

**Sample Spotlight School Agreement between NELMS  
and  
School Name  
Agreement Period**

**General Information**

- ❖ A Spotlight School will receive 50% off full registration fees at any NELMS conference or professional activity except for school-based professional development.
- ❖ A Spotlight School will welcome visitors. School visits can be arranged through the NELMS office. If arrangements are done directly with the school NELMS should be informed.
- ❖ The school and NELMS will collaborate to promote positive and effective middle level education.

**School Responsibilities**

- ❖ Respond to inquiries and surveys from NELMS in a timely manner.
- ❖ Be willing to host visitors.
- ❖ Collaborate with NELMS on a schedule and arrangements of visits.
- ❖ Register and keep accurate records of visits and provide this information to NELMS.
- ❖ Collaborate with NELMS to enhance middle level best practices of which the school is proud.
- ❖ Supply NELMS with a list of exemplary practices that the school wishes to showcase.
- ❖ Share expertise and provide support by attending and presenting at the NELMS Annual Conference and/or other professional development options.
- ❖ Provide NELMS with the URL link to the school's website.
- ❖ Provide a short introductory informational write-up about the school that can be used on the NELMS website.

**NELMS Responsibilities**

- ❖ Publicize this recognition in Mid Lines, on its website, and via local and regional press releases.
- ❖ Present the school with a Spotlight School banner at an event to be determined by the school.
- ❖ Collaborate with schools to schedule visits.
- ❖ Collaborate with the school to provide ongoing support to enhance middle level best practices.

The above terms and conditions are acceptable.

\_\_\_\_\_ Date \_\_\_\_\_  
SIGNATURE of School Representative

\_\_\_\_\_ Date \_\_\_\_\_  
SIGNATURE of Brenda Needham, Executive Director, New England League of Middle Schools