

## Step 1

- **Prospective Partner identified** by Funder/Lead/Partnership Coordinator/Centre Manager/Community Liaison
- Outsourced/Inbound Request

## Step 2

- **Pre-Application**
- Meeting with prospective Partner/Partnership Coordinator/Centre Manager/Program Supervisor/Community Liaison (as needed)

## Step 3

- **Review of Pre-Application** to determine criteria & client need match and determination of Partner status
- Associate Partner - Integrated or Complementary, Community Partner - Repeating or Limited or Event
- Where there is potential for service duplication based on client demand vs. service resource, discussion to take place with all Principal Partners
- Present appropriate Application - Part 2

## Step 3A

- **Associate Partner - Integrated/Complementary:** Application form completed. Presented to the **Welcome Centre Governance Committee** by the Partnership Coordinator for review against criteria and client demand. Partnership Coordinator advised of resulting decision, coordinator advises potential Partner copying Centre Manager on correspondence. Partnership details documented in consolidated recording file.

## Step 3B

- **Community Partner - Repeating/Limited:** Application form completed. **Reviewed by Principal Partner Agency and Centre Manager** against criteria and client demand.. Partnership Coordinator advised of resulting decision, coordinator advises potential partner copying Principal Partners and Centre Manager on correspondence. Partnership details documented in consolidated recording file.

## Step 3C

- **Event:** Given Event Application form. **Reviewed by Centre Manager** to determine if event presents as a Center function or passed on to Settlement Supervisor for Settlement Group Workshop.
- Event details documented in consolidated recording file.

## Step 4

- **Partner Orientation: Centre Manager** to integrate Partner into the Welcome Centre system. Orientation package delivered and discussed.
- Orientation package contains facility information, IT information, equipment permissions, referral process information, data sharing information and evaluation information

## Step 5

- **Evaluation:** Within 60 days- follow up discussion with partner, Partnership Coordinator and CM. 60 days prior to end of Agreement Term evaluate service against client needs .