



Big Brothers Big Sisters
of Northeast Iowa

MEMORANDUM OF UNDERSTANDING

between

Cedar Falls Community School District and Big Brothers Big Sisters of Northeast Iowa

Working together as partners to provide mentors to children in the
Cedar Falls Community School District

1.0 Parties of the Memorandum of Understanding (MOU)

- Cedar Falls Community School District (CFCSD), Cedar Falls, Iowa
- Big Brothers Big Sisters of Northeast Iowa (BBBS), Waterloo, Iowa

2.0 Terms of Understanding

This Memorandum of Understanding is effective July 1, 2016 and will be renewed annually in August.

3.0 Description of the Project

BBBS provides children facing adversity with strong and enduring, professionally-supported one-to-one relationships that change their lives for the better, forever. The agency holds itself accountable for each child in its program to achieve higher aspirations, greater confidence, better relationships, avoidance of risk behaviors and educational success.

CFCSD commits to educating each student to be a lifelong learner and a caring, responsible citizen.

Both BBBS and CFCSD recognize youth mentored by caring, consistent adults are more likely to achieve success in life. The organizations will partner to provide in-school mentor opportunities to selected students with identified need or desire for a positive role model.

BBBS is permitted to support existing School-Based matches and make new School-Based matches in every CFCSD school. Children in all CFCSD school ages 5-18 are eligible to receive services under the Community-Based program within BBBS.

4.0 Roles and Responsibilities

- Cedar Falls Community School District will:
 - 4..1 Ensure each BBBS school-based mentor match is provided with 30 to 45 minutes each week to meet at the student's school. Meeting times will be selected to work best with the needs of the student and the school.
 - 4..2 Ensure each BBBS mentor match has a safe, appropriate and inviting place to meet.
 - 4..3 Provide a primary contact for BBBS staff at each school.
 - 4..4 Refer students, identified by desire of need, to BBBS as potential Little Brothers or Sisters.
 - 4..5 Assist BBBS staff in arranging match meetings, match presentations, etc.
 - 4..6 Have potential volunteers interested in being placed in a BBBS contact BBBS directly for application.
 - 4..7 Allow BBBS staff to meet community-based mentees at their school for match support when all other means of contact have failed.
 - 4..8 Provide updated information on all mentees at the beginning of each school year or when needed.



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- Big Brothers Big Sisters of Northeast Iowa, will:
 - 4..1 Screen volunteers before placing them with a CFCSD student. Screening includes the BBBS application; criminal history, child abuse and child sexual abuse background checks; in-person interview, personal reference checks, training and orientation.
 - 4..2 Provide liability insurance on all volunteers.
 - 4..3 Match volunteer and student based on preferences, interests and compatibility.
 - 4..4 Provide match support contacts with the volunteer and with the mentee at his/her school, ensuring child safety and outcomes. BBBS staff meetings with students at the school will occur during times that work best for the school and student.
 - 4..5 Provide number of matches being provided through BBBS School-Based program when requested.
 - 4..6 Provide the names of mentees & mentors in active matches every December for CFCSD reporting and safety purposes. At no time can CFCSD release student names to the public or any other entity.
 - 4..7 Allow the CFCSD to promote the BBBS program and provide material as needed.
 - 4..8 Access student information including grades, attendance, etc., from Success Link directly throughout the year to measure youth impact and outcomes.
 - 4..9 Provide CFCSD youth outcomes data at the end of each calendar and school year.

5.0 Project Management

The Project Managers for BBBS will be Laura Yeats, Program Director, and Katie Orlando, Executive Director. Their responsibilities will include, but not be limited to, monitoring the project, and serving as liaisons between BBBS and CFCSD.

The Project Manager for CFCSD will Superintendent Andy Pattee, who will involve other District administrators as the relationship develops. Their responsibilities will include, but not be limited to, supporting BBBS initiatives throughout CFCSD, monitoring the project and serving as liaisons between CFCSD and BBBS.

6.0 Confidentiality

In witness whereof, the parties have agreed to the foregoing and have caused this contract to be duly signed and executed with the intention of becoming legally bound thereby.

Signed

Katie Orlando, Executive Director, Date
Big Brothers Big Sisters of Northeast Iowa

Andy Pattee, Superintendent, Date
Cedar Falls Community School District