

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is an agreement between BIG BROTHERS BIG SISTERS of the Inland Empire (BBBSIE) and Alvord Unified School District (AUSD). The purpose of this document is to outline each entity's roles and responsibilities for the development and growth of one-to-one, professionally supported mentoring provided to AUSD students by Big Brothers Big Sisters of the Inland Empire.

Duration: 2021-2022 School Year

Alvord Unified School District
Carmen Phillips
Director, Expanded Learning
9 KPC Parkway
Corona, CA 92879

BBBSIE
Erika Gomez
Director of Programs
2155 Chicago Ave., Suite, 100
Riverside, CA 92507

Big Brothers Big Sisters of the Inland Empire ("BBBSIE") Mentoring Programs:

- Providing children facing adversity with a strong, enduring professionally supported one-to-one mentoring relationship that changes lives for the better, forever. The organization achieves its mission by:
 - providing at-promised youth (Littles) with a friendship that is consistent, ongoing, supportive, educational, safe and fun;
 - supplying mentors (Bigs) with the training, resources and support they need to be effective mentors to at-promised youth; and
 - enhancing the ongoing relationship (Match) between a Big and a Little with enrichment activities and asset-building opportunities that will improve the Little's chances for success with their family, academics, and future.
- Two evidenced- based models are Community-Based and Site-Based.
 - Community-Based: Traditional model of 1:1 mentoring relationship, the volunteer and child engage in activities for a few hours, 2-4 times per month. Each match plans their own outings filled with shared interests lasting for many youths through their high school graduation.



- o Site-Based: Big Brothers Big Sisters will provide one or more of the following Site-Based models that take place at a site supervised by a BBBS staff member.
 - High School Bigs: Qualified high school students serve as 1:1 peer mentors to elementary school children.
 - Workplace Mentoring: Corporate company employees serve as mentors to local high school students, meeting at company headquarters.
 - College Bigs: College students matched one-to-one with high school students.
 - Bigs with Badges: Adult mentors from local law enforcement agencies serve as mentors to local high school students.

Big Brothers Big Sisters of the Inland Empire ("BBBSIE") agrees to:

- Work collaboratively with AUSD to provide their youth with strong and enduring, professionally supported one-to-one relationships that can change their lives for the better, forever.
- All BBBSIE staff and interns are background screened by the Department of Justice and each staff member has at a minimum a Bachelor's Degree;
- Provide insurance coverage for all mentors and mentee participants.
- Provide full screening of all mentors (i.e., interviews, references);
- Provide appropriate pre-match training to all mentors and provide on-going training opportunities.
- Assign BBBSIE staff members to work in partnership with AUSD. They will coordinate program logistics, recruitment, enrollment and bring the program to fruition.
- Assist school with identification of mentees that would be appropriate to participate in the program.



- Contact both the mentee and the mentor each month and provide support to each match.
- Match mentors and mentees based on needs and common interests.
- Collect evaluations of matches and program during the course of the school year (surveying at the beginning of the school year and end of the school year).
- Share outcomes/feedback specific to the club at key points during the year.
- Report on successes, challenges, and opportunities within the partnership to the school at the end of each year.
- BBBSIE agrees to not identify AUSD's district or students specifically when sharing statistical information about program participants and the families of participants;
- BBBSIE agrees to indemnify, defend and hold AUSD, its officers, directors, agents, employees and other related parties harmless from and against any and all liabilities, damages, losses, expenses, claims, demands, suits, fines, or judgments that include reasonable attorneys' fees, costs and expenses, incidental thereto, which may be suffered by, accrued against, charges to or recoverable from any customer indemnitee, by reason of any claim arising out of or relating to any act or error or omission, or misconduct of BBBSIE, its officers, directors, agents, employees or subcontractors.
- Community-Based - model serves at-risk youth ages 6-16 years that enroll on an ongoing voluntary basis into the program and to be matched with a 1-to-1 adult mentor.
- Site-Based (College) - BBBSIE will assign 1 Program Specialist to oversee site for the entire duration of the hour long program
 - Plan sessions for mentors and mentees to meet on the assigned day each month.
 - Staff will supervise mentees from dismissal time through the assigned program time for each site.
 - Provide activities and supervision at program meetings.



- will serve High School students (Littles) , caring and screened college students (Bigs) from the following school site:

La Sierra High School

4145 La Sierra Ave, Riverside
CA 92505

Cal Baptist University

8432 Magnolia Ave, Riverside,
CA 92504

- Site-Based (Workplace Mentoring) - BBBSIE will assign 1 Program Specialist to oversee site for the entire duration of the hour long program
 - Plan sessions for mentors and mentees to meet on the assigned day each month.
 - Provide activities and supervision at program meetings.
 - Meet with individual school staff to discuss individual match issues and program logistics on an as needed basis (e.g. when matches are made or when matches are closed)
 - Will serve high school students (Littles) with positive, caring, screened and corporate (Bigs) at the following school site(s):

Norte Vista High School (WPM)

6585 Crest Ave, Riverside, CA 92503

Keenan & Associates

4204 Riverwalk Pkwy, Riverside, CA
92505

- Site-Based (School) - BBBSIE will assign 1 Program Specialist to oversee site for the entire duration of the hour long program
 - Plan sessions for mentors and mentees to meet on the assigned day each week.



- Staff will supervise mentees from dismissal time through the assigned program time for each site.
- Provide activities and supervision at program meetings.
- Meet with individual school staff to discuss individual match issues and program logistics on an as needed basis (e.g. when matches are made or when matches are closed)
- Plan and coordinate summer communication between mentors and mentees, with parental consent.
- Will serve at-promised elementary students (Littles) with positive, caring, screened and trained high school peer mentors (Bigs) at the following school sites:

La Sierra High School

4145 La Sierra Ave, Riverside,
CA 92505

Collett Elementary

10850 Collett Ave Riverside,
CA 92505

Norte Vista High School

6585 Crest Ave Riverside,
CA 92503

Arlanza Elementary

5891 Rutland Ave Riverside,
CA 92503

Responsibilities of Alvord Unified School District (AUSD):

- Give BBBS staff, and mentors access to school campuses for recruitment needs, facilitation of mentoring sessions, and any other programmatic needs.
- Promote the BBBSIE Partnership with school personnel to enhance collaboration efforts
- Assign a coordinator for the program. This person will coordinate implementing the program and supply requested reporting information.



- Identify currently enrolled boys and girls ages 6-11 that need and appear ready to benefit from extra attention through a mentor in the Site-Based school model.
 - Identify currently enrolled boys and girls ages 6-16 that need and appear ready to benefit from extra attention through a mentor in the Community-Based school model, with parental consent.
- Recognize the Community and Site-Based models as year-round programs.
- Inform BBBSIE staff about mentee recruitment opportunities.
- Assist BBBSIE staff person in recruiting mentees to be part of the Site-Based school model. This will include:
 - Dispensing and collecting mentee applications
 - Maintaining a waiting list of additional mentees that would potentially like to be involved.
- Provide a consistent location that is conducive to one-on-one BBBSIE programming. This space should allow for:
 - Child Interviews to take place
 - Site Session location on elementary campus that can hold 50 youth.
 - Individual matches to meet on a one on one basis
 - Match support to occur
- Provide access to mentee records (i.e. grades, suspensions, attendance) of participating mentees whose parents have given written consent.
- Maintain goal number of matches. This project has a goal to have 20 active matches for each session during the school year. Therefore, if mentees leave the club, lose



interest in the program or are dismissed from the program, AUSD will work to replace those spots with newly recruited mentees.

- Provide BBBSIE staff person with updated contact information and preferred methods of contact, with parental consent.
- Promote good attendance by ensuring mentees are aware of program meeting times and locations. This may include passing out reminder flyers and making announcements to remind mentees to meet.
- Provide for Workplace Mentoring an AUSD staff liaison to ride the bus to and from Workplace Mentoring site.

Upon execution, the parties attest to their acceptance of the terms and conditions of this agreement. At the expiration 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 partnership parameters.

Agreed and approved by:

Signature(s) from Alvord Unified School District (AUSD):

Printed Name:

Signature: _____

Date: _____

Signature(s) from Big Brothers Big Sisters of the Inland Empire:

Printed Name of BBBSIE Director of Programs:

Signature of BBBSIE Director of Programs: _____

Date: _____

