

FNDS Membership & Professional Liaison: Partner Relationship Guidelines

Initial Stages for New Partner Organization Relationships

Check List of all existing FNDS Partner Organizations (Confirm not existing):

- <https://www.fndsociety.org/resources/partner-organizations>

Consider your partner organization (and add to the working list), or pick one from the existing working list:

- https://docs.google.com/spreadsheets/d/1v-oDlpoUmArRtEguJQ1s_iClzXkllong6hVzVWOy5BA/edit?usp=share_link

Reach Out & Establish Contact

Send introductory email to organization / organization contact based on personalized template letter:

- https://drive.google.com/drive/folders/1j1HIP-SyEQX2qYtllTsiDZyAyeIOXW8k?usp=share_link
- State FNDS would like to partner to mutually share information about memberships, benefits and conferences, via social media, websites, and newsletters.

If Organization Interested in Partnership

- You let Robert Kopchinski know via email (rkopchinski@fndsociety.org); Robert will connect the organization with FNDS President Alan Carson for closing / signing.
- Set expectations with the partnering organization:
 - Would they like their annual meeting postings in FNDS?
 - Would they like their specific events postings in FNDS (webinars, journal clubs, activities, etc.)?
 - Are they willing to post our annual meeting? Our specific events?
 - Confirm who you should contact within their organization for FNDS postings, and your contact for their organization.
- Record type of partnership in master spreadsheet

Once Partnership & Expectations Are Confirmed

- You then pass along any of the partner organization announcements to Social Media Committee Chair for posting.
 - <https://www.fndsociety.org/about-us/committees/website-and-social-media-committee>
- When FNDS announcements come out (via FNDS emails) forward email (and any relevant links) to partner organization contact.

Send Thank-You Once Per Year

- In addition to mutual postings, set a reminder for 1x a year (generally 1st of the new year is a good time), to say thank you. Craft a personalized thank you or you can use the sample below:
 - "Happy New Year! As we celebrate this new year, I wanted to especially take the time to thank you and your organization for our partnership. May the new year hold much success for our shared mission of training, education, and patient care!"