



**Big Brothers
Big Sisters**®
OF THE NORTH COAST



INTERAGENCY MEMORANDUM OF UNDERSTANDING

This agreement is between **Big Brothers Big Sisters of the North Coast (BBBSNC)** and **Eureka City Schools**. The purpose is to establish and maintain an effective partnership to collaborate on the provision of free mentoring services to students attending **schools throughout the district**. The goal is to increase students' self-esteem and social skills, as well as improve students' school attendance and performance.

TERMS

The term of this Memorandum of Understanding shall be **August 2024 through July 2027**.

DESCRIPTION OF SERVICES

Big Brothers Big Sisters of the North Coast agrees to:

- A. **Work collaboratively with Eureka City Schools Community Schools staff** in the recruitment of student participants.
- B. **Conduct appropriate screening of recruited mentors, including ECS Volunteer approval process, and initiate mentor-youth matches with parental permission.**
- C. **Provide insurance coverage for all youth and volunteer participants.**
- D. **Engage parents with support services** as needed.
- E. **Provide mentors with ongoing training and support services.**
- F. **Provide match incentives and activities** to support developmental relationships.
- G. **Contact both the child and the volunteer on a regular basis and provide support to each match.** Plan and coordinate summer communication between volunteers and youth or transition to Community Based Program.
- H. **Collect school and other relevant data** in order to evaluate the project's effectiveness in meeting grant goals and objectives.
- I. **Collaborate monthly and at the end of the school year**, in-person or by telephone with Community Schools program staff, to evaluate effectiveness of partnership.
- J. **Allow school personnel to know which students are being seen.** Provide names of students to be receiving services ahead of time to school administration.

Eureka City Schools agrees to:

- A. **Provide a site liaison** who champions the program and assists matches with their interactions.
- B. **Provide on-site space for a BBBSNC Match Support Specialist** appropriate for conducting private meetings and will provide access to a copy machine.
- C. **Identify and recruit children to participate**, including aiding **BBBSNC staff with obtaining parent/guardian permission forms.**
- D. **Provide meeting space for matches on the school campus**, especially when the weather is inclement. Provide snacks to participants as resources allow.
- E. **Site based mentoring** can occur at lunch or in the extended learning program.

- E. **Allow access via District staff to student records (i.e. grades, attendance, disciplinary actions, etc.) of participating students whose parents have given written consent.** To be utilized by BBBSNC staff only to determine student outcome data and support needs.
- F. **Disseminate program information in school newsletters and bulletins.**
- G. **Collaborate monthly and at the end of the school year,** in-person or by telephone with program staff, to evaluate the effectiveness of the partnership.

X
Eureka City School District
Printed name: Jennifer Johnson
Title: Assistant Superintendent
Date: _____

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Big Brothers Big Sisters of the North Coast
Printed name: Florence Parks
Title: Executive Director
Date: _____