

1.4 PARTNER ENGAGEMENT CHECKLIST

This checklist supports communities in identifying, engaging, and sustaining partners for Healthy Brain Community efforts. It can be used by steering committees, lead organizations, or community champions to ensure intentional and inclusive partner engagement.

STEP 1: IDENTIFY POTENTIAL PARTNERS

- ☐ Identify key sectors to engage (public health, healthcare, EMS/first responders, libraries, faith organizations, local government, community organizations, education, businesses)
- ☐ Identify organizations or leaders within each sector
- ☐ Include individuals with lived experience (caregivers, people living with dementia, advocates)
- ☐ Consider tribal, rural, and underserved community representation

STEP 2: PREPARE FOR OUTREACH

- ☐ Clarify the purpose of partner engagement
- ☐ Identify how partners will contribute (expertise, outreach, hosting events, referrals, facilitation)
- ☐ Define expected time commitment and meeting frequency
- ☐ Prepare a clear invitation message describing benefits of participation

STEP 3: CONDUCT PARTNER OUTREACH

- ☐ Send invitations via email, phone call, or in-person meeting
- ☐ Share an overview of the Healthy Brain Community Toolkit
- ☐ Explain how efforts align with community priorities and existing work
- ☐ Provide a clear next step (meeting date, call, or response deadline)

STEP 4: ONBOARD AND ENGAGE PARTNERS

- ☐ Introduce partners to the steering committee or working group
- ☐ Share roles, expectations, and decision-making processes
- ☐ Provide access to relevant toolkit tools and templates
- ☐ Invite partners, mentor communities, and state representatives to participate in planning or implementation activities

STEP 5: MAINTAIN PARTNER ENGAGEMENT

- ☐ Hold regular meetings or check-ins
- ☐ Share updates, progress, and successes
- ☐ Recognize partner contributions publicly or privately
- ☐ Address barriers to participation as they arise

STEP 6: EXPAND AND SUSTAIN PARTNERSHIPS

- ☐ Identify gaps in representation or expertise
- ☐ Recruit additional partners as needs evolve
- ☐ Explore opportunities for shared funding or in-kind support
- ☐ Integrate partnerships into existing community systems or coalitions

USING THIS CHECKLIST

This checklist may be used during initial planning, revisited annually, or adapted for specific initiatives such as caregiver support groups, community education events, or dementia-friendly efforts.