



Introduction

This is a Memorandum of Understanding ("Agreement" or "Agreement") that establishes the roles and responsibilities between Big Brothers Big Sisters of Metropolitan Chicago (BBBSMC), Gary Comer College Prep High School (GCCPHS) and Chicago Housing Authority (CHA) for the 2016-2017 program year (September 2016 through June 2017).

Purpose and Goal

The purpose of this Agreement is to formalize a collaborative relationship between BBBSMC, GCCPHS, and CHA (each a "Party" and collectively, the "Parties") to establish a Workplace Mentoring Program at CHA in Chicago, IL. The goal is to pair up to 20 at-risk students (Littles or Youth) from GCCPHS with up to 20 screened and trained adult mentors (Bigs or Mentors) from CHA, in supervised one-to-one mentoring relationships that provide positive modeling and interaction between adults and children that lead to school and lifetime success.

BBBSMC Workplace Mentoring Program Description

In the BBBSMC Workplace Mentoring Program (the Program), volunteers from CHA will be paired with students from GCCPHS in one-on-one mentoring relationships that take place in a supervised setting. Students from GCCPHS will be transported from GCCPHS to CHA, located at 60 E Van Buren Street, Chicago, IL 60605, after-school, where the program takes place on-site. The program will occur every other Tuesday, from 3:30 to 5:00 PM for the 2016-2017 school year. A BBBSMC Site Based Program Coordinator (PC) plans all aspects of the Program and is on-site to assist with activities and programming. Sessions are structured and include one-on-one and group activities that facilitate character building, relationship development and academic success. Skill building activities may include topics such as goal setting, self-esteem, teambuilding, health/wellness and nutrition, STEM, academic achievement, decision making, cultural competency, healthy relationships, effective communication, life-skill and soft-skill development, job readiness, innovative/creative thinking, financial literacy, civic and community engagement, high school/college prep and career exploration. Mentors do not have in-person contact with the youth outside of the Program. All Mentors are thoroughly screened, including National Background Checks, Department of Children and Family Services (DCFS) background check, reference checks, experience with children references and an in-person interview.

Youth Eligible for Big Brothers Big Sisters

Youth eligible for the Program must be able to stay at GCCPHS after-school on the Program day and have permission to travel via a chartered bus to CHA's office. BBBSMC and CHA must have a signed parental permission form for every youth participant. Once the permission form is received the PC will interview each youth on-site at GCCPHS. Youth who benefit most from the Program are typically in need of:

- A positive adult role model
- Someone to listen to them
- Relationship and social skills development
- Academic support and encouragement
- Confidence building and self-esteem

Risk Factors

The following are common risk factors of students in need of a mentor:

- Free or reduced lunch status
- Truancy issues
- Poor academic performance
- Single parent household
- Parent(s) who is/are incarcerated
- Youth who have past or current legal involvement with the juvenile justice (JJ) system defined as having been arrested and/or having had a delinquency court or juvenile probation intake with the following criteria:
 - First time offender
 - No felonies
 - Only non-violent misdemeanors

Students with severe behavior disorders (violence, disrespect for authority, extreme attention disorders) mental health, substance abuse issues and those who may not function well in a group setting would not be appropriate.

Roles and Responsibilities

A. BBBSMC, GCCPHS, and CHA will:

- Communicate promptly regarding any concerns related to the Program
- Comply with the provisions of this Agreement

B. BBBSMC will:

- Provide a Program Coordinator (PC) as a point of contact for GCCPHS and CHA liaisons
- Provide all documents and forms needed for the program per BBBSMC and CHA standards of practice, including obtaining and delivering signed Releases, Waivers and/or Consents required by CHA from all students, volunteers, the PC, and anyone who has access to CHA's premises and facilities
- Provide a calendar of program dates and any planned group activities
- Meet with GCCPHS liaison to develop student referral process
- Upon receipt of signed child permission slip, interview and assess students
- Develop a volunteer recruitment plan with CHA liaison
- Present recruitment information and materials to CHA
- Retain the sole responsibility for:
 - screening volunteers by conducting criminal background, DCFS and reference checks
 - interviewing, assessing and accepting or rejecting volunteers
 - selecting an appropriate mentor for each child based on similar interests, preferences, and needs and strengths
 - Note: BBBSMC does not share information obtained in the employee's background check with CHA
- BBBSMC is a Mandatory Reporter when it comes to suspecting any form of child abuse and must, by law, report any suspected cases to the Department of Children and Family Services within 24 hours
- Conduct New Mentor Training
- Pair each mentor one-on-one with a youth in a same gender match
- Maintain confidential and accurate records on all matches per BBBSMC standards of practice
- Provide on-site program coordination including, activity ideas and materials, special events and relationship support
- Provide and promote safe environment for all participants in the mentoring program, including but not limited to reporting of unusual incidents where safety of child may be threatened
- Provide match support for mentors and youth per BBBSMC standards of practice
- Administer mid-year program satisfaction survey, Program Outcome Evaluation (POE), Strength of Relationship (SOR) and Youth Outcome Surveys (YOS) surveys and report program results
- Collect data on attendance, grades and grade advancement of youth participants when possible
- Arrange transportation for GCCPHS Liaison and GCCPHS students from GCCPHS to CHA and back to GCCPHS
- Provide compensation in the amount of \$700 for the GCCPHS liaison to supervise students on bus transportation to and from the program sessions. One payment of \$350 will be issued in January 2017 and again in May 2017

Please complete liaison payment/remittance information section below.

***** Note ***** *Liaison payments are not paid directly to the liaison due to tax and worker compensation insurance implications. Please contact the BBBSMC Director of Finance at 312.207.5648 in advance with any questions regarding this policy.*

C. GCCPHS will provide a liaison who will:

- Provide all documents and forms needed for the program per BBBSMC and CHA standards of practice, including obtaining and delivering signed Releases, Waivers and Consents required by CHA from all students, volunteers, the PC, and anyone who has access to CHA's premises and facilities
- Maintain consistent communication with PC and return requests for contact within 48 hours
- Inform PC of school policies and procedures
- Provide GCCPHS calendar of events and advance notice of any changes
- Coordinate GCCPHS teacher/staff information meeting as needed
- Work with GCCPHS teachers/staff to identify appropriate youth, track youth applications and surveys, and provide completed forms to BBBSMC
- Distribute child permission slips to parents/guardians and manage the collection process to ensure that up to 20 youth are eligible to be interviewed for acceptance into the program
- Coordinate youth interviews and provide space for PC to interview referred children
- Coordinate time/space for PC to have individual conversations with each student on a bi-monthly basis (Match Support) or more frequently, as needed.

- When possible, notify PC of youth absences on the day of the program
- Provide tour and welcome mentors during mentor fieldtrip visit to GCCPHS
- Assist in encouraging program attendance with announcements and/or reminders
- Work with PC to plan and execute fieldtrip(s)
- Assist in ensuring timely return of POE forms from GCCPHS staff
- Provide data on attendance, grades and grade advancement of student participants
- Identify a staff member that will supervise students on bus transportation to and from program

D. CHA will:

- Identify a liaison to work with BBBSMC to coordinate mentor recruitment activities including communications and information sessions at CHA
- Reserve adequate, consistent space for program including storage space for program materials, and appropriate tables and chairs for program sessions
- Arrange security clearance for PC, GCCPHS Liaison, and students from GCCPHS (note each such person must meet CHA security clearance requirements)
- Meet PC, GCCPHS Liaison and students at security to escort them to meeting location
- Work with PC to plan a tour of CHA
- Provide a goal of up to 20 mentors who plan to attend at least 80% of all program sessions
- Arrange for employee volunteers to have management approval or flexible time to attend the program
- Adhere to all BBBSMC policies made known to CHA in writing in advance and as agreed to in particular with regard to volunteer confidentiality and acceptance or rejection from the program
- Secure space for mentor interviews and mentor group training sessions on-site
- Agree not to post, publish or share any pictures, videos or any other photographic media of the program and its participants without prior written consent from BBBSMC's Senior Director of Site Based Programs or the Chief Executive Officer. Agency partners may repost, share or retweet any pictures, videos or other media posted or published by BBBSMC on its social media profiles and website. At no point is CHA to release any self-identifying information of the youth in the program
- Provide financial support, in the amount of \$20,000 to underwrite BBBSMC's cost to execute the program, not-to-exceed amount of \$40,000 for a 1 year base term from September 1, 2016 through June 30, 2017 with 1 additional 1-year option term

Relationship between Parties. The parties agree that nothing in this Agreement shall be construed as creating a partnership, joint venture or employer-employee relationship. Nothing in this Agreement shall be deemed to constitute any party an agent of the other. No party shall be or become liable or bound by any representation, act or omission whatsoever of the other.

Non-Assignability. No party shall assign, transfer, or subcontract this Agreement or any of its obligations hereunder without the other party's prior written permission.

Hold Harmless Obligations; Limitation of Liability.

- Each party shall defend and hold harmless the other party and its parents, subsidiaries, affiliates, partners, officers, directors, agents, and employees from any expense, loss, claim, damage, fine, penalty, or liability payable under any judgment, verdict, court order, or settlement, to the extent resulting from any claim, demand, action, suit, or similar proceeding brought by any third party to the extent resulting from any infringement by the second party's Trademarks of any copyright, patent, or trademark or the second party's use of the Links.
- The party seeking to enforce the obligations arising under this section (the "Enforcing Party") shall provide prompt notification to the other party in writing of any claim that may give rise to a claim for indemnification hereunder. The other party shall control the defense and settlement of such claim and the Enforcing Party shall cooperate with all reasonable requests of the second party (at the second party's expense) in defending or settling a claim.
- Except for the obligations set forth herein, no party shall be liable to the other for any direct damages or special, incidental, consequential, or punitive damages arising out of this agreement or its termination, whether liability is asserted in contract, tort (including negligence), or otherwise and irrespective of whether such party has been advised of the possibility of any such loss or damage.

insurance. Throughout the term of this Agreement, each party shall maintain workers compensation insurance in the amount required by statute, comprehensive general liability insurance with coverage of at least one million dollars (\$1,000,000) and professional errors and omissions insurance for bodily injury, property damage or other losses resulting from errors or omissions in connection with the party's performance under this Agreement with coverage of at least one million dollars (\$1,000,000), in connection with the performance by the party pursuant to the terms of this Agreement. The parties shall provide Certificates of Insurance or self-insurance evidencing the above coverage and shall provide prompt written notice to the other party of any material change.

Notices:

CHA Contact Information:	Eugene Jones Jr., CEO Chicago Housing Authority 60 E Van Buren Street, #12 Chicago, IL 60605 Phone: 312.786.3184 E-mail: ejones@thecha.org
BBBSMC Contact Information:	Art Mollenhauer, CEO 560 W. Lake Street – 5 th Floor Chicago, IL 60661 Phone: (312) 207-5601 Email: mollenhauer@bbbschgo.org
GCCPHS Contact Information:	Estee Kelly, Principal or Ashley Hildred, Director of Social Work Services Gary Comer College Prep High School 7131 S. South Chicago Ave. Chicago, IL 60619 Phone: 773.729.3969 Fax: 773.729.3960 E-mail: ahildred@noblenetwork.org
Liaison Payment/Remit To Information: *** REMINDER – Payee is not Liaison ***	Attention: Ashley Hildred 7131 S. South Chicago Ave. Chicago, IL 60619

This Agreement shall be governed and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

All amendments and modifications must be in writing, have a specified effective date, and be accepted by all parties. This Agreement, including any Exhibits hereto, constitutes the entire Agreement of the parties hereto with respect to the subject matter hereof and supersedes all prior and contemporaneous representations, proposals, discussions, and communications, whether oral or in writing.

The term of this Agreement is from the date last signed and will remain in effect until the completion of the Workplace Mentoring Program described herein, or one year, whichever is longer; unless written notification of intent to terminate is provided by one party to the others within thirty (30) calendar days, or as soon as practical, prior to the proposed termination date ("Term"). In addition, any party may terminate this Agreement immediately upon written notice to the other parties if the terminating party shall determine in its sole discretion that the other party has breached the anti-assignment provisions herein. CHA may also terminate this Agreement immediately upon written notice if its relationship with either the BBBSMC, GCCPHS or this Agreement, as it may be amended from time to time, or any portion thereof, causes CHA to be in violation of the auditor independence laws, regulations, rules or guidelines of the Securities and Exchange Commission, the Public Company Accounting Oversight Board or any other governmental, administrative or self-regulatory body.

Upon execution, the parties attest to their acceptance of the terms and conditions of this Agreement. At the expiration or termination of this Agreement, the undersigned parties will meet at an agreed upon date prior to the end of this Agreement to evaluate the partnership and to define future collaborative parameters.

Agreed to and approved by:



Eugene Jones Jr.
CEO, Chicago Housing Authority

Date



Estee Kelly
Principal, Gary Comer College Prep High School

12/15/14
Date



Art Mollenhauer
CEO, Big Brothers Big Sisters of Metropolitan Chicago

Date

