



Memorandum of Agreement: Linkage Agreement Between Project Ayuda and Participating Agencies

This agreement is between Paradise Valley Community College: Office of Service-Learning/Project Ayuda and _____ hereinafter referred to as “Program/Project Site.”

I. PURPOSE

The purpose of Project Ayuda is to provide service opportunities for community college students to help strengthen the communities of Phoenix and Maricopa County, Arizona. Member activities include mentoring and tutoring K-12 grade students; conducting leadership and civic responsibility training for 9-12 grader students; assisting local police departments with the implementation of gang prevention programs; and serving in community clinics and non-profit hospitals to help alleviate the shortage of health care workers. In addition to providing direct services to the community, each member recruits community volunteers to serve as tutors or serve on Community Emergency Response Teams.

II. ARTICULATE the mission of AmeriCorps in four parts -

1. ***Getting Things Done*** - through direct and demonstrable service that helps solve community problems.
2. ***Strengthening Communities*** - by bringing together Americans of all ages and backgrounds in the common effort to improve our communities.
3. ***Encouraging Responsibility*** - by enabling members to explore and exercise their responsibilities toward their communities, their families, and themselves.
4. ***Expanding Opportunity*** - by enhancing members' educational opportunities, job experience, and life skills.

III. SERVICE AREA

The boundaries of the service area are defined as those agencies within Maricopa County.

IV. RESPONSIBILITIES

PVCC-Project Ayuda agrees to:

1. Provide recruitment and training for Project Ayuda members;
2. Provide post-service scholarship for Project Ayuda members;
3. Provide technical assistance and support to strengthen agency partnership and goals;
4. Provide learning opportunities for Project Ayuda members to assist with reflection;

5. Lend marketing support to Project Site and volunteer opportunities;
6. Compile data for bi-annual financial reporting, based on updates;
7. Facilitate communication between PVCC/Project Ayuda, and Project Site;
8. Initiate an end-of-year evaluation process to measure overall program success;
9. Provide a site supervisor orientation to discuss all program requirements and CNCS Provisions;
10. Provide a copy of CNCS Provisions to each Project Site at the Project Ayuda orientation.

Project Site agrees to:

1. Develop and monitor objectives for Project Ayuda members to accomplish;
2. Supervise Project Ayuda members assigned to site, while engaged in service;
3. Submit updates on objectives to Project Ayuda program staff, on a bi-annual basis;
4. Retain all original supporting documentation for five years, in the event of an audit;
5. Sign off on members' timesheets on a bi-weekly basis, and keep copies on file;
6. Provide site orientation and support for all Project Ayuda members assigned to the site;
7. Participate in an end-of-year evaluation process to aid in the measurement of program success;
8. Attend a Project Ayuda orientation at the start of the program year to discuss program specifics;
9. Read and understand the CNCS provisions provided to the Paradise Valley Community College at the Project Ayuda orientation.
10. Agree to site visits by Program Director and update Program Director with changes to member descriptions.
11. Assure members do not participate in prohibited activities (as described in Site Supervisor handbook).
12. Assume any monthly costs for materials or copying necessary to meet the requirement for member job fulfillment and maintaining member files.
13. Agree to contribute out-of-pocket or in-kind resources for the everyday operation of the program.
14. These might include but not be limited to internet, printer paper, copying, ink cartridges, and disks.

Paradise Valley Community College and Program Site mutually agree:

1. The period of performance of the project shall be from October 1, 2005 to September 25, 2006, unless extended in writing by mutual agreement of the parties or terminated by PVCC.
2. In the event of default by the Community Project Sites, or in the event PROJECT SITE terminates the project, performance by the Community Project Site may be terminated by PVCC upon thirty (30) days written notice.

3. This agreement, including the payment proposal, constitutes the entire agreement between the parties. All amendments and/or changes shall be by written instrument executed by the parties hereto.

V. LIABILITY

Project Site must provide general liability insurance for **Project Ayuda** members assigned to the site, as they would other volunteers for their agency. This does not require the purchasing of additional insurance, but is to ensure that the Project Site does have adequate insurance in the event of an accident.

Project Site represents that it has secured, pays premiums for and shall keep in force adequate insurance until the expiration of the Project Site program, including bodily injury liability insurance and property damage liability insurance. All policies for liability protection, bodily injury or property damage shall cover Project Ayuda members.

Project Site shall indemnify, save, hold harmless and defend Maricopa County Community College District, Paradise Valley Community College, AmeriCorps, the State of Arizona and their employees and agents against any and all loss, damages, claims, expense or liability whatsoever, because of accident or injury to persons or property of others occurring in connection with the Project Site on the premises of the Project Site or off premises if the site supervisor directs members to travel off-site.

This Memorandum of Agreement shall be reviewed annually, to determine its continuation and/or need for modification.

VI. LIFE OF AGREEMENT

This agreement shall continue to September 25, 2006. It may be terminated earlier by a 30-day written notice from either party for cause. Cause includes, but is not limited to, a change in state, federal, or local directive. The effective date is the date this Agreement is signed by both parties.

SIGNATURES

These responsibilities are agreed to by the following authorized signatories.

PVCC Office of Service-Learning/Project Ayuda:

Print Name: Paula M. Vaughn, Ed.D.

Signature of Director or Designee _____

Date _____

Project Site:

Name (Print) Project Site Title _____

Print Name: _____

Signature of Director or Designee _____ Date _____