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**Date: September 15, 2020**

**Consent Agenda Item (Action Item):** To approve an agreement between Betsy Layne High School and the Children Incorporated.

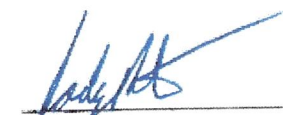
**Applicable State or Regulations:** KRS 162.90 Powers and Duties of the local board and Floyd County Board of Education policy 03.2234.


**Budget/Financial Issues:** There is no cost to Betsy Layne High School or the Floyd County Board of Education.

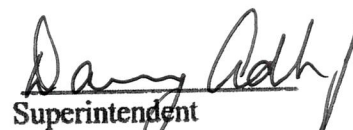
**Background and Rationale:** Children Incorporated sponsor students throughout the year with monthly funds directly deposited in a school account. This money can and will be spent for clothing, shoes, classroom supplies, educational material, hygiene, and food. Several schools in the district have been taking advantage of this program for years and I want this for Betsy Layne High School Students.

**Recommended Action:** To approve the agreement between Children Incorporated and Betsy Layne High School.

**Contact Person(s):** Mr. Jody D. Roberts  
Betsy Layne High School

  
Principal

  
Director

  
Superintendent



## LETTER OF AFFILIATION

The purpose of this letter is to outline the benefits and responsibilities of an ongoing affiliation between Children Incorporated and BETSEY LAYNE HIGH SCHOOL (referred to as 'the project' in this agreement) in the course of conducting business. This letter describes a shared intention to work together to achieve the mission of providing resources for children in need in the United States and abroad. It is the intent of this letter that Children Incorporated and BETSEY LAYNE HIGH SCHOOL will work closely together to offer assistance to children effectively. NOTE: Our implementing partner will be the Youth Services Center.

### I. Background

Children Incorporated is an international child sponsorship organization founded in 1964 to assist vulnerable children and youth. The sponsorship program is oriented to help and encourages them to stay in school and to complete as much education as possible, through support of their basic/health and education-related needs. Children Incorporated also offers other programming that supports initiatives in education, health, and career awareness/livelihood development targeted to the sponsored children and their communities. Children Incorporated partners with its affiliated sites to deliver the services and support to the children enrolled and sponsored through its programs. This written agreement outlines the responsibilities of each party and delineates the expectations of any affiliated institution working with Children Incorporated.

### II. Responsibilities and Expectations

A) Children Incorporated provides for the following and commits to make its best efforts to do the following consistently:

- Obtaining sponsors for enrolled children using best efforts; enrollment is not a guarantee of immediate sponsorship.
- Providing initial and ongoing training and support to site coordinators at each affiliated project through a Volunteer Coordinator Reference Manual, training materials and personal support.
- Regular meetings and site visits with CI staff.
- Telephone and email communication with CI program staff.
- Monthly funding based on the number of sponsored children and the funds received to be used toward the basic/health and educational needs of the sponsored children.
- Providing additional funding from sponsors for the specific child a sponsor may support (amounts vary from month to month and cannot be guaranteed).
- Providing additional funding designated for the schools' supplemental programs (amounts and frequency vary and cannot be guaranteed).
- Providing additional funding in emergency situations and/or for special programs, as our funding allows. This is considered on a case by case basis.
- Children Incorporated is committed to protecting the children it serves in every way it can. The organization strictly adheres to its Child Protection Policy (attached to this letter). Included in its processes for protection are the following specific policies the organization follows:



- Pre-screening all potential sponsors through the U.S. Department of Justice's National Sex Offender Public Web Site.
- Prohibiting any direct contact between the sponsors and children.
- Shielding children's last names and contact information from sponsors or any party who is not a screened volunteer or employee of Children Incorporated.
- Protecting confidential information about children or their families.
- Providing for effective protection of pictures and information on the children in any public media, including websites, social media sites, or other public media.
- Conducting background checks and screening of any sponsors requesting a visit with their sponsored child, coordinating such visits with the project site, and communicating the visit process and expectations clearly to sponsors ahead of their arrival.
- Communicating any child protection concerns received in the CI office that could impact the safety or security of the sponsored children to the project in a timely manner.

B) Affiliated Institutions are responsible for the following:

- Providing/Maintaining a Volunteer Coordinator or Coordinators to handle our programs.
- Proper Financial Management. Funds sent to a project as detailed in the Volunteer Coordinator Reference Manual should be accounted for, to include the following :
  - Ensuring that all funds are spent as directed (sponsorship, additional gifts and special grant-type funding).
  - Providing timely, complete and accurate documentation of how funds are applied via financial reports each semester (and special reports as may be required for larger grants for specific initiatives), which includes photocopies of all receipts.
- Correspondence. Monitoring to include the following:
  - Screening and reviewing all correspondence received from a sponsor and all correspondence sent from a child to a sponsor according to guidelines provided by Children Incorporated. [See Child Safety on the next page.]
  - Providing acknowledgment from the child to the sponsor for any extra gifts.
  - Providing at least one friendly letter per child each school year.
- Identifying/Enrolling Children and Maintaining the Program. The project agrees to provide consistent support for initiating and managing the CI program for as long as this agreement is in place and the project receives funds from Children Incorporated. This includes the following:
  - Identifying accurately the children in greatest need and enrolling these children on the program, maintaining an enrollment of at least 30 children.
  - Evaluating annually the program enrollment to identify children who may no longer be eligible for sponsorship. Provide those names to CI for removal, while also maintaining a list of eligible children that can be substituted on as-needed basis.
  - Keeping each child's enrollment information current by providing a progress report and new photo every year. Photos are to be to the quality standards established by CI and outlined in the Volunteer Coordinator Reference Manual.



- Child Safety: All CI-affiliated projects must agree to adhere to the Children Incorporated Child Protection Policy by agreeing to the following:
  - Keeping a child's last name and/or contact information absolutely confidential and making sure it is not provided to any sponsor or donor.
  - Prohibiting direct contact between the sponsors and children in any way or form.
  - Adhering to the policies for child-sponsor visits and enforcing the tenets of that policy when any sponsor makes a visit to his/her sponsored child. This includes coordinating visits from sponsors and closely supervising any such visits in accordance with the Child Protection Policy.
  - Providing confidentiality at the project site for all confidential information on the child or family. This includes keeping personal information, contact details, health information, and school information in locked storage.
  - Reporting to CI staff if there is ever any violation of the policies or concerns about correspondence from sponsors that could impact the safety or security of the children enrolled in the CI sponsorship program.
  - Sponsor/Donor Privacy: being affiliated with Children Incorporated means protecting the privacy of Children Incorporated sponsors and donors by not sharing sponsor or donor contact information with sponsored children, their families, and other staff working at the project or others who are not formally associated with the program. Keep sponsors' first or last names confidential (your choice).
- Meeting with Children Incorporated staff when they visit the project site, typically bi-annually.
  - During these meetings, staff will typically be introduced to the principal and thank him/her for the hospitality; tour the building and grounds; talk with the volunteer coordinator about any project needs; see how CI files and records are maintained; and meet some program-enrolled students who represent the school.
  - CI staff may ask if a home visit can be arranged. We understand it may not always be possible, but it is very rewarding to get out in the communities and greet some of the families whose children are served by our organization.
  - CI staff will take pictures for the children's sponsors. Some unidentified images may be used for our media (for example, to illustrate a brochure or newsletter).

### **III. Disbursement of Funds**

Children Incorporated will disburse funds to affiliated institutions on a monthly basis (except during summer break in the United States). Funds are disbursed via direct deposit into the affiliated institution's designated account. Affiliated organizations must maintain a Children Incorporated account that is either a) a separate checking account, or b) within a main account, but maintained in a separate sub-account in the organization's accounting records.

Children Incorporated funds must be clearly accounted for, and the organization must be able to show accounting and bank records substantiating the funds and their use. The bank account used for this purpose cannot be named Children Incorporated or any other variation thereof.



#### IV. Effective Date

This letter of affiliation will become effective upon signing by a representative of the affiliating institution, the Children Incorporated Program Director and the Children Incorporated CEO. The signature of a representative of the affiliating institution shall signify that the institution is affiliating with Children Incorporated.

#### V. Termination

Either party may terminate the affiliation upon 90 days written notice to the other party. Its provisions will be periodically reviewed and amended or supplemented as may be mutually agreed upon in writing.

SIGNED ON BEHALF OF BETSEY LAYNE HIGH SCHOOL YSC:

\_\_\_\_\_  
Name(s) & Title(s)

\_\_\_\_\_  
Date

SIGNED ON BEHALF OF CHILDREN INCORPORATED:

\_\_\_\_\_  
Name(s) & Title(s)

\_\_\_\_\_  
Date

- **NOTE:** Sign and return this last page only.
- A Children Incorporated official will then sign the page and will send a photocopy for your records with all parties' signatures.