



## Memorandum of Understanding Between

Partner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_, MT Zip: \_\_\_\_\_

And

**Young Adult Service Corps (YASC), a program of the Jobs for Montana's Graduates Foundation (JMGF)  
931 North Last Chance Gulch, Suite 2  
Helena, MT 59601**

The purpose of this Memorandum Of Understanding (MOU) is to outline the responsibilities of each party in the effective administration of YASC. The term "Partner" refers to the Community Based Organization or School and "Program Office" refers to the YASC Program Office, housed within JMGF. Amendments to this document may be made only in writing provided both parties agree.

JMGF does not discriminate on the basis of race, religion, sex, national origin, age, marital status, creed, physical or mental disabilities, color, or any other characteristics protected by the law. Reasonable accommodations will be provided qualified individuals with known disabilities unless doing so would result in an undue hardship. JMGF does have access to resources that may be needed for AmeriCorps Members who request a reasonable accommodation, if applicable, contact JMGF.

### *The YASC Program Office will:*

- Recruit schools and community based organizations to partner and participate in the AmeriCorps program;
- Manage Montana's Education Award positions fairly and ambitiously;
- Create and distribute program handbooks and other support materials to partners and site supervisors;
- Provide ongoing technical assistance and guidance to ensure the program is in compliance with AmeriCorps guidelines, is well-managed and valuable to JMGF's network of partners and their local communities;
- Work with partners to explore further program expansion considering local needs and organization resources (e.g. within disciplines utilizing a service component);
- Train designated Site Supervisors & staff; provide orientation and ongoing as requested;
- Advocate for Education Award members to have access to statewide service events (Martin Luther King Jr Day, Global Youth Service Day, National Public Lands Day, Make a Difference Day);
- Advocate for training content appropriate to Education Award members at statewide events;
- Retain & record all necessary member records (enrollments, time sheets, exit forms and reports) in the AmeriCorps eGrants system in a timely fashion; Serve as the repository for all member records related to the program;
- Provide information to members regarding completion of service terms and relevant websites for Education Awards;
- Send all active members periodic updates on their status toward completion of hours and program requirements;
- Post JMGF organizational information on the JMGF website; and
- Send a copy of signed MOU to the Partner.

*The School and/or Community Based Partner will:*

- Determine community needs and designate a primary contact/designated site supervisor to manage and oversee the program locally; the site supervisor will work with the YASC Program Director to complete program documentation; site supervisor will also sign Member's Monthly Time Sheets;
- Provide supervision for the AmeriCorps Member(s); designated site supervisor will be expected to participate in periodic site supervisor conference calls and to respond to information requests.
- Request YASC AmeriCorps positions from JMGM on behalf of the partner and the community;
- Participate as a service site and partner; retain and maintain site records;
- Refer to the program as the "Young Adult Service Corps (YASC)" and explain JMGM as part of the new member orientation; Provide new member orientations as needed to students and, where applicable make local training events available to AmeriCorps members;
- Assist with promotion and advertising positions among local high-school students.
- Serve as liaison between members and sites, and advocate both for site and member needs;
- Report the minimum in-kind cost match information:
  - o Staff time spent on the AmeriCorps Program should be reported monthly through the use of the In Kind Donated Service sheet and on the Monthly Time Log.
  - o Any donations of supplies, waived meeting room expense, etc should be reported, as the donations occur, as in-kind donations using the JMGM In-Kind donation form.
- The Service Site understands and agrees that it has agreed to participate in the Program in furtherance of its general purpose as a community based organization, and that the activities of Members and designated site supervisors shall be considered Service Site activities, and that while performing his/her duties at the Service Site (either on or off site) the member will be covered under the site's liability and/or accident insurance. Further, the organizational partner agrees to hold the Program harmless from any negligent act of commission or omission by the member, or any other events from which damages arise, while the member is under the supervision of the Service Site.
- If required, the service site may conduct a criminal background check on YASC applicants and/or members who serve at that site. YASC conducts searches on the National Sexual Offender Public Registry (NSOPR) and a national criminal background check on all eligible applicants.
- Orient members and ensure enrollment paperwork is submitted in timely fashion, by October 15 for fall enrollments and when available, by Feb 15 for spring enrollments.

*By signing below I agree to execute the terms above to the best of my abilities and agree to institute the Young Adult Service Corps (YASC) so that it is a benefit to Montana communities, students, and community-based organizations.*

**# Of Education Award Positions requested:** \_\_\_\_\_

**# Of Education Award Position awarded (to be completed by YASC Staff):** \_\_\_\_\_

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Printed Name (First, Last)	Title	Signature/Date
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<b>Sarah R Sadowski,</b>	<b>YASC Program Director</b>	
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Typed Name (First, Last)	Title	Signature/Date
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*Originals of this document will be housed at the JMGM Program office and copies of this document may be distributed to the JMGM Board of Directors*



Young Adult Service Corps (YASC)  
**Education Award Position Request Form**

Partner Name: \_\_\_\_\_

Designated Site Supervisor Name: \_\_\_\_\_

Title: \_\_\_\_\_ e-mail : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell or home phone number: \_\_\_\_\_

Has the designated Site Supervisor received program orientation with JMGF staff person? \_\_\_ Y \_\_\_ N

\_\_\_\_\_ As per the signed MOU, the designated Site Supervisor agrees to sign and support the timely submissions of program documents such as application packets, proof of citizenship, Member time sheets, volunteer surveys, and end of service evaluation of members as part of the exit process. (Monthly time sheets are due by the 7<sup>th</sup> of each month)

\_\_\_\_\_ Site Supervisors are expected to participate in periodic conference calls and to document appropriate in-kind donations of time spend on the YASC program activities and requirements.

**Signatures & Assurances:** I agree to serve as the Site Supervisor at the site listed above. I agree to compliance with the AmeriCorps provisions regarding Prohibited Activities. I also agree to monitor the member's timely completion of required program paperwork, including Time sheets and the Member Development Plan. I agree to sign the Member's Monthly Time Sheets and support timely monthly submissions.

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Use the box below to indicate the number of YASC Education Award positions you would like to be allocated to you during the September 1-August 31 program year. The number should reflect the number of students that you anticipate will successfully complete the 300 hour term of service.** YASC is limited to 110 positions each year; your request helps us manage these positions as fairly as possible across Montana. Once approved YASC expects to help you as you work to fill these positions locally.

<b>300 Hour Term of Service within one program year Sept 1- August 15</b>	<b>Number of Education Award positions requested</b>
<b>\$1000 Education Award per participant</b>	

Please return this form and the position description to the YASC Program office.  
YASC 931 N. Last Chance Gulch, Suite 2 Helena, MT 59601 or fax to 406.442.2296

If you have any questions please call 406.443.2413. Thank you!