

### **IOP Partnership Best Practices**

The IOP partners widely with University of Chicago departments, programs, and campus partners. In addition, we build and develop numerous partnerships with external organizations, government agencies, foundations, and other entities. The goal of our partnerships is to further extend our reach into important issue areas, topics, conversations, and to connect with additional constituents. We have found that the following criteria help us ensure effective and meaningful partnerships that are mutually beneficial.

1. These are the criteria we consider when developing IOP partnerships:
  - The partnership must be relevant to the IOP's mission and non-partisan approach; the mission is to ignite in young people a passion for politics and public service.
  - The partnership must align with the IOP's capacity and resources.
  - The partnership request should be submitted a minimum of two weeks in advance of the event or program date.
  - The partnership must be a good fit with the IOP's target audience, namely University of Chicago undergraduate and graduate students.
2. We find it's very helpful when potential partners know the type of event or program they're interested in developing; understand their organization's capacity to develop the event or program; and have several dates and times in mind. In addition, for event partnerships, we will want to know if you will require assistance with funding, publicity, event space, planning, or booking of guests or speakers.
3. We prefer event partnerships where the IOP is involved from the start. We will consider events already in motion, but please know that we often plan our events at least one quarter in advance. The earlier you submit your request the better!
4. We do not pay honoraria for our speakers. As such, the IOP is unable to provide funds for speaker fees on any partnership/co-sponsored events.
5. We send out two weekly newsletters. The Monday newsletter is primarily about IOP events, fellows seminars, and partners' events, while the Thursday newsletter is primarily about student opportunities. We require a minimum of one week's notice before publicizing events in either newsletter.
6. For campus groups seeking meeting space only, the IOP has two spaces available to reserve based on availability. If partnering with the IOP, our house at 5707 S. Woodlawn Avenue is able to hold up to 45 guests in our living room space and our student workroom can hold 25 for conference-style meetings. Please see our [IOP Room Reservation Form](#) for more information.