

MEMORANDUM OF UNDERSTANDING – MENTORING GRANT

The (ANY) School District agrees to assume and perform the following roles and responsibilities in the administration of School Based Mentoring Program during the 2007-2008 fiscal and academic years.

Part A: School Districts will:

1. Ensure that all procedures and regulations for health, fire, safety, pick-ups, parent consents, transportation, field trips, food, insurance, medical and other emergency procedures will be clearly listed and widely disseminated, and that they will conform to applicable local and state standards.
2. Support communication between the school staff and (Mentoring Organization)representatives.
3. Be an active member in scheduled meetings between the project coordinators of the collaborating agencies and school liaison, as well as other appropriate personnel, to discuss all issues pertaining to the mentoring program. Issues would include, but not be limited to, match monitoring, effectiveness of program features, student development, and other issues of program evaluation.
4. Develop mechanisms and opportunities to communicate on a regular basis with both the Parents' Association and the family members of the program's students, including information regarding the goals, activities and philosophy of the mentoring program.
5. Provide a school liaison to assist in the matching and monitoring of mentor-mentee relationships and activities.
6. Assure the availability of clean spaces for the school-based mentoring program in an adequate number of classrooms, as well as the cafeteria, auditorium, library, computer lab, gymnasium, and any other relevant space.
7. Supply adequate and appropriate storage space for the mentoring program's educational and recreational materials and equipment.
8. Facilitate the provision of full custodial services at no cost.
9. Work cooperatively with the research and evaluation component of the mentoring program. This may include, but not be limited to, sharing school profiles and all relevant data available in the public domain. In addition, test scores, grades, attendance, etc. will be provided with full protection of the rights of the students and within the regulations of the school system.
10. Identify and organize appropriate security for the school-based mentoring program and supervised afterschool activities as part of the program.
11. Have meaningful conversation and collaboration with private school official, parents and students with regard to their eligibility to participate in the mentoring program. Private school students within the jurisdictions of the LEA that meet the targeted population description of "highest need" will be eligible to apply into the mentoring program. This is pursuant to the No Child Left Behind Legislation.
12. Work with community and mentoring agency to assure sustainability of program future; including disseminating program outcomes and report cards, assist in developing key community relationships. Work to incorporate current roles and supports to program become part of annual budget at end of program funding.

Signatures:

Superintendent

Date

Part B: BBBS will:

Provide all mentoring services directly related to project within accordance to policies of (ANY AGENCY). Including;

1. Provide outreach recruitment services to reach potential community mentors and mentees.

2. Recruit, select, and enroll student participants in the mentoring program and disseminate procedural information widely.
3. Conduct screening of all high school mentors including interviews, checking personal and school references, working closely with school personnel.
4. Enroll all mentee through interview and screening process, provide policy and procedure information to parent.
5. Provide environment for volunteer/child/parent match meeting.
6. Coordinate weekly match meetings in school setting; including readiness, coordination of site and preparation of proper materials needed.
7. Provide support to weekly match meeting for environmental matches including prevision of proper activities.
8. Assist with coordination of transportation for Mentor/Mentee meetings and special programming events.
9. Coordinate monitoring and evaluation of matches, including program participant evaluation through Program Outcome Evaluation (POE), collection of grades and attendance, and track match length.
10. Will input all relevant data to project.
11. Work cooperatively with the research and evaluation component of the mentoring program. This may include, but not be limited to, sharing school profiles and all relevant data available in the public domain. In addition, test scores, grades, attendance, etc. will be provided with full protection of the rights of the students and within the regulations of the school system.
12. Identify and organize appropriate security for the school-based mentoring program materials and adhere to strict confidentiality policy as outlined by agency personnel policy.
13. Perform any and all duties as outlined in application for mentoring programs submitted by this organization.

Executive Director

Date _____