

Community Partner Checklist

Footsteps2Brilliance Model Innovation City Ecosystem

This checklist is designed for schools, libraries, early learning centers, pediatric offices, nonprofits, United Way chapters, businesses, and other community organizations joining the Footsteps2Brilliance Model Innovation City ecosystem.

Your participation makes early literacy a shared community responsibility, not just a school responsibility. Together, we can reach children and families before kindergarten, extend learning beyond the classroom, and build a connected readiness system that works for every child in our community.

Use this checklist to confirm your organization is set up, connected, and ready to make an impact this fall.

SECTION 1: Getting Started

- ☐ Confirm your partnership agreement. Review and sign your organization's community access or partnership agreement with Footsteps2Brilliance or your district contact.
- ☐ Identify your internal point of contact. Designate one staff member as the Footsteps2Brilliance coordinator for your organization.
- ☐ Receive your access credentials. Confirm your organization has received login information, QR codes, or the appropriate access links for Footsteps2Brilliance.
- ☐ Understand your access model. Know whether your organization is using individual family logins, shared device access, QR-code-based access, or geofence-based access.
- ☐ Complete the partner onboarding session. Attend or schedule a 30-minute orientation with the Footsteps2Brilliance team.

SECTION 2: Setting Up Your Physical Space

- ☐ Display QR codes or access signage. Place signage and QR codes in high-traffic areas where families gather waiting rooms, entryways, check-in desks, reading corners, and community boards.
- ☐ Set up a designated learning station (if applicable). Configure tablets or shared devices with the Footsteps2Brilliance platform and age-appropriate content loaded and ready.
- ☐ Prepare bilingual materials. Ensure that printed materials, signage, or instructions are available in both English and Spanish (or additional languages based on your community).
- ☐ Train frontline staff. Make sure staff who interact with families know what Footsteps2Brilliance is, how families access it, and how to answer basic questions. A 15-minute team briefing is sufficient.
- ☐ Create a welcoming entry point. A brief script, tabletop display, or simple handout can go a long way.

SECTION 3: Engaging Families

- ☐ Identify your highest-need families. Work with your district contact to prioritize outreach to families least likely to access literacy tools at home.
- ☐ Integrate Footsteps2Brilliance into existing touchpoints. Weave awareness and access into moments families already experience: well-child visits, library story times, childcare pickup, food pantry visits, WIC appointments, and community events.
- ☐ Distribute access information. Give families a simple take-home card with the QR code or access link, a one-sentence explanation, and a note that it is free and available in English and Spanish.
- ☐ Share the back-to-school connection. Let families know these activities build the same skills kindergarten teachers look for: vocabulary, phonological awareness, listening comprehension, and early literacy habits.
- ☐ Follow up with families who received access. At subsequent visits, check in and ask if they have used the app. Simple follow-up dramatically increases engagement.

SECTION 4: Tracking and Reporting

- ☐ Know your reporting expectations. Confirm with your district coordinator what data your organization is expected to share and on what schedule.
- ☐ Log usage or scan events if applicable. Ensure your point of contact knows how to log or report family access activity.
- ☐ Review your organization's dashboard (if available). If you have dashboard access, review it monthly to understand how families at your location are engaging.
- ☐ Share success stories. When a family shares a positive experience or a child shows visible engagement, document it. These stories support community reporting, board updates, and grant documentation.

SECTION 5: Staying Connected to the District

- ☐ Attend partner coordination meetings. Join scheduled check-ins or partner convenings organized by your district.
- ☐ Communicate changes in staffing or operations. Let your district coordinator know if your point of contact changes, hours shift, or space undergoes changes.
- ☐ Participate in community readiness events. When the district hosts back-to-school events, reading challenges, or family literacy nights, show up. Your visible participation reinforces shared ownership of the community readiness strategy.
- ☐ Share the campaign message in your own channels. Use your newsletter, social media, or bulletin board to share: Start Ready. Stay Ready. Read Ready. Assets available from your district contact.



SECTION 6: Beyond Back-to-School

- ☐ Plan for sustained engagement through the school year. Back-to-school is the launch. Plan how your organization will keep the message alive in October, November, and beyond.
- ☐ Identify opportunities to expand reach. Are there other organizations in your network that should be part of the ecosystem? Refer them to your district coordinator.
- ☐ Participate in end-of-year impact reporting. Help your district tell the story of what the Model Innovation City partnership accomplished. Your data, stories, and voice matter.

Questions?

Contact your district Footsteps2Brilliance coordinator or reach the Footsteps2Brilliance team directly:

National Contact: penny@footsteps2brilliance.com

Together, we are building the architecture of upstream impact. Thank you for being part of this community.