

Guidelines for developing a contract between students and community partners¹
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The purpose of a contract is to clarify understanding and be explicit about what is going to be done, and by whom. A contract is an agreement that some work or action will be done. The contract serves to make concrete what is in the minds of those who come together toward a common goal.

Here are some questions that can help in the formulation of your contract:

1. What are the goals of the organization?
2. How is the organization meeting those goals?
3. What can be done to help the organization meet those goals?
4. What existing resources are available to achieve these goals?
5. What potential resources could be made available to achieve these goals?
6. How can we maximize existing and potential resources?
7. What existing challenges make it difficult to reach these goals?
8. What potential challenges could make it difficult to reach these goals?
9. How can we minimize existing and potential challenges?
10. What do we need to accomplish these goals?
11. What resources (people, literature, etc) can help us?
12. What steps shall we take?
13. How will we know if we have achieved the goal(s)?

Here are some issues to think about:

1. What does each person agree to do?
2. What are the expectations for each group member?
3. How will group members support one another?
4. What else would make this agreement of value?

Here are the parts to include in your final contract:

1. Expectations for participation
2. Understanding the scope of the work to be undertaken
3. The resources available
4. The timeframe
5. Benchmarks/indicators of achievement
6. Predictable challenges and problems and how these can be addressed
7. How to accommodate disagreement and conflict

¹ Much of this document is taken from David Blumenthal's "Contract and Change" in the *Guide to Action: Operation Respect CT* and Jane Bluestein's *Creating Emotionally Safe Schools*.