

School District of Palm Beach County

Partner In Education Program

Partnership Agreement Process

1. Sit down with your potential new partner and discuss your school/department unique resource needs. Once you have agreed to partner, access Liquid Office and sign in using your district username and password. ([See directions for accessing Liquid Office](#)) Liquid Office will allow you to electronically input your partnership information into form (**PBSD1570**). All partnership agreements must be processed through the Liquid Office system.
2. Review the partnership agreement form to ensure that the agreement retains the spirit of the partnership before input. Also, check the business project activity and school reciprocal activity for completion based on each partner's needs.
3. Complete the remainder of the online agreement including as much contact data as possible. Submit the online Partnership Agreement form and print a copy. Have the Business Partner and Principal/Department Head sign and date the agreement.
4. Retain the original copy of the online Partnership Agreement at the school/department and provide business partner with a copy.
5. Send a letter of welcome to the partner. ([See sample letter](#))

Note: A business partnership agreement form must be on file with the Area and District coordinators' offices before you submit a Business Partnership Recognition Award Nomination.