to cultivate local talent
- High-growth industries - you can always ask your local workforce board or Chamber of Commerce
- Companies with visible signage - your students already see them!
- Parents and caregivers who may work in interesting fields - of course the children of those parents are aware, but don't assume that everyone else in your program is
- Former program alumni or local heroes who want to give back

Example local partners:

- Hospital or Clinic
- Manufacturing Plant
- Construction Firm
- Local Trades (plumbers, electricians, mechanics, etc.)
- Tech Company or IT Service Provider
- Local Restaurant
- Local Farms
- Universities and Community Colleges

Step 2: Research and Prep

Before reaching out, do your homework:

- Look at their website—what's their mission? What do they value?
- Note any past community involvement.
- Think about how their work connects to what your students are learning or interested in.
- What types of education or training are required to work at their organization?

Step 3: Make the Initial Contact

Use email or LinkedIn. Keep it short, positive, and clear.

Never underestimate the power of a phone call as you follow up. Face-to-face and voice-to-voice interactions go a long way in building rapport and genuine relationships. [Sample Email Template](#)

Step 4: Follow Up

- Wait 5–7 days. Then send a friendly follow-up.
- Keep your tone warm and appreciative. Don't worry if they don't reply right away—people are busy!
 - Many times this type of outreach does require multiple attempts and it can take several months to get a meeting
- You can also call and leave a voicemail, especially if it's a smaller, local business.

Step 5: Invite Them In

There's no better way to spark a connection than having someone see your students in action. Invite them:

- To tour your site during programming hours
- To join a family night or community event
- To volunteer for a one-time session or career panel



Pro Tip: Give them specific options. "We'd love to have you join us for a quick 30-minute tour one afternoon next week—Monday or Wednesday between 4–5pm would be perfect."

Positioning the Value of OST for Industry Partners

Many businesses don't yet understand what really happens in an afterschool or OST program, nonetheless how OST programs can help them meet their goals. Here are a few ways to help explain it:

You Help Working Families

Afterschool and OST programs are a key part of the workforce ecosystem. Parents can't work without a safe and reliable place for their children to go after school ends each day or during the summer. Supporting OST supports their employees.

You Grow Local Talent

You're nurturing the next generation of workers and leaders. Early exposure allows children to consider jobs and careers that aren't well

known to them or their families. This type of exposure can lead to stronger pipelines and talent cultivation for local jobs.

You Offer Visibility and Purpose

Businesses often want to show they care about the community. Rather than buying up ad space on a billboard or facebook, partnering with your program gives businesses a way to give back and demonstrate that they care with the thing parents care about most, their children, which increases both brand recognition and trust.

Implementing Career-Connected Learning

Career-connected learning can take many forms, from quick engagements to deep, sustained relationships. Your job is to match opportunities with the needs, interests, and developmental levels of your students.

Tiers of Engagement

Type	Description	Benefits
One-Time Events	Career talks, panels, field trips	Quick exposure, low lift
Recurring Visits	Monthly industry sessions, project-based learning	Builds depth and connection
Mentorship	One-on-one or small group mentoring	Personalized guidance, identity-building
Internships/Externships	Job shadowing or work experience	Real-world skills and confidence

Logistics: How to Make It Work

For One-Time Events

- Ask partners to speak for 15–30 minutes with time for Q&A
- Prep your students with a few facts about the speaker's job
- Create a template for students to write thank-you notes

For Sustained Engagement

- Schedule sessions at consistent times (“STEM Fridays” or “Chef Tuesdays”)
- Assign a staff liaison/point of contact from your organization to coordinate logistics
- Set goals together with the partner: What do students *do*, *make*, or *learn* by the end?
 - Ensure that the partner is meeting their own goals too (why do they want to be there?)

For Mentorship

- Work with a partner organization or use a background check service
- Start with group mentoring before offering one-on-one
- Provide discussion prompts or projects to guide conversations

For Internships/Externships

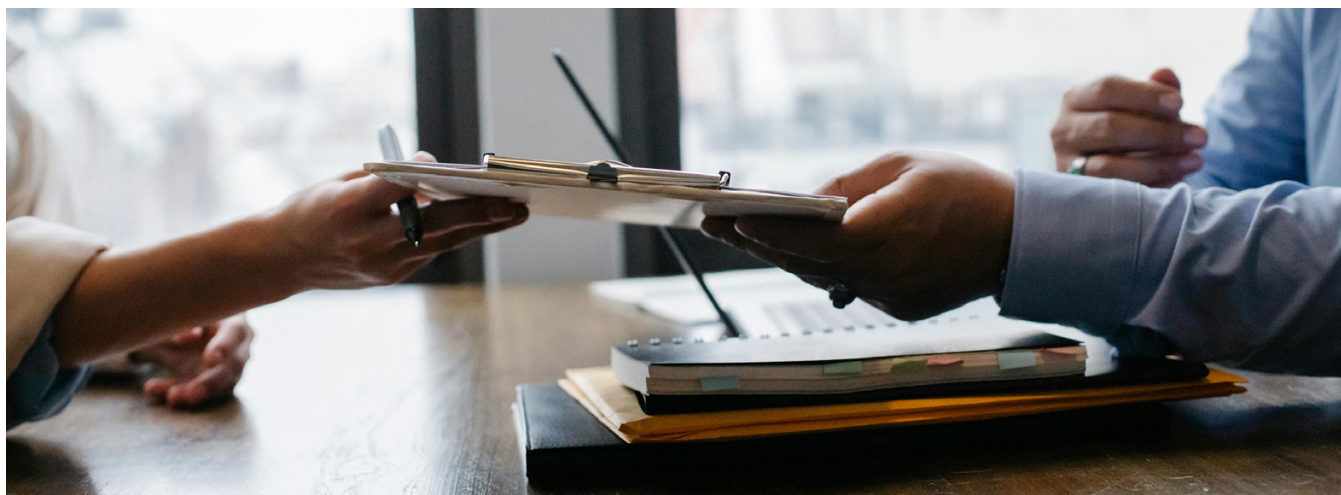
- Identify older students (maybe in grades 8–12, but that's up to you!) ready for this level
- Create clear expectations (schedule, duties, outcomes)
 - Co-build these expectation and goals with your industry partner
- Coordinate with schools on credit or work-based learning recognition if possible
- Provide support: check-ins, transportation, adult mentorship

Final Tips for Success

- Celebrate every interaction—take pictures, share stories
 - Businesses love thank you notes but they also love seeing positive buzz about their organization (facebook, social media, invite the press to big events, etc)
- Build relationships over time. Not every connection leads to a full partnership immediately but may lead to something down the road, so leave those doors open.
- Ask students for feedback. What careers are they curious about? What did they enjoy?

After all, we are doing this for the students so make sure their voices are heard!

SECTION 2: INDUSTRY PARTNERS



Introduction: What Are Afterschool and Out-of-School Time Programs?

Afterschool and out-of-school time (OST) programs are learning spaces that operate outside of regular school hours—typically before school, after school, on teacher workdays, weekends, and during the summer. These programs serve youth of all ages and are hosted in a wide range of settings: schools, community centers, faith-based spaces, libraries, housing developments, YMCAs, and more.

These are **safe, enriching, and flexible environments** that provide:



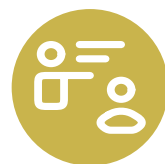
**Academic
support and
tutoring**



**Enrichment in
arts, sports,
STEM, and more**



**Social-emotional
learning**



**Mentorship and
relationship-
building**



**Career
exploration and
life skills**

Why They Matter

OST programs are often a lifeline for students. They provide structured, supportive spaces where young people can explore their interests, connect with positive adult role models, and envision new possibilities for their future.

For the community, OST programs:

- Reduce juvenile crime and risky behavior during peak afterschool hours (3–6pm)
- Improve academic outcomes and school-day attendance
- Support family stability by allowing parents to work full hours

For businesses and professionals, OST programs offer an incredible opportunity to:

- Help shape the next generation of workers and leaders
- Build a more diverse and local talent pipeline
- Give back in a way that's visible, meaningful, and aligned with company values

Why Partner with Afterschool Programs

Whether you represent a large corporation or a small local business, partnering with afterschool programs is a high-impact, low-barrier way to invest in your community—and in your own long-term success.

Key Benefits

Develop Your Future Workforce

Introducing students to your industry early helps build awareness and interest in your field. Children who don't learn about career options before the 8th grade tend to stick to what their families are most familiar with. Helping students learn about your work can lead to internships, apprenticeships, and job placements down the road. Investing in youth now means investing in your talent pipeline for the future.

Support Your Employees

Many of your workers are parents. When they know their children are safe and engaged after school, their productivity, attendance, and satisfaction improve. Many employees also find giving back to their community to be an extremely rewarding opportunity through the workplace. You can strengthen employee retention by demonstrating care for families.

Enhance Community Reputation

Being visible in your community, especially with young people, builds goodwill, trust, and brand loyalty. It shows that you're committed to being more than a business, you're a neighbor, mentor, and partner.

Promote Equity and Inclusion

Afterschool programs often serve youth from historically marginalized or underrepresented communities. Your engagement helps close opportunity gaps and creates a more equitable future workforce.

Boost Sustainability

Creating a local talent pipeline isn't just philanthropy, it's smart business. Hiring local saves on recruitment, increases retention, and strengthens community economic health. By helping students see a future in your industry, you're also ensuring your business has skilled workers tomorrow.

How to Get Involved

There are many ways to engage, whether you have one hour to spare or want to build a long-term relationship. Start small and grow over time.

Entry Points for Engagement

Engagement Type	Examples	Time Commitment
One-Time Guest Speaking	Share your career story or give a live demo	30–60 minutes
Site Tours or Field Trips	Host students at your job site	1–2 hours
Hands-On Activities	Bring a mini project or challenge into the OST setting	1 hour
Mentorship	Meet with students regularly (group or 1-on-1)	Monthly

Engagement Type	Examples	Time Commitment
Internships/Externships	Offer job shadowing or part-time experience for older youth	Summer or ongoing
Advisory Role	Help OST programs align activities with industry needs	Quarterly meetings or feedback sessions

What It's Like to Work with Students

Working with youth in out-of-school time settings can be a joyful and energizing experience—but it helps to be prepared.

Key Considerations:

- Background Checks:**
 Many programs require basic background screenings for recurring volunteers. If you're visiting once, this may not be necessary—but always ask your OST partner about their policies.
- Behavior Expectations:**
 Afterschool programs prioritize positive youth development. Be prepared to role model respectful, inclusive, and encouraging behavior. Use age-appropriate language and avoid sensitive topics unless agreed upon. Be prepared to be a bit silly and be ready to have fun!
- Setting:**
 Unlike in a traditional classroom, OST spaces are more relaxed and flexible. Students might be moving around, sitting on the floor, or in small groups. There may be snacks, music, or crafts happening nearby. Be flexible and expect some controlled chaos - it's part of the charm.
- Student Engagement:**
 Students are naturally curious. They may ask a lot of questions - some serious, some silly. Be patient, answer what you can, and always redirect questions with care and respect. Also, remember that not knowing an answer is always ok too, don't be afraid to tell a student you don't know the answer but that you would like to look it up.



Tips for Success:

- Bring visuals, tools, samples, or hands-on materials
- Talk about your own path - including mistakes or pivots (those are some of life's best lessons)
- Relate your work to students' everyday lives whenever possible
- Ask students about their interests and connect them to your field
- Let them try something (tools, tasks, simulations)

Measuring Impact

Demonstrating the impact of your involvement helps justify continued engagement, builds internal support, and can be leveraged for marketing or public relations.

What to Track or Reflect On

- How many students did you engage?
- What kind of activities did you support? (e.g., career talks, hands-on demos, mentorship)
- What did students say or create as a result of the experience?
- What feedback did you receive from OST staff or students?

Telling the Story

Your engagement is something to be proud of. Here are ways to share the story:

- **Social Media Posts:**
Share photos (with permission from the OST provider), quotes from students, or highlights from the day. Always tag the program and ask them to share in return.
- **Internal Newsletters:**
Feature your team's experience in an employee email. It boosts morale and encourages more staff to get involved.
- **Local Press:**
Many local papers and TV stations are eager for positive community stories. Work with your OST partner to craft a short press release or invite media to a student showcase or event.
- **Annual Reports or ESG Materials:**
Add your involvement to your corporate social responsibility portfolio. It shows tangible community impact and workforce investment.

Ready to Take the First Step?

Here's what to do next:

- 1 Identify a Local OST Program**
 - Ask staff if they already have a relationship with a school or community center
 - Contact your local Chamber of Commerce or United Way
 - Use statewide afterschool networks, like NC CAP (North Carolina Center for Afterschool Programs)
- 2 Reach Out**
 - Use the email template in the appendix
 - Keep it brief and warm: share who you are, what you're offering, and why you're interested
- 3 Show Up**
 - Accept an invitation to visit the program
 - Bring an open mind and willingness to engage with students
- 4 Reflect and Repeat**
 - What went well?
 - What were the challenges?
 - How can you address those challenges?
 - How might you deepen the partnership next time?

SECTION 3: BRINGING AFTERSCHOOL AND INDUSTRY PROVIDERS TOGETHER



Establishing Successful Partnerships

Creating strong, sustainable partnerships between afterschool and OST providers and industry partners doesn't happen overnight, it takes intentional planning, trust-building, and a shared commitment to the students at the center of the work.

Whether you're an educator or a business leader, the steps below will help set your partnership up for success.

Step-by-Step Guide to Partnership Development

Start with a Shared Vision

- **Meet early to discuss your common goals.** What do both parties want students to gain from this work?
- **Center your conversation around youth outcomes:** skill-building, exposure, mentorship, confidence
- **Emphasize mutual benefit:** supporting students is good for business, community, and the future

Identify Strengths and Needs

- **Afterschool providers:**
 - What do you offer (space, staff, students, schedule)?
 - What do you need help with (access to professionals, funding, transportation)?

- **Industry partners:**

- What can you contribute (expertise, equipment, mentorship, job site access)?
- What support would help you stay engaged?

Design Low-Lift Entry Points

- **Start small:** a site visit, a guest speaker session, or a career panel
- **Don't over promise,** allow the relationship to grow organically
- **Early wins** build momentum and trust

Formalize the Partnership (Even Informally)

- **Use a simple MOU (Memorandum of Understanding)** to outline expectations and commitments
- **Set a regular meeting schedule:** monthly or quarterly check-ins help keep the work aligned
- Clarify who's doing what, and when

Involve Students in the Planning

- Ask them what careers interest them. What industries do they want to learn about?
- Invite students to help design career activities, lead panels, or give showcases of their own work (such as projects or portfolios)

Reflect and Adjust

- At the end of each semester or program cycle, debrief together
- What worked? What didn't? What impact did we have on students?
- Adjust your model to meet evolving needs and opportunities

Why this Matters for Sustainability

Following these steps doesn't just help the partnership *work* - it helps it *last*.

- When both partners have buy-in, alignment, and clarity, they're more likely to stay engaged
- When students benefit in visible ways, partners see the real-world impact of their efforts
- When roles and responsibilities are clear, burnout is reduced, and communication flows more smoothly

A sustainable partnership creates a **feedback loop of value**, one where students are gaining skills and exposure, businesses are developing local talent, and OST programs are offering deeper, more relevant experiences.

Best Practices for Collaboration

Strong partnerships aren't just built on strategy, they're built on empathy, patience, and a willingness to learn together.

Key Best Practices

Create a Communication Plan

Decide together:

- Who will be the point of contact on each side?
- What's the best way to communicate (email, phone, monthly meetings)?
- How often should you check in?
- When is it appropriate to follow up if someone hasn't responded? (e.g., *"If you haven't heard back in 5-7 business days, feel free to follow up!"*)

Give Each Other Grace

Life happens. Schedules shift. People get busy.

This is especially true in education and industry sectors alike. Allow room for flexibility without assuming disinterest. Keep the door open, even if the timing isn't quite right.

Build in Flexibility

Not every partner can commit to weekly sessions, and that's okay!

- Can a professional visit once a semester?

- Can a small business host one field trip a year?
- Can your schedules align during summer or school breaks?
- Flexible models allow for longevity

Document and Celebrate the Work

- Take photos (with consent), share stories, highlight success in newsletters or social media
- Give shout-outs to partners at end-of-year events or on social media
- Share feedback from students with your partners, it's powerful!

Be Student-Centered in Everything You Do

- Always return to the question: *What will this experience mean for our students?*
- Does it build a real skill?
- Does it help them imagine a future for themselves?
- Does it reflect the diversity and creativity of our youth?

Funding and Sustainability

Even with the strongest partnership, sometimes financial support is necessary to keep things running smoothly and equitably.

Shared Responsibility

Partnerships work best when both sides bring something to the table:

- **Industry Partners** may offer time, mentorship, donations of supplies, paid internships, or site access
- **OST Providers** may offer space, staffing, access to youth, program design, and data collection

But **neither partner should bear the full burden.** That’s where external funding comes in.

Finding Support: Tips for Funding the Work

Local, State, and Federal Grants:

Look for grants focused on workforce development, youth employment, STEM education, or community partnerships. These may be available through:

- Local foundations and United Way
- State agencies (such as Department of Public Instruction or Department of Commerce)
- Federal sources (such as 21st Century Community Learning Centers or AmeriCorps)

Workforce Development Boards:

Many regional workforce boards offer funding for

youth work-based learning or partnerships that align with regional talent pipelines.

Corporate Sponsorships:

- Industry partners may have CSR (Corporate Social Responsibility) budgets that can support field trips, student stipends, supplies, or events.

Community Collaboratives or Matching Grants:

- In some cases, OST providers can apply for a grant if a business provides matching support in-kind or in dollars.

Budgeting for the Hidden Costs

It’s not just about the activity itself, there are *indirect costs* that often go unnoticed but are essential to success:

- Transportation for students to visit a job site
 - Background checks for volunteers
 - Program staff time to plan and coordinate visits
 - Supplies for hands-on career projects
- Food or refreshments for longer workshops or family events
 - Student stipends for internships or summer jobs

Reminder: Build these items into your funding requests. They’re part of what makes the experience possible, accessible, and high-quality for all students, especially those from underserved or under-resourced backgrounds.

Sustaining the Partnership

A sustainable partnership doesn't just survive, it grows over time. Here are some ways to keep that momentum going:

- **Keep showing up**
 - Even if engagement looks different from year to year, consistency builds trust.
- **Keep evaluating**
 - Check in regularly to ensure the partnership is still aligned with your goals.
- **Keep growing the circle**
 - Involve more staff, students, departments, or businesses as the model proves successful.
- **Keep sharing the story**
 - Visibility leads to more support, more buy-in, and more impact.

The Bottom Line: Mutually Beneficial, Deeply Impactful

This work isn't just about doing good, it's about building something real and lasting.

For Students:

It's access, exposure, and belief in their future.

For Afterschool and OST Programs:

It's relevance, depth, and enriched learning.

For Industry Partners:

It's future employees, stronger communities, and meaningful corporate engagement.

These partnerships are more than programs, they're pathways, and together OST Providers and Local Industry can build them.

APPENDIX

Section 1 Resources

Sample Email

Subject: Connecting Local Youth to Local Careers – [Your Program Name]

Dear [Name],

My name is [Your Name], and I work with [Program Name], a free/low-cost afterschool program serving students in [City/Community]. [Tell them a little bit about your program and the community you serve]. We're working to expose our youth to the wide range of career paths in our community—and we'd love to connect with your team. We believe that it is important for young people in our program to understand the types of jobs and careers they can explore right here in our community.

Would you be open to setting up a time to chat about possible ways to partner or possibly even visiting our program?

Our students are curious, bright, and eager to learn and your work could inspire them in powerful ways.

Thank you for considering,
[Your Name, Title]
[Phone / Email]
[Website or social media link]

Partnership Outreach Tracker

Organization	Contact Person	Email	Date Contacted	Follow-Up Date(s)	Response	Next Step
Triangle Tech	John Smith	jsmith@triangletech.com	4/2/25	4/9/25 4/19/25 4/27/25	Interested – Scheduling visit to do a career talk	Confirm visit for 5/24 date Prep the speaker on 5/20

Planning Checklist: One-Time Career Event

- ☐ Choose a date and time during program hours
- ☐ Confirm guest availability
- ☐ Prep students with background info about the guest
- ☐ Assign staff member to welcome and assist guest
- ☐ Print or prepare name tags or signage (optional)
- ☐ Have a camera/phone ready for photos (with permission)
- ☐ Consider gathering student questions ahead of time
Provide thank-you card or small gift
- ☐ Share photos and impact stories on social media (with releases)

Planning Checklist: Ongoing Partnership

- ☐ Identify a consistent schedule (every 3rd Thursday)
- ☐ Co-plan a short curriculum, theme, or goal with partner
- ☐ Align activities with student interests and grade levels
- ☐ Draft a simple agreement or shared expectations
- ☐ Prepare staff and students before each visit
- ☐ Debrief with partner regularly – what’s working, what’s not
- ☐ Celebrate milestones (projects completed, students engaged)
- ☐ Discuss long-term plans – internships, mentorships, co-hosted events, etc.

Quick Guide for Industry Visitors

Welcome to [Program Name]!

We're so happy that you will be visiting us and the kids are eager to meet you!

Here's what to expect during your visit:

- **Location:** [Address + directions]
- **Parking Info:** [Details]
- **Arrival Contact:** [Staff name + cell number]
- **Session Length:** [30–60 mins recommended]
- **Student Ages:** [e.g., Grades 4–8]
- **Setting:** [e.g., Classroom, gym, computer lab]

Tips for Connecting with Students:

- Keep it hands-on or visual if possible
- Share your “why”—what got you into your work?
- Talk about what a day in your job looks like
- Let students ask questions—they're curious!
- Remember that being in an afterschool program isn't the same as being in school and students will be eager to interact with you in an informal setting
- Don't be afraid to be a little bit silly
- Optional: Bring an object, product, tool, or challenge activity related to your work

Thank you for being a role model and showing our students what's possible!

Section 2 Resources

Initial Email Template (Reaching Out to an OST Program)

Subject: Exploring a Career Partnership Opportunity with [Your Business Name]

Dear [Program Director's Name],

My name is [Your Name], and I work with [Company Name]. We're interested in exploring ways to partner with local youth programs as a way to give back to our community and to help students learn about future career paths and build real-world skills.

I'd love to learn more about your program and see if there's a way we could support or visit. Whether that's through a career talk, mentoring, or a hands-on activity, we're open to exploring what's most helpful for your students.

Would you be open to a quick call or meeting in the coming weeks?

Thanks so much,

[Full Name]

[Title / Company]

[Phone / Email]

OST Partnership Engagement Tracker

OST Program Name	Contact Person	Email/ Phone	Date of Initial Contact	Date of Follow Up	Type of Engagement	Notes/Next Steps
Derek Zoolander Center for Kids Who Can't Read Good	Matilda Jeffries	matilda@dzcfkwcr.org	4/10/25	4/22/25	Scheduled guest speaker visit	Send visitor guide and confirm background check status

Quick Guide: Behavior & Expectations in OST Settings

Working with youth is powerful and fun - but also very different than working with adults. Here are some tips on how to succeed in OST spaces:

- **Be Friendly, Not Formal:** Introduce yourself and be ready to have fun.
- **Use First Names:** Students will likely call you by your first name, this very is normal.
- **Expect Questions:** Students may ask lots of questions: some insightful and some random. Be patient and answer with care.
- **Watch Your Language:** Keep it clean and age-appropriate.
- **Respect the Environment:** OST programs are more relaxed than classrooms. Expect movement, informal seating, and multitasking.
- **Let Staff Lead Discipline:** If a student is disruptive, let staff handle it. Never scold or touch a student.
- **Be Yourself:** Share your story, including setbacks and how you overcame them. Authenticity matters more than perfection.

Visit Prep Checklist: Before Visiting an Afterschool Program

- ❑ Confirm date and time with OST staff
- ❑ Get program address, parking info, and entry instructions
- ❑ Ask if a background check or ID is needed
- ❑ Understand the age group and group size of students
- ❑ Ask about any student needs (accessibility, language, behavior supports)
- ❑ Prepare an engaging, age-appropriate activity or story
- ❑ Bring hands-on materials, props, or job-related tools if possible
- ❑ Dress appropriately for a school/youth setting
- ❑ Review the [Behavior Expectations Guide](#)

Impact & Visibility Checklist

Use this checklist to capture your partnership's impact and share it internally or publicly. Although always remember to check with the OST program to ensure you have permission to share photos/media involving students.

- ☐ How many students participated?
- ☐ What did you do together? (demo, tour, mentorship)
- ☐ What did students say or create afterward?
- ☐ Did you gather photos or quotes (with permission)?
- ☐ Can you highlight this in your company newsletter or report?
- ☐ Would this make a good social media post or press release?
- ☐ Did you thank the OST program publicly (tags, reposts, shout-outs)?

Section 3 Resources

Partnership Planning Worksheet

Topic	Afterschool/OST Side	Industry Partner Side
Goals for Partnership	(career exposure, hands-on activities)	(workforce pipeline, community impact)
Resources Available	(space, staff, student access)	(professionals, site visits, supplies)
Time Commitment	(weekly, monthly, one-time)	(monthly guest visits, summer internship)
Communication Plan	(Who leads? How often?)	(Primary contact & preferred method)

Partnership Communication Plan Template

Item	Details
Primary Contact(s)	<p>[Name(s) from Afterschool/OST Program]</p> <p>[Name(s) from Industry Partner]</p>
Preferred Contact Method	[ex: Email / Phone / Text / Calendar Invite]
Regular Check-Ins	[ex: 1st Tuesday of each month via Zoom]
Best Times to Follow Up	[ex: Within 5–7 days of outreach]
Emergency Contact/ Backup	<p>[Secondary contact person from Afterschool/OST Program]</p> <p>[Secondary contact person from Industry Partner]</p>
Shared Folder or Document Hub	[Google Drive/Dropbox/other link]

Sample: Memorandum of Understanding (MOU)

Memorandum of Understanding

Between [Afterschool/OST Program Name] and [Industry Partner Name]

Purpose:

This MOU outlines the shared goals, commitments, and expectations of the partnership between the above parties in support of student career-connected learning.

Duration:

From [Start Date] to [End Date] (renewable upon agreement).

Commitments:

[Afterschool/OST Program Name] agrees to:

- Provide access to students and staff support
- Schedule and coordinate agreed-upon activities
- Communicate student needs, expectations, and logistics

[Industry Partner Name] agrees to:

- Provide career exposure through (talks/tours/activities)
- Attend agreed-upon sessions
- Abide by behavior and safety expectations

Point of Contact:

Program: [Name, Title, Email, Phone]

Partner: [Name, Title, Email, Phone]

Signatures:

_____ (Program Rep)

_____ (Industry Rep)

Date: _____

Sample: Funding and Budget Tracker

Item	Description	Cost	Funded By	Notes
Bus rental	Field trip to job site	\$300	Grant	Confirmed
Background checks	3 recurring volunteers	\$90	OST program	Submitted request
Project supplies	STEM career activity	\$150	Business in-kind	Delivered April 12
Student stipends	Summer internship (2 youth)	\$1,000	Grant match (pending)	Apply by May

Template: Funding and Budget Tracker

Item	Description	Cost	Funded By	Notes

Social Media and Storytelling Toolkit

What to Document:

- Photos of students engaged (with permission)
- Student quotes or reflections
- Partner insights (Why do they participate?)
- Data points (how many students, which activities)
- Progress over time (e.g., “students who met [company] last fall are now interning”)

Social Media Template:

Today, students from [Program Name] explored careers in [industry] thanks to our partners at [@Company Handle]!

From [hands-on activity] to learning about [topic], this experience helped them imagine new possibilities for their future.

Thanks for investing in our youth and our community! #CareerConnectedLearning #AfterschoolWorks #LocalTalentPipeline

End-of-Year Partnership Reflection Assistant

Program Partner Feedback:

- What went well this year?
- What impact did you observe on students?
- What could be improved?
- What kind of engagement would you like next year?

Industry Partner Feedback:

- Was the time commitment manageable?
- Did the experience align with your goals?
- How could we support you better?
- Do you want to expand your role?

Future Plans:

- Would you like to renew the partnership?
- What new ideas or activities would you like to try?