

# Sample Mentoring Program MOU

(Replace with the name of your organization or program and your partners)

## NEW INSIGHTS MENTORING PROGRAM

### Memorandum of Understanding

This Memorandum of Understanding (MOU) made this 7th day of January 2003 as managed by the New Insights Mentoring Program (NIMP). This MOU establishes that NIMP, Winwood Heights Middle School (WHMS), Winwood Heights High School (WHHS), and Winwood Heights Recreation Center (WHRC) agree to the following terms and conditions as partners in the New Insights Mentoring Program:

#### **NIMP will:**

- Identify, solicit, and recruit volunteer mentor applicants
- Manage programmatic activities including but not limited to development of policies and procedures, fund development, and case management
- Oversee all operational activities including screening, training, matching, support and supervision, recognition, and closure procedures
- Coordinate one-to-one mentor and mentee matching to meet the goal of 25 new matches per year
- Manage all fiscal requirements including fund development, budget management, and fiscal planning
- Provide evaluation summaries of the project to all partners

#### **WHMS will:**

- Provide onsite coordination, an adequate project site, office space, and facility amenities.
- Identify appropriate WHMS students for referral
- Advise on the academic needs of participating youth
- Assist in providing program evaluation data for participating students including grades, attendance records, discipline records, and counselor and teacher reports
- Provide a contact person
- Cooperate to the fullest extent possible with NIMP Coordinator

#### **WHHS will:**

- Provide onsite coordination, an adequate project site, office space, and facility amenities
- Identify appropriate WHHS students for referral
- Advise on the academic needs of participating youth
- Assist in providing program evaluation data for participating students including grades, attendance records, discipline records, and counselor and teacher reports
- Provide a contact person
- Cooperate to the fullest extent possible with NIMP Coordinator

**WHRC will:**

- Serve as the primary agency for group recreational activities and games
- Provide training programs in youth development, leadership, and relationship building to mentors and program staff
- Provide a contact person
- Cooperate to the fullest extent possible with NIMP Coordinator

NIMP, WHMS, WHHS, and WHRC will hold all information confidential regarding participants and release such information only with signed parental consent or in cooperation with law enforcement investigations in compliance with local and state laws and statutes.

In witness whereof, the parties hereto have caused this MOU to be executed as of the day and year listed below.

New Insights Mentoring Program:

_____	_____	_____
Name	Title	Date

Winwood Heights Middle School:

_____	_____	_____
Name	Title	Date

Winwood Heights High School:

_____	_____	_____
Name	Title	Date

Winwood Heights Recreation Center:

_____	_____	_____
Name	Title	Date