

Memorandum of Understanding

Effective Dates: September 16, 2015 – May 18, 2016

between

Family Care Center

Contact person: Vanna Armstrong

Phone: 859-246-4351

and

Planned Parenthood of Indiana & Kentucky

Contact person: Elizabeth Perkins

Phone: 502-400-2325

for

Program: Parent Education Program



Planned Parenthood of Indiana and Kentucky (PPINK) agrees to:

- 1.) Provide **forty-five (45)** students with **ten (10)** hours of age-appropriate, medically accurate, comprehensive sex education; taught by a PPINK comprehensive sex education professional (facilitator)
- 2.) Continue to provide programming to Family Care Centers under the condition that participation does not consistently drop below **four (4)** or exceed **twenty-five (25)**.
- 3.) Provide Family Care Center with the goals of the Making Proud Choices! program, a topic outline and teaching schedule.
- 4.) Communicate scheduling conflicts and programming needs to Vanna Armstrong in a timely manner.
- 5.) Adhere to Planned Parenthood's Education Confidentiality Policy.
- 6.) Provide Vanna Armstrong with program evaluation results in a timely manner.

Collaborating Partner agrees to:

- 1.) Dedicate regularly scheduled times and days to house the Making Proud Choices! program. The times and days should be most conducive to maximizing participant attendance. Dates and times agreed upon: 8:45am-1:55pm on the third Wednesday of the month for 9 months.
- 2.) Provide a consistent, appropriate and private learning environment.
- 3.) Aid/facilitate in the recruitment of program participants
- 4.) Provide a supervising staff member who will support PPINK staff with discipline issues and, if requested, aid in group facilitation. Staff member must always be in the room while PPINK staff are present.
- 5.) Provide a consistent contact person for PPINK staff.
- 6.) Communicate relevant school/agency policies regarding health education, when appropriate.
- 7.) Notify PPINK staff in advance of program scheduling conflicts and work with PPINK staff to arrange alternate make-up sessions.
- 8.) Assist in student/youth completion of program forms and evaluation surveys.
- 9.) Complete Making Proud Choices! program feedback form.
- 11.) Support PPINK staff in meeting program participation requirements:

For this curriculum, participation is ideal at 12 students per class; program results may be jeopardized and the program may end if participation consistently exceeds 25 students or consistently drops below 4 students.
- 12.) In lieu of payment, write a letter supporting the program and submit it to program manager. Also, FCC will make copies needed for each class and contribute supplies when possible.
- 13.) All materials, ideas and concepts detailed in the enclosed proposal have been developed exclusively by *PPINK* for Family Care Center's Parent Education Program, on August 28, 2015 and are considered by *PPINK* to be of a proprietary nature. These ideas and concepts remain the property of *PPINK*. Unauthorized use of these ideas and concepts is strictly prohibited.


Signed by Regional PPINK staff

10/7/15
Date

Elizabeth Perkins
Print name


Signed by PPINK Chief Operating Officer

9/29/15
Date

Suzannah Wilson Overholt
Print name

Signed by Agency/School staff

Date

Print name