






# Spotlight School Agreement Between NELMS and (NAME OF SCHOOL) Agreement Period (DATES)






## General Information

The New England League of Middle Schools (NELMS) will collaborate with (NAME OF SCHOOL) to promote positive and effective middle level education and advocacy through a combination of mutual responsibilities noted below.

## School Responsibilities:

-  Publicize the NELMS Spotlight School status on the school website,
-  Provide the NELMS office with the URL for the school's website, a digital picture of the school, a brief bio of the school, and a list of three (3) exemplary practices of which the school is proud. This information will be used on the NELMS website.
-  Share expertise and support the NELMS organization by attending and/or sending staff to the Annual Conference, presenting workshop(s) at the Annual Conference, attending other NELMS activities of interest to the school, participating in and attending the annual Scholar Leader Dinner.
-  Collaborate with NELMS to develop a schedule and arrangements for visits to the school. The school will be responsible for providing overview materials for visit participants, school tour, classroom visits, and food hospitalities. Costs incurred for hospitality will be reimbursed.
-  Respond to inquiries and surveys from NELMS in a timely manner.

## NELMS Responsibilities:

-  Provide a 50% discounted rate for the Annual Conference and other NELMS professional development activities (except site-based PD).
-  Provide recognition for the school through *Midlines*, its website, social media, and local and regional media outlets.
-  Provide the school with a Spotlight Schools Banner at a presentation event to be mutually determined.
-  Schedule visits to the school including registration arrangements, directions to the school, invoicing participants and reimbursing the school for hospitality expenses.
-  Collaborate with the school to provide and enhance middle school practices throughout the NELMS membership.

School Representative

Date \_\_\_\_\_

NELMS Executive

Director \_\_\_\_\_

Date \_\_\_\_\_

