[Sample of an unsolicited proposal for a Partnership agreement on organization letterhead]

Dr. Tony Murphy

Director

The GLOBE Implementation Office

University Corporation for Atmospheric Research

Boulder, CO 80301

Dear Dr. Murphy:

I would like to propose that the GLOBE Program consider a partnership with our organization, ………………………………... We would like to work with you to ensure that schools in our immediate service area have the opportunity to participate in the GLOBE Program and reap the benefits of enhancing students' environmental awareness and contributing to the scientific understanding of the Earth's environment.

# Partnership Goals

Specifically, we believe that GLOBE fits in with our broad organizational goals by…………………………… We have also identified several goals for our GLOBE partnership which are to (list or highlight several of your partnership’s goals for implementation of GLOBE)……….

Service Area

We plan on working with schools and teachers primarily in …………. (City or County), in …………….. (State or Region). Our main thrust will be working with students in Grades………………….

We propose to undertake an ongoing recruitment effort for schools in our area to join the GLOBE Program. Also, recognizing that each GLOBE school requires a trained GLOBE teacher, we would propose to conduct GLOBE teacher training workshops for teachers from the schools we recruit, on at least an annual basis, or more frequently as necessary to satisfy demand. Upon notification that our partnership with GLOBE has been established, we will work with GLOBE staff to more fully develop our partnership goals and to identify our team of trainers.

After GLOBE schools are recruited and GLOBE teachers are trained, we would propose to develop ongoing mentorship relationships so as to maintain quality in program implementation and data collection.

In order to accomplish these objectives, we have established (are working to establish) relationships with (school districts, universities, etc.).

Sincerely,
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