

2026-27 Community Partner Request to Expand Services

word doc version of Microsoft form for organizations to view in advance

Instructions

Omaha Public Schools' vision: Every Student. Every Day. Prepared for Success.

- The mission: To prepare all students for success in college, career, and life.
- Our Moonshot is **all students will read on grade-level by 2030**. Partnerships and collaboration are essential for helping us achieve this goal.
- Our strategic plan focuses on partnerships which support literacy, attendance, and student success.

Complete this form if you want to:

- Expand or make program changes to an approved, existing Omaha Public Schools partnership.
- This submission should be a request to expand services to students, using evidence-based practices, during non-instructional time, in alignment with district goals, at no cost to students.
- This submission may reflect a change in curriculum, or desire to serve additional grade levels or additional schools.

Do not complete this form if you are:

- *Not* expanding or making any program changes to an approved partnership.
- Seeking approval as a student club. Contact the school principal to inquire about the process.
- Seeking to reserve space in school buildings. Complete the Use of Facilities process with Operations.
- Wanting to be listed as a resource for families. Contact Sheena Helgenberger, Community Partnership Coordinator at Sheena.Helgenberger@ops.org.
- Wanting to serve as a guest speaker at a school. Reach out to Chris Humphries, Business Partner Liaison, at Chris.Humphries1@ops.org.
- Looking to share industry knowledge with students or staff via experiential learning, mock interviews, presentations, or internships/externships. Reach out to Chris Humphries, Business Partner Liaison, at Chris.Humphries1@ops.org.
- Wishing to volunteer as an individual at a school. Contact the school to discuss opportunities.
- Observing or shadowing a classroom as part of your college or university. Please contact Brandi Rossman at Brandi.Rossman@ops.org.
- Interested in clinical rotation. Please contact Brandi Rossman at Brandi.Rossman@ops.org.
- Seeking to sell goods or services to the District or enter into a paid vendor contract. Follow the District procurement process.

Before completing, please review the Omaha Public Schools Board Policy 1401 on community partnership proposals. Questions? Contact Sheena Helgenberger at Sheena.Helgenberger@ops.org or 531-299-9688.

To Answer:

1. Omaha Public Schools Student and Community Services hosted Community Partners are **required to be self-funded with no cost to students, their family, the school, or the district.**
 - Funding will not be provided for programming.
 - Students will not be charged to participate in services.
 - Students will not participate in fundraising for program activities.

Does your organization agree to these terms?

☐ Yes
☐ No

2. Organization Name
3. What is your organization's EIN? (Employer Identification Number)
4. Organization CEO Name
5. Organization Mailing Address
6. Contact Person Name, Email, and Phone Number (for questions related to this request)
7. Identify funding sources for the proposed/existing program

Program Application Materials

If your program has students and/or their families complete any materials to participate (such as an application, waiver, consent, media release) provide a copy of those forms to Sheena Helgenberger at Sheena.Helgenberger@ops.org for review. In addition, if your program asks Omaha Public Schools staff to complete a referral form, please email a copy for review.

8. I will email a copy of all program application materials required to participate (such as an application/waiver/consent/referral form/media release).

☐ Yes
☐ No

9. Provide a copy of the program curriculum, lesson plans, or presentations that will be used with students and families to Sheena.Helgenberger@ops.org. The content will be reviewed by Omaha Public Schools staff for grade-level appropriateness and alignment to the Omaha Public Schools curriculum. If there is no curriculum, additional information like a sample agenda, PowerPoint slides,

and handouts should be provided.

Program materials should be in alignment with district policies and practices. Content should be essential to the program's objectives, grade-level appropriate, and accompanied by appropriate safeguards/support.

I understand and will email the requested documents.

☐ Yes
☐ No

Expansion Details

10. Since this program has been provided by your organization in Omaha Public Schools previously, please list all schools, principals, grades served, number of students served, and years of partnership.
11. Explain if this program has been delivered in other settings or in other school districts and share any implementation lessons learned.
12. Provide a description of your program. This should tell us what the program looks like operationally.
13. Give an example of what a typical meeting or gathering of this service looks like (such as an outline or agenda)
14. What is the schedule for the proposed expanded services? Include start and end dates of proposed services for the school year. Include days (e.g. M-F, twice a week, etc.), hours of day services are to be provided, summer school days, and staff work schedule.
15. Explain how you wish to expand this program. We generally do not recommend expanding to many schools at once. We instead encourage intentional, sustainable relationship building at just one or a few schools. Specify any preferred grade range for this expansion: such as, if you'd like to expand to grades 4-6 or a single middle school, etc.
16. What is the intended impact of your program? Please share information related to measures, outcomes, and/or goals.
17. OPS Policy 1401 requires services to be based on evidence-based practices that support academic achievement. Cite evidence-based research from peer-reviewed journals or web based national clearing houses supporting the proposed service's impact in a district like Omaha Public Schools.

18. Does your program serve a specific sub-population of students? Example: students interested in robotics, students with disabilities, multilingual students.

19. What makes a student or family eligible for your program? Describe referral criteria, recruitment methods, selection process, and the waitlist process (if applicable).

20. How does your organization ensure that recruitment, eligibility, selection, and participation are equitable and nondiscriminatory?

21. Type of services this partnership offers (select all applicable options)

- ☐ Literacy
- ☐ Attendance
- ☐ Behavioral Health Services
- ☐ Community Based Social Services
- ☐ Foster Care Support/Transition
- ☐ Health Services, Health Education, or Screenings
- ☐ Mentoring
- ☐ Out-of-School Time Programming
- ☐ Post-Secondary Access
- ☐ Re-engagement in School
- ☐ Youth Development
- ☐ Other (please insert)

22. Location of Delivery of Services. Select all that apply. Note: School-based services provided outside of instructional days and hours require approval of a Facilities Use Permit. Fees may apply. Learn more at <https://www.ops.org/departments/operations>

- ☐ School Based During Non-instructional Time
- ☐ School Based Before School
- ☐ School Based During Lunch
- ☐ School Based After School
- ☐ Community Based Non-school Days
- ☐ Community Based Outside of School Time

23. What are your organization's qualifications for, and training in, providing this type of service? Please enter the qualifications of your staff including any post-secondary degree or advanced training.

24. Community partners and school staff are required to protect instructional time and expect activities like field trips to be scheduled after school, on the weekend, or on school vacation days. Student absences for activities not sponsored by the district/school are counted as absences for the student. Will the organization offer field trips or other off-campus events in the proposed services? If so, describe. Note: Requests for a student to attend a field trip/event during the school day must be received at least a month prior to the program for the request

to be considered by the school. This allows your organization time to advertise the event, obtain parent/guardian permission to attend, and to arrange student transportation and supervision. The community partner is responsible for all organization, costs, and supervision related to field trips/events.

25. Which facilities resources are required to provide your program? Check all that apply. If the proposed services are accepted and programming occurs outside of the regular school day, a Permit to Use Facilities is required. Fees apply.

<https://www.ops.org/departments/operations>

- ☐ Athletic Fields
- ☐ Auditorium/Meeting Room
- ☐ Cafeteria/Multipurpose Room
- ☐ Classrooms
- ☐ Gymnasium
- ☐ Other

26. Hosting a community partner requires school and district staff support, who have limited time outside their current responsibilities. Think carefully about how your program will be implemented. Which school staff resources are requested to provide your program? Check all that apply.

- ☐ Administrators (Coordination with staff, school procedures)
- ☐ Counselors (Coordination with staff, school procedures, referring students to programs)
- ☐ Teachers (Coordinate with school counselors for recommendations)
- ☐ Office Personnel (as directed by administration)
- ☐ Custodial Staff (custodial services)
- ☐ Security Officers (school safety services)
- ☐ Support Staff (as directed by administration)

27. Hosting a community partner requires school and district staff support. As you think about how your program will be implemented, which district resources are requested to provide your program? Check all that apply.

- ☐ Curriculum Instruction and Support (Course for credit selection, curriculum approval)
- ☐ District Communications (Promotion of community events or announcements)
- ☐ District Operations (Set up of facilities, custodial services)
- ☐ Research (Points of contact for surveys, evaluation approval, data requests)
- ☐ School Safety (security)
- ☐ Student and Community Services (points of contact for programming, data access)
- ☐ Student Information Services (records management)

28. If your request to expand services is accepted, the District will work with you to place your services at schools identified by the district as having the greatest need.

Is there a specific part of the district you would prefer to partner in? Examples of answers might include certain zip codes or neighborhoods.

If there are no specifications, proceed to the next question.

29. Is this location preference non-negotiable? This may be due to grant or funding stipulations. If yes, please explain why. If no, skip this question.

30. What is your expected timeline regarding expanded programming in schools? Such as student recruitment will take place in the fall and programming begins in the spring.

31. Do you have anything else to add or any questions for us? Note: Your request to provide services will be reviewed by the Community Partnership Review Committee at an upcoming **Community Partnership Review Committee** meeting.

- For services or expansion of services to be initiated in **January or August 2027:**
 - Committee Meeting Date/Proposal Submission Deadline: September 16, 2026/September 7, 2026; October 12, 2026/October 5, 2026; November 9, 2026/November 2, 2027. Note: no meeting in December.
- For services or expansion of services to be initiated in January or **August 2027:**
 - Committee Meeting Date/Proposal Submission Deadline: February 8, 2027/February 1, 2027; March 8, 2027/March 1, 2027; April 12, 2027/April 5, 2027. Note: proposals are not reviewed during the summer.