



Roles and Responsibilities in a School Based Mentoring Partnership
Embedded Mentoring Program with BBBS Staff Member
Duration: 2024-2025 School Year

This Memorandum of Understanding (MOU) is between **Big Brothers Big Sisters of Greater Cincinnati**, hereafter referred to as "**BBBSGC**", and the **Newport Intermediate School**, hereafter referred to as "**NIS**". The purpose of this MOU is to formalize the agreement between BBBSGC and NIS to collaborate on a school-based mentoring program that involves an embedded BBBS Professional Mentor, who will be referred to as a 'Coach'.

Big Brothers Big Sisters of Greater Cincinnati (BBBSGC)

BBBSGC will:

- Recruit, screen, and train Coaches to mentor NIS students.
- Provide ongoing training and support for the Coaches, including regular check-ins and guidance.
- Match Coaches with students from NIS based on the students' needs and mentor expertise.
- Supervise and support the mentorship relationships, providing assistance when needed.
- Ensure compliance with all relevant safety protocols and regulations.
- Provide evaluation and feedback to NIS on the effectiveness of the mentoring program.
- Plan and coordinate summer communication between Coach and youth.
- Collect evaluations of matches and programs 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 school at key points during the year.
- Report on successes, challenges, and opportunities within the partnership to the school/district at the end of each year.
- Help with student referrals during the spring so that matches can start at the beginning of the next school year.
- Recognize the school-based mentoring program as a year-round program.

Newport School District (NIS)

NIS will:

- Identify and refer students who would benefit from the mentoring program.
- Provide a designated staff person (or team) to act as a liaison between NIS and BBBSGC.
- Support the scheduling and logistical needs for mentoring activities during school hours.
- Facilitate communication between Coaches and school staff.
- Promote a safe and welcoming environment for mentoring sessions and place for the Coach to work when not meeting with students.
- Work with BBBSGC to monitor and assess the progress of the mentoring program.
- Coaches will be invited to attend school meetings that involve their mentees when applicable.
- Provide coaches with access to facility space, equipment and resources when applicable. Provide Coaches with internet access, key card or access code to any space allocated to BBBSGC.
- Provide a consistent location that is conducive to one-on-one BBBS programming. This space should allow for:
 - Child Interviews to take place during the school day
 - Individual matches to meet on a one-on-one or in groups during the school day
 - Match support to occur during the school day
- Provide access to student records (i.e. grades, suspensions, attendance and principal office referrals) of participating students whose parents have given written consent.
- Disciplinary action from the school will not include prohibiting the student from meeting with his/her Coach.

Paid Professionals

BBBSGC will work to match students with Coaches who have passed background checks, been trained, and are prepared to serve as positive role models. These paid mentors will meet regularly with students, following guidelines provided by BBBSGC, which include professional conduct, confidentiality, and ethical standards. BBBSGC will work with Coaches to act as professional mentors, particularly in cases where specific needs or higher levels of support are required.

Evaluation and Reporting

Both BBBSGC and NIS will work together to evaluate the success of the mentoring program. This will include feedback from students, mentors, and school staff. Regular meetings will be held to assess the impact of the program.

Liability and Insurance

BBBSGC will maintain appropriate liability insurance coverage for all Coaches involved in the program. NIS will take steps to ensure the safety of students during mentoring activities and will not be held liable for any actions outside the scope of the school's responsibilities.

Amendments

This MOU may be amended or modified by the mutual written consent of both parties. Amendments will be reviewed periodically to ensure the program continues to meet the needs of both parties.

Termination

Either party may terminate this MOU with 30 days' written notice if the program is no longer viable, or if either party fails to meet its obligations under this agreement.

By signing below, both parties acknowledge and agree to the terms outlined in this Memorandum of Understanding.

Big Brothers Big Sisters of Greater Cincinnati (BBBSGC)

Signature: _____

Name: _____

Title: _____

Date: _____

Newport School District (NIS)

Signature: _____

Name: _____

Title: _____

Date: _____

This MOU serves as a starting point for a new program partnership between Big Brothers Big Sisters of Greater Cincinnati and Newport Intermediate School, and can be adjusted as necessary to fit the specific needs and resources of both organizations.