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## Figure 26a: Sample Memorandum of Understanding

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Memorandum of Understanding between \_\_\_\_\_ After-School Center  
and \_\_\_\_\_ Community Agency or School

### Description of Services and Responsibilities

Current date:

Effective date:

Termination date: as mutually determined by representatives of both agencies

Following planning meetings conducted on \_\_\_\_\_ (date/s)\_\_\_\_\_, between \_\_\_\_\_ (list key planning participants), it was mutually agreed between the governing authorities of the (after-school program) and the (community agency) that they become partners for the purpose of developing increased mentoring opportunities and experiences with students enrolled in programs at the (after-school program) and its affiliated program sites.

WHEREAS, the board of directors of the (after-school program), as a 501(c)3 non-profit incorporation is permitted to enter into partnerships with public or private entities, and

WHEREAS, the board of directors of the (after-school program) is licensed as a school-age child-care center by the [state] Department of Job and Family (Human) Services (or state department of education), and all programs, services and partnerships will be provided according to procedures, guidelines and standards as required by the regulatory authority.

Furthermore, the administrators of the (after-school program) and (community agency) agree to:

1. Develop procedures, information and agreements that will support community volunteer interest and willingness to extend partnerships developed with individual children (or small groups) at the (after-school center and affiliated sites) into the (community agency program), under all applicable guidelines and regulations as applicable to that program.
2. The (after-school program) and the (community agency) shall comply with all appropriate federal and state laws, rules and regulations as they pertain to confidentiality and parent consent where children are involved in this partnership.
3. The (community agency) will recruit, screen and train mentors for the (after-school program). Volunteer training for those from the (community agency) will take place through the \_\_\_\_\_ office.
4. The (community agency) will obtain permission for the children at the (after-school program) who may wish to participate in the (community agency) program. The (community agency) will interview the child on-site then match a child with a screened mentor. The (community agency) will provide a case worker to assess and monitor all match relationships no less than bi-monthly. The (community agency) will collect evaluations from site coordinator and volunteer at year's end to evaluate progress. These conditions are the standard dictated by the (community agency) national office.
5. The (after-school program) will allow (community agency) staff members to monitor/assess the matches on-site at least bimonthly during the school year. The (after-school center) will allow year-end evaluation forms to be completed by the site coordinator.
6. The (community agency) will take care of its volunteers and monitor the matches on-site on a scheduled day each week. Activities that pertain to mentoring outside the scope of the (after-school program) will be the responsibility of the (community agency).

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## Figure 26a: Memorandum of Understanding (cont'd.)

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7. The (community agency) will provide access to and documentation of background checks for volunteers involved in mentoring partnerships with officials at the (after-school program).
8. Both agencies will work in partnership to solicit and increase volunteer participation and community awareness of their missions and this collaboration partnership between organizations by using public access media and internal communication networks.

### **Goals of the partnership:**

1. Ongoing communication between agencies.
2. Increased opportunities and access to mentoring partnerships for students and families involved with the after-school center.
3. Improved quality of life for students and adults.
4. Reduction in social and emotional problems experienced by participating students.
5. Increased academic achievement levels for participating students.
6. Satisfaction of agency leaders and boards with the outcomes generated as part of this agreement.
7. Completion of grants and the development of shared revenue streams that support mentoring partnerships and programs in our community.
8. Strong community support for the work of both organizations.
9. Community ownership and involvement dealing with at-risk students and families.
10. A safer and more desirable living environment for residents of the city.

### SIGNATURES

By: \_\_\_\_\_ Date: \_\_\_\_\_

Director; community agency representative

By: \_\_\_\_\_ Date: \_\_\_\_\_

Director; \_\_\_\_\_ after-school program representative

By: \_\_\_\_\_ Date: \_\_\_\_\_

President, board of directors; community agency

By: \_\_\_\_\_ Date: \_\_\_\_\_

President, board of directors; \_\_\_\_\_ after-school program