



## The Value of Community Partnerships

By establishing partnerships in your community, you are paving the way for a highway of positive communication, financial support, in-kind support, program opportunities, and other ways to improve your community. When partnerships are made with individuals, agencies, organizations, faith-based institutions, governmental entities, and other public service sectors, good things happen for youth.

### Considering your Partnerships

As you are thinking about your potential partners, consider this list of options:

- » **School district(s)** – Superintendents, building principals, guidance counselors, at-risk coordinators, home-school coordinators, etc. are great champions for your program. However, don't overlook support staff as well. Sometimes the school's custodial staff or food service staff can be a program's best resource.
- » **Business leaders** – Think about your community's employers and businesses that benefit from having a safe place for their employees' children to be when they are at work. Businesses also benefit from investments in the community's future workforce. Your work with youth could be the future of their company!
- » **Local non-profit organizations** – Non-profit organizations often look for ways to expand their network of support for children and families in the community. Your program could potentially partner with a non-profit to address unmet needs such as food, transportation, clothing, mental health supports, and so on.
- » **Local human service agencies** – Some of these may also be non-profit organizations, but be sure to check out how you can partner with other providers. A local women's shelter might be a great resource for conflict resolution training or the local United Way may have available funding.

- » **Faith-based institutions** – These institutions make serving the community their mission and could possibly help out by providing you with space for programming or events, supplies or materials, volunteers, or even cash donations.
- » **Governmental entities** – A partnership with your Chamber of Commerce could open the doors to employment for your program participants and their families! Want to teach your youth about the outdoors? Look to your county’s Conservation Department. Are your program participants’ families seeking housing assistance? The local Housing Authority might be a great partner for you. These might also lead to financial support for your program through block grants.
- » **Public Service providers** – Nothing motivates youth to serve their community like seeing police, firefighters, and health care providers in action!
- » **Individuals** – a stakeholder in the community with no direct ties to businesses, agencies or organizations can be just as valuable to your organization. These individuals volunteer, they donate to your program, and they offer their talents in other ways.

If you are going to enter into a relationship with any of these entities or individuals, sometimes it may be in your best interest to secure an MOU – Memorandum of Understanding. These documents are quite common in grant applications and simply lends a level of formal agreement to your partnership. MOUs detail who is responsible for providing what service(s) and how the partnership can continue to thrive. See this section for a sample MOU as well as a template you can use to meet your program needs.

### Included in this section:

Click on the document title below to jump to that resource.

- \* Memorandum of Understanding (MOU) Template
- \* Sample Memorandum of Understanding (MOU) from STEM Mentors Toolkit



# MEMORANDUM OF UNDERSTANDING (MOU) TEMPLATE

*MEMORANDUM OF UNDERSTANDING (MOU) between*

\_\_\_\_\_ *[insert name of Program]*

*and*

\_\_\_\_\_ *[insert name of Partner]*

This is an agreement between “Program”, hereinafter called \_\_\_\_\_ and “Partner”, hereinafter called \_\_\_\_\_.

## **I. PURPOSE & SCOPE**

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to....

In particular, this MOU is intended to:

*Examples:*

- Expand access to programming for more youth
- Enhance students’ learning through enrichment
- Share data related to the academic and social-emotional success of youth in your program
- Provide meals
- Provide transportation to and from program/field trips
- Evaluate the program



## II. BACKGROUND

Brief description of the parties involved in the MOU with mention of any current/historical ties to this project.

## III. PROGRAM RESPONSIBILITIES UNDER THIS MOU

[Program] shall undertake the following activities:

## IV. PARTNER RESPONSIBILITIES UNDER THIS MOU

[Partner] shall undertake the following activities:

## V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. Modification
2. Termination

## VI. FUNDING

This MOU does (does not) include the exchange of funds between the two parties.

## VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from (date)\_\_\_\_\_ to (date) \_\_\_\_\_.

The Program and Partner indicate agreement with this MOU by their signatures.

### Signatures and dates

[insert name of Program]

[insert name of Partner]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Date

# SAMPLE MEMORANDUM OF UNDERSTANDING (MOU)



## PARTIES

*Insert name & address of STEM program and parent youth serving non-profit*

and

*Insert name & address of school where youth and adult interactions will be held*

## CONTRACT TERM:

*Insert the start and end date of this agreement.*

## RECITALS:

1. The parties have established a partnership in order to implement STEM programming at *(insert the specific school site(s), i.e. Alder Elementary)* after school during the months of *(insert months, i.e October to April)*.
2. *(Insert name of youth serving non-profit)* will operate starting on a specified date in October thru a specified date in April with the exception of non-school days. *(Insert name of non-profit)* programming will operate during a time period when regularly scheduled afterschool programming operates.

## DESCRIPTION OF PROGRAM:

### Program Model

*(Insert the STEM program description below including)*

- Who the program is designed to serve (describe youth eligibility)
- The duration and frequency of programming including the start and end date, length of sessions, frequency of sessions, and the number of hours of programming per week
- A brief description of the structure of each session
- The intended youth outcomes

### What *(Insert name of youth serving organization)* Provides:

- As part of the *(insert name of STEM program)* *(insert name of youth serving organization)* provides the following things to help ensure a successful and fun experience
- Training for program coordinators
- Training materials & curriculum for STEM volunteers
- STEM curriculum and/or activities
- Relationship development support for coordinators, youth and volunteers
- Volunteer management, and transition oversight
- Insert additional areas or items of support provided by the youth serving organization, i.e. transportation, t-shirts, etc.

## Equipment

*(Insert name of youth serving organization)* will provide the following equipment for STEM program activities.

- Any technology resources, or supplies i.e. tablets, computers, 3D printing resources, etc.
- Other resources to facilitate programming (poster paper, markers, snacks etc.)
- Books for the school library, etc.

## Events

Participants in *(insert name of STEM program)* receive free entrance to all *(insert name of youth STEM program)* sponsored events. *(Insert name of youth program)* currently hosts the following events.

- E.g. Science Fair
- E.g. End of the Year Celebration

*(Insert name of STEM program)* will provide snacks to students at the following events:

- *(Insert names, dates and locations of events)*.

## SCHOOL EXPECTATIONS

- The school (and/or principal) is responsible for finding a program coordinator which has undergone district policies of fingerprinting and required background checks.
- The *(insert name of STEM program)* is sponsored by *(insert name of youth serving non-profit)* – no fees or donations are required, nor should be requested by the school or another program to participate
- *(Insert name of STEM program)* will run from *(insert start date)* to *(insert end date)*. Programming will run up to winter break, and start immediately following winter break.
- Inclusion is not based on academics or behavior outside of *(insert name of STEM program)*, but on interest
- Children stay in the program for the entire length of the program, if they desire, and should not be rotated to other programs
- *(Insert name of STEM program)* shall be listed on the school website and the *(insert name of parent organization's)* website as a community partner and after-school provider.
- The school shall place *(insert name of STEM program)* logo and promotional material provided by *(insert name of STEM program)*, in the school in a prominent location.

*(Insert name of STEM program)* provides volunteers with a program manual that includes a volunteer position description, program overview, program guidelines, sample meeting outline, icebreakers, contact information and tips to working with kids.

To ensure quality programming the *(insert name of STEM program)* manager closely monitors each participating school and provides technical assistance to school coordinators on a regular basis.

## TIMELINE

September

- *Training for School Site Coordinators*

Mid-November

- *First data due*

October

- *Programming Begins*

Mid-April

- *Programming ends*

### AGREED BY BOTH PARTIES:

1. The (*insert name of STEM program*) Coordinator will be a staff of (*insert name of school*).
2. (*Insert name of youth serving organization*) requests that all students participating in STEM programming do so for the entire length of the program. Afterschool Staff and (*insert name of youth serving organization*) staff will work together to support student retention in the program. Both parties will make their best efforts to see that this happens, but it is understood that there may be circumstances in which this expectation cannot be met (if a student must enter an academic support program during afterschool, moves, changes in home life situation, etc.)
3. (*Insert name of STEM program*) will run continuously while school is in session.
4. All communication regarding (*insert name of STEM program*) should be responded to within in 2 working days.
5. This partnership agreement may be revised at any time with joint approval from both parties. It is understood that either party may end this partnership with one month notice if it is determined that the partnership is no longer mutually beneficial. Both parties agree to make reasonable attempts to problem solve before ending the agreement.

### AGREED BY (*INSERT NAME OF YOUTH SERVING ORGANIZATION*)

1. Provide programming as described above.
2. All volunteers in (*insert name of STEM program*) must have cleared the volunteer screening process outlined in the school site responsibilities listed in the following section.
3. (*Insert name of STEM program*) Coordinator will provide monthly communication and supervision of volunteers to ensure adequate program participation and continued child safety.
4. (*Insert name of STEM program*) will instruct the Coordinator on how to communicate program expectations to volunteers, parents.
5. (*Insert name of youth serving organization*) will pay quarterly invoices submitted by agency within 30 days of receiving invoices. (*Insert name of youth serving organization*) will reimburse (*Insert name of school*) for up to 50 hours of coordinator time at the agreed upon rate of \$20 per hour.
6. (*Insert name of STEM program*) will post all relevant information about programming and events on the (*Insert name of STEM program*) Google Drive, which is shared with the school site program coordinators and (*insert name of youth serving organization*) program manager. All relevant announcements will automatically be sent to all coordinators and managers.

**AGREED BY (INSERT NAME OF SCHOOL SITE)**

1. If the regular (*insert name of STEM program*) coordinator is unable to work on a designated program day due to illness or other reasons (*insert name of school site*) staff will make all reasonable efforts to find a substitute for the program. If a substitute is unattainable or the substitute is unable to oversee STEM program activities, student activities for that day may be re-directed.
2. All volunteers in (*insert name of STEM program*) must have passed the following volunteer screening process through (*insert name of school site*) to ensure child safety:
  - **Application**
  - **FBI Fingerprint-based background check**
  - **2 reference checks completed by phone by school staff –not volunteers.**
  - **Interview**
  - **Internet/ Social Media Search**
  - **Volunteer Training**
  - **Commitment Statement**
3. Final Decision supported by all (*insert name of school*) staff involved in volunteer screening
4. Evidence of all (*insert name of STEM program's*) volunteers' successful completion of the above listed screening process will be documented in (*insert name of school's*) volunteer management system.
5. (*Insert name of school*) will collect written consent from volunteers to share the results of the agency volunteer screening process and the volunteer's contact information including phone and email with (*insert name of youth serving organization*).
6. When volunteers participating in (*insert name of STEM program*) receive volunteer training through (*insert name of school site*) they will be provided written materials produced by (*insert name of STEM program*) that cover program guidelines, and expectations.
7. When volunteers are approved to participate in (*Insert name of STEM program*) (*Insert name of school*) will notify (*insert name of youth serving organization*) using the (*insert name of STEM program*) Google Drive.
8. School staff will make their best effort to have students stay after school to participate in (*insert name of STEM program*) on days when regular afterschool programming is not running, but reserve the right to cancel session on non-afterschool days if less than seven students are able to stay (due to lack of bussing availability or other factors).
9. (*Insert name of school*) is responsible for the administration of the stipend payment for the program coordinator. (*Insert name of school*) will pay the coordinator and invoice (*insert name of youth serving organization*) quarterly.
10. (*Insert name of school*) will provide data on students participating in (*insert name of STEM program*) on a monthly basis, as long as the parents/guardians of the students signed the appropriate release of information. The shared data will include:
  - **Name, Grade, Gender, Ethnicity, Attendance by date**
11. As practicable, (*insert name of school*) will assist in collecting stories and quotes about students whose lives have been impacted by (*insert name of STEM program*) and responses to surveys asking questions about the implementation of (*insert name of STEM program*) in the school.



*In witness whereof, the parties hereto have executed and delivered this Agreement effective on the date stated below.*

*(Insert name of youth serving organization)*

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*(Insert name of school(s))*

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_