



## **Campus Compact**

### **Kentucky**

90 Campbell Drive, CA 270 • Highland Heights, KY 41099 • 859-572-7634 • [www.kvcompact.org](http://www.kvcompact.org)

#### **MEMORANDUM OF UNDERSTANDING**

**Between**

**NKU RESEARCH FOUNDATION (NKURF) and KENTUCKY CAMPUS COMPACT (KyCC)**

**And**

**(Estill County Schools)**

#### **I. Purpose**

This MEMORANDUM OF UNDERSTANDING (the MOU) is made and entered into on (May 9), 2022 by and between NKURF, KyCC, and (Estill County Schools). The purpose of this MOU is to define the responsibilities of all stakeholders participating in the Kentucky Campus Compact (KyCC) Summer Service Internship program (the Program).

The Program is an AmeriCorps program sponsored by KyCC that provides opportunities for people ages 17 and over to participate in a summer of service as an intern in a school or its nonprofit partner with a goal of increasing student success and/or building capacity for the school or nonprofit to contribute to student success and/or building social capital.

The AmeriCorps members will serve either 100 or 300 hours during a general time period of May 15 – July 31, 2022 unless noted differently in this MOU.

#### **II. Terms**

This agreement reflects a commitment for the three stakeholders in this agreement: KyCC (NKURF as fiscal agent), (Estill County Schools), and the AmeriCorps member(s).

##### **A. Obligations of Kentucky Campus Compact**

Kentucky Campus Compact shall undertake the following responsibilities:

1. KyCC will place Summer Interns at schools and non-profits in Kentucky.
2. Assist with recruiting AmeriCorps members/interns as needed by the school or organization.
3. Complete Sex Offender Registry check, state of residence (if applicable), Kentucky state background check and FBI fingerprint checks for each AmeriCorps member.
4. Compile data from each AmeriCorps member and complete reports for the funder.
5. Serve as a resource for AmeriCorps members/interns and host site supervisors and to be available to assist throughout the summer.
6. Provide AmeriCorps 101, timesheet, and data collection training for all AmeriCorps members/interns and the site supervisors.

7. Monitor activities at all sites to ensure members and host schools are compliant with the grant guidelines and to provide any needed technical assistance to the members/interns and/or the schools or organizations.
8. Provide the funding for members/interns to receive a monthly living allowance based on the term of service and the number of months the individual is serving.
9. Facilitate positive relationships; negotiate any conflicts between the AmeriCorps member/intern and site supervisor, and make recommendations to improve delivery of programs and services.

**B. Obligations of (Estill County Schools)**

1. Host one or more AmeriCorps Summer Interns during the service period of May 15-July 31, 2022.
2. Take an active role in recruiting AmeriCorps Summer Interns.
3. Provide an on-site supervisor for the KCC AmeriCorps Summer Intern during the member's term of service. The assigned supervisor will participate in a required training webinar, provide a direction and training that the student intern may need. Meet with the member on a regular basis. The site supervisor will ensure that the KCC AmeriCorps Student Intern is being effective and will assist the member as needed.
4. Provide in-depth on-site training for the KCC AmeriCorps Student Intern member, included but not limited to: on-site orientation, safety and emergency procedures, and introductions to staff and partners.
5. Provide appropriate workspace and equipment for the KCC AmeriCorps Student Intern.
6. Be familiar with and support the member in adhering to the AmeriCorps Kentucky College Coaches Contract (included in the Member Service Agreement) and Policies and Procedures Handbook, including a grievance procedure.
7. Review and approve reports created by the KCC AmeriCorps Student Intern member that track the member's service hours and activities. Both timesheets and the progress reports are submitted once each month. In the event there are concerns about member hours, timesheets may be requested more frequently.
8. Participate in a program survey of KCC AmeriCorps Student Intern members and school site supervisors.

**C. Obligations of the AmeriCorps Summer Intern**

1. Complete the AmeriCorps Application online.
2. Complete the background checks required by AmeriCorps.
3. Sign a member serve agreement.
4. Comply with the AmeriCorps guidelines, such as, prohibited activities, complete agreed service hours, and record service activities.

**I. TERMS OF AGREEMENT**

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Ashland Community & Technical College • Bellarmine University • Berea College • Centre College • Kentucky State University  
 Kentucky Wesleyan College • Lindsey Wilson College • Madisonville Community College • Midway University  
 Morehead State University • Northern Kentucky University • Somerset Community College  
 Spalding University • University of Kentucky


This AGREEMENT is effective from the date signed above through July 31, 2022. Any party has the right to terminate or cancel this AGREEMENT without cause upon thirty (30) days prior written notice to the other parties; however, termination or expiration of this AGREEMENT will not negate the obligations or rights of the parties incurred before such termination or expiration.

## II. MISCELLANEOUS PROVISIONS

This AGREEMENT is executed in the Commonwealth of Kentucky, and the parties agree that it shall be construed, interpreted and applied in accordance with the laws thereof, and that the courts and authorities of Franklin County within the Commonwealth of Kentucky shall have sole jurisdiction and venue over all controversies arising hereunder.

The undersigned agree to THIS MEMORANDUM OF UNDERSTANDING between Northern Kentucky University Research Foundation/Kentucky Campus Compact, Estill County Schools.

AGREED TO BY:

  
\_\_\_\_\_  
School Official  
Estill County Schools

Date 5/19/2022

AGREED TO BY:

  
\_\_\_\_\_  
Gayle Hilleke  
Executive Director  
Kentucky Campus Compact

\_\_\_\_\_  
Date

Examined AS TO FORM & LEGALITY

\_\_\_\_\_  
Craig Holloman  
Executive Director  
Northern Kentucky University Research Foundation

\_\_\_\_\_  
Date