

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SCHOOL BOARD OF SANTA ROSA COUNTY, FLORIDA
AND
THE COUNCIL ON AGING OF WEST FLORIDA, INC.**

This Memorandum of Understanding is entered into by and between the School Board of Santa Rosa County, Florida, and the Council on Aging of West Florida, Inc., on the _____th of _____, 2016 for the purpose of operating the Foster Grandparent Program (FGP) in the Santa Rosa District Schools for the 2016-2017 school year.

1. The School Board of Santa Rosa County will:

- A. Permit the Foster Grandparent Program to be conducted at individual school sites, hereinafter referred to as Volunteer Stations.**
- B. Provide the following contribution in support of the program: One meal each day, valued at \$3 for all Foster Grandparents whose hours of service require them to be on-site at mealtime. This provision shall not apply to the summer school term or to Foster Grandparents with physician ordered exceptions. Individual schools will be responsible for covering the cost of the meal on site. Foster Grandparents who do not elect to eat due to medically documented conditions will be reimbursed by the Council on Aging at a rate currently approved by the Council on Aging Board of Directors.**
- C. If funds are available, schools may submit an invoice to the Office of Federal Programs for reimbursement. Schools must contact their cafeteria manager to ensure proper accounting for volunteer meal accounts.**

2. The Council on Aging of West Florida, Inc., will:

- A. Require all volunteers to undergo a Level II background screening in accordance with Sect. 1012.465, F.S., through the procedures established by the Santa Rosa County School District.**
- B. Work directly with the Volunteer Stations to implement the program by execution of a separate Memorandum of Understanding with the Principal of that school, a copy of which is attached and incorporated by specific reference. The terms of that document are agreed to by the parties.**
- C. Place a maximum of 25 Foster Grandparents to serve children with special or exceptional needs for a period of 15 to 40 hours per week,**


with the approval of the FGP director and in accordance with the FGP guidelines.

- D. Recruit, interview and refer volunteers to the program.
- E. Provide orientation to the Volunteer Station, as appropriate.
- F. Place volunteers with the Volunteer Stations for individual assignment.
- G. Furnish adequate excess accident and liability insurance coverage as required by the FGP program guidelines. **FOSTER GRANDPARENTS ARE NOT COVERED BY WORKER'S COMPENSATION.**
- H. Retain full responsibility for the management and fiscal control of the program.
- I. Arrange physical examinations for all Foster Grandparents, initially prior to assignment and annually thereafter.
- J. Specify activities to be performed by the volunteers under the direction of the Volunteer Station and in cooperation with the FGP staff.
- K. Provide in-service training for volunteers at least once a month for three and a half (3.5) hours, and forty (40) hours of pre-service training to be completed within ninety (90) days of placement.
- L. Reassign a volunteer to another volunteer station when necessary.

The effective dates of this agreement shall correspond to the beginning and end of the school calendar for the 2016-2017 school year, inclusive of the summer school in 2017.

This agreement may be amended at any time by mutual consent of the parties reduced to writing.

Tim Wyrosdick, Superintendent
Santa Rosa County School District


Robin Stephens, FGP Director
Council on Aging of W FL, Inc.

Date: _____

Date: _____

FOSTER GRANDPARENT PROGRAM

Memorandum of Understanding

Between

Name of Sponsor The Council on Aging of West Florida, Inc.

**Address 875 Royce Street
 P.O. Box 17066
 Pensacola, FL 32522-7066**

Telephone number (850) 432-1475 Ext. 605

Fax number (850) 479-7986

Contact person Robin Stephens FGP/SCP Director

And

Volunteer Station _____

Address _____

Telephone number _____

Fax Number _____

Email address _____

Contact person _____

This document is a sub agreement under a master agreement between the School District of Santa Rosa County, Florida, and the Council on Aging of West Florida, Inc., entered into on the ____ day of _____, 2016. This sub agreement is effective for the 2016-2017 school year and governs the respective responsibilities of the parties with reference to operation of the Foster Grandparent Program (FGP) in Santa Rosa County.

- 1. The Council on Aging of West Florida, Inc., will:**
 - A. Place volunteers with the Volunteer Stations for individual assignment in accordance with the terms and conditions of the master agreement with the School Board.**

- B. Retain full responsibility for the management and fiscal control of the program.
- C. Specify the activities to be performed by the volunteers under the direction of the Volunteer Station in cooperation with the FGP staff.
- D. Re-assign a volunteer to another Volunteer Station when necessary.
- E. Submit to the School District Accounting Office quarterly reports of the number of lunches provided.

2. **The Volunteer Station will:**

- A. Designate a coordinator to serve as liaison to the Foster Grandparent Program.
- B. Complete an evaluation on each volunteer assigned to children at the Volunteer Station either annually or at the completion of their service.
- C. Provide Foster Grandparents with assignments that utilize their skills, interests and training.
- D. Have the right to request that the Council on Aging of West Florida, Inc., re-assigns a volunteer.
- E. Validate appropriate volunteer reports for submission to the Council on Aging of West Florida, Inc., including the signing of volunteer time sheets.
- G. Provide a written Volunteer Assignment Plan specifying volunteer activities to be performed with children and follow-up reporting on the volunteer's impact.
- H. **Accessibility and Reasonable Accommodation:** The Volunteer Station will maintain the programs and activities to which FGP volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities."
- I. No volunteer shall be discriminated against based on race, color, religion, sex, national origin, age, disability, marital status, veteran status or legally protected classification except where an accommodation is unavailable.

Agreed to this _____ day of _____, 2016.

Name
School Principal

Robin Stephens, FGP/SCP Director
Council on Aging of West Florida

Date _____

Date _____