BOULDER VALLEY SCHOOL DISTRICT
Outside Organization
FLOWCHART

If	Then
I want to provide fee-based services or products to BVSD students, families, or staff at the request of the school or district	The school/department that has reached out to you will work with **Business Services** to originate a contract aligned to district purchasing policies.
I want to provide fee-based services to BVSD students or the community before or after school or in the summer	Contact **Community Schools**
I want to use BVSD facilities outside of school hours for my organization's activities	Contact **Community Use**
I want to advertise my free or fee-based programs or services to BVSD students, families or staff	See Distribution Requests at **BVSD Communications**
I want to work with the district or more than one school on collaborative activities, for which I am willing to commit some of my organization's resources or volunteers	Complete a **partnership intake form** → Discuss next steps with the Office of Strategic Partnerships, which may include development of an MOU
I want to work with a specific school on collaborative activities, for which I am willing to commit some of my organization's resources or volunteers	Contact the Assistant Superintendent of Strategic Partnerships, who will reach out to the principal to assess feasibility and determine next steps. Please complete **this form**
I want to donate funds or make an investment to support BVSD students, families or staff at the district level	Contact **Impact on Education**, the foundation that supports BVSD
I want to conduct educational research in one or more BVSD schools	Please see the website on **BVSD's research proposal process**.
I want to advertise apprenticeship, internship or other work opportunities to students	Contact **Career and College Connections**
I am an existing partner, and I want to discuss making changes to the partnership before our MOU or contract comes up for renewal	Schedule a meeting with the **Assistant Superintendent of Strategic Partnerships 720-561-5167**