



## **Caring for Kids Network Memorandum of Understanding for Schools**

The Caring for Kids Network (CFKN) is an asset-based community engagement strategy designed to serve schools by mobilizing local organizations – faith, business, civic and nonprofit – into collaborative community school partnerships.

**Our vision** is for all children to have hope and opportunity to reach their highest potential.

**Our mission** is to mobilize the resources and volunteers in neighborhood community organizations collaboratively to support the goals of the school and increase their capacity. Our mission is accomplished through a proven four-step process of engagement and equipping with best practices for collaborative partnership. CFKN works with superintendents, district leadership, and the individual school principals to identify goals for the partnership to align resources with preferred outcomes for students. To continue as a Caring for Kids Network school partner, school districts must create and maintain a safe working environment for the school and are required to screen and train CFKN volunteers who will serve inside the school buildings.

We understand that a successful partnership depends on strong collaboration and clear understanding of roles and expectations. With this end in mind, the following document outlines these expectations to achieve the most positive outcomes for children through long-term sustainable partnerships.

The Caring for Kids Network will facilitate and provide oversight for the four-step process of engagement and equipping for collaborative school partnerships. The Caring for Kids Network is supported by foundations, individual donors, grants, etc. There are no fees assessed to the school for the services provided by CFKN to the schools served. Accountabilities for all organizations in the CFKN partnership – school district, community partners, CFKN leadership team – are outlined in this MOU document and are required for a successful collaboration to support the school children.

### **ENGAGE – STEP 1**

**CFK engages and prepares all school partnerships to begin working together.**

- Meets with the district leadership team to begin the partnership process.
- Hosts and facilitates ongoing Network Connection Events for potential community partners.
- Facilitates Introductory Lunch and Learns to engage different segments of the community.
- Trains all school leadership personnel that will be involved in the partnership.


**Goals for Step 1:**

- ✓ District/ Charter identifies District Liaison(DL) or School Partnership Director(SPD)
- ✓ Principal identifies annual high-level goals for the school partnership.
- ✓ Principal identifies a school staff liaison.
- ✓ Two or more partnering organizations commit to serve at each targeted school.
- ✓ Organizational champion identified for each partnering organization.

## CONNECT – STEP 2

### **District/Charter brings engaged segments of the partnership to work together.**

- Provide resources and tools to facilitate Kickoff Event and ongoing school partnership meetings.

 Facilitates Kickoff Event to bring principals together with community partners.  
Provides direct support for every school partnership.

#### **Goals for Step 2:**


- ✓ School partnerships meet bi-monthly to develop relationships, plan, celebrate and evaluate projects to support goals.
- ✓ SPD will attend partnership meetings, work with the principal and School Liaison to provide all the necessary components of a successful meeting.
- ✓ Components of successful partnerships are modeled by the school partnership director.
- ✓ School Liaison and Organizational Champions begin tracking success.

## EMPOWER – STEP 3

### **SPD continues to help the principal and liaison work together to build a successful long-term partnership.**

- Provides training, equipping events, and resources for a successful partnership.
- Facilitates ongoing Network events to provide best practices for all segments of the partnership.

 SPD continues to attend meetings to offer support as needed.

 Provides annual Kickoff Event



#### **Goals for Step 3:**

- ✓ The principal and school liaison work together to provide leadership for the partnership.
- ✓ Clear communication and follow-up established.
- ✓ Community partners are engaged and effectively mobilizing resources and volunteers toward the shared goals of the partnership.
- ✓ Additional organizations are added to the partnership as needed.
- ✓ School liaison and organizational champions track success.
- ✓ School partnerships attend Kickoff Events.

#### **COACH – STEP 4**

**The goal is to build a strong partnership that is equipped for long-term success and self-ownership.**

- Continues to provide coaching, equipping, and potential new partners through Connection Events.

-  The partnership is self-sufficient and no longer needs the direct support of SPD.
-  Provides annual Kickoff Event.

#### **Goals for Step 4:**

- ✓ Additional organizations are added to the partnership as needed.
- ✓ School liaison and organizational champions track success.
- ✓ School Partnerships attend Kickoff Events.

**Memorandum of Understanding:**

We agree to partner with the Caring for Kids Network to serve the children and families of identified schools in the:

\_\_\_\_\_  
School District

We agree to partner in the four-step process and will commit to the expectations for successful collaboration stated on page 4.

\_\_\_\_\_  
School District Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Caring for Kids Network Executive Director

\_\_\_\_\_  
Date

## COMMITMENT FOR SUCCESSFUL PARTNERSHIP

### Superintendent/ District Leadership:

- Meets with CFKN Director and CFKN District Director annually to assess progress, identify new schools, and high level goals for partnership in the coming year.
- Identifies a District Liaison(DL) or School Partnership Director(SPD) who will be the primary contact empowered to support the partnerships in the district.
- Identifies all schools engaging in CFKN school partnerships.

### Community Partnering Organization

- **Organizations will recruit and direct all volunteers serving in a school to the prerequisite district screening and training prior to serving in a school. Any offsite programming for students not at a school will be the full responsibility of the organization. The school district must approve offsite events involving the students at the partnering school.**
- **Commits to serving and participating in one or more collaborative school partnerships.**

## Volunteer Pathways for Success

Due to the importance of volunteer engagement in our process, it is necessary to provide each partnering organization with clear expectations of volunteerism. As stated in Caring for Kids Network Partnership Agreement, **“Organizations will recruit and direct all volunteers serving in a school to the prerequisite district screening and training prior to serving in a school. Any off-site programming for students not at a school will be the full responsibility of the organization. The school district must approve off-site events involving the students at the partnering school.”**

For this reason, follow the procedure below for all volunteer engagement.

### Pathway #1

All partners engaging in school partnership, with NO student interaction should follow partnership meeting instructions of principals and school liaisons when on-site for partnership meetings and after-hour events. Building leadership will communicate with partners the location of meetings, dates, and times. Partners are prohibited to go beyond designated spaces and should expect to be escorted to these disclosed locations.

### Pathway #2

Once your Caring for Kids Network partnership has been established, some individuals within your organization may be interested in being involved in student/ group interaction. All partners engaging in school partnership with unsupervised student interaction should follow the school or school district protocols for ALL screenings, background checks, and mentor matching. To proceed with unsupervised student interactions, please adhere to the following steps:

1. Communicate to your Caring for Kids Network principal and(or) school liaison regarding your interest in mentoring.
2. Identify a date for training with the school or school district.
3. Provide all necessary identifications for the background check.
4. Attend the required training.
5. Await the mentoring matching.
6. Once matched, begin meeting with the student(s) at the agreed frequency of the school or school district.
7. Meet with student(s) in designated and visible spaces in the school building.

Note: If you are unwilling to follow these protocols for unsupervised student interaction, partnership will be at risk of termination.

## **School Participation**

Please List the schools participating in Caring for Kids Network Below:

## **RELEASE, INDEMNITY, AND HOLD HARMLESS AGREEMENT**

### **School District fbo CFKN**

This Release, Indemnity, and Hold Harmless Agreement ("**Agreement**") is made and entered into between \_\_\_\_\_ ("**School District**"), and Caring For Kids Network ("**CFKN**"), each individually referred to herein as a "**Party**" and collectively referred to herein as the "**Parties**". This Agreement shall be effective as of the date last signed below.

**WHEREAS**, School District wishes to participate with CFKN in receiving services for its students from any Community Partner through CFKN's asset based community engagement program ("**The Program**"), including but not limited to any of the Community Partners listed in the attached **Exhibit A**;

**WHEREAS**, School District has previously or contemporaneously herewith reviewed, approved, agreed to, and signed the Caring for Kids Network Memorandum of Understanding for School Districts, an executed copy of which is attached as **Exhibit B**;

**NOW THEREFORE**, in consideration of CFKN allowing School District to participate in The Program, and CFKN agreeing to provide the services as outlined in Exhibit A, the Parties agree as follows:

**1. Release, Indemnity, Hold Harmless.** School District and all employees, representatives, volunteers, heirs, agents, assigns, insurers, and attorneys, (collectively referred to as the "**Releasing Parties**") do hereby release and indemnify and hold harmless CFKN and any of its past or present employees, representatives, volunteers, agents, servants, officers, directors, members, owners, shareholders, partners, general partners, limited partners, insurance carriers, subsidiaries, parent organizations, related entities, affiliates, predecessors, heirs, successors and assigns (collectively referred to as the "**CFKN Released Parties**"), of and from any and all claims, actions, causes of action, damages, demands, charges, liens, expenses, attorneys' fees, or injuries brought or filed or claimed by any person or entity against Releasing Parties for any conduct, actions, inactions, or other involvement or participation related in any way to Releasing Parties' participation in The Program.

The Parties intend this paragraph and the release, indemnity, and hold harmless of claims herein be construed as broadly as lawfully possible to the benefit of CFKN.



**2. Lawful Agreement.** The Parties agree that the releases and the covenants, promises, agreements and representations herein made and provided are lawful and adequate consideration for each other.

**3. Review and Understanding of Agreement.** The Parties have read this Agreement carefully and state this Agreement contains the entire agreement between the Parties, and there are no other oral, written, express or implied promises, agreements, representations, or inducements not specified in this Agreement. The Parties also agree that all the terms of this Agreement are contractual and not mere recitals.

**4. Reliance.** The Parties acknowledge and warrant that, except as stated herein, no promises or inducements have been offered by the Parties for this Agreement and that this Agreement is executed by the Parties without reliance upon any other statements or representations made by the Parties.

**5. Authority to Execute.** Each individual executing this Agreement on behalf of a party hereto represents and warrants that all actions necessary to authorize its execution on behalf of that Party have been duly performed; that such individual has authority to execute this Agreement on behalf of such Party; and that such Party shall be legally bound hereby.

**6. Governing Law.** This Agreement will be governed by the laws of the State wherein School District resides.

**7. Enforcement.** In the event of an alleged material breach of this Agreement, any litigation between the Parties related to the enforcement of this Agreement shall be filed in the Circuit Court of Jackson County, Missouri.

**8. Consultation with an Attorney.** The Parties acknowledge that they are freely and voluntarily entering into this Agreement, un-coerced by any other person, and that they have received the advice of their legal counsel, or had the opportunity to receive the advice of their legal counsel, concerning this Agreement.

**THE UNDERSIGNED HAVE READ THIS AGREEMENT, FULLY UNDERSTAND IT, AND HAVE FREELY SIGNED THIS DOCUMENT.**

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SCHOOL DISTRICT

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Print

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sign

Date: \_\_\_\_\_, 20\_\_

CARING FOR KIDS NETWORK

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Date: \_\_\_\_\_, 20\_\_