

MEMORANDUM OF UNDERSTANDING

This is an agreement between the Federation of BC Youth in Care Networks, the Host Agency, and the Local Youth in Care Network. Its purpose is to provide clarity on the expectations and responsibilities of each party as well as the procedure for addressing any conflicts that may arise.

HOST AGENCY INFORMATION

NAME:

ADDRESS:

PHONE:

FAX:

SENIOR CONTACT

NAME:

PHONE:

EMAIL:

LIASON CONTACT

NAME:

PHONE:

EMAIL:

LOCAL YOUTH IN CARE NETWORK INFORMATION

EMAIL ADDRESS:

PHONE:

LOCAL LEADERSHIP TEAM MEMBERS

NAME:

PHONE:

EMAIL:

NAME:

PHONE:

EMAIL:

NAME:

PHONE:

EMAIL:

FEDERATION OF BC YOUTH IN CARE NETWORKS

ADDRESS:

PHONE:

FAX:

MANAGER CONTACT

NAME:

PHONE:

EMAIL:

COORDINATOR CONTACT

NAME:

PHONE:

EMAIL:

HOST AGENCY....we agree to provide the following:

- ❑ Provide a youth-friendly, clean, organized office space for the Local Leadership Team to use and storage for its mobile office
 - Description of Condition of Space:
 - Contents of Office Space (i.e. Desk):
 - Office Hours and Access:

- ❑ General Office Equipment and IT support
 - Photocopier access
 - Fax machine access
 - Printer access
 - Access to IT support and Network passwords

- ❑ Administrative Support
 - Reception: someone to greet young people and accept inquiries
 - Hold the Local Membership Certificate with FBCYICN for the Local

- ❑ Financial Administration
 - Accepting core funding from FBCYICN
 - Paying invoices, providing and administering petty cash
 - Providing monthly financial statements
 - Providing advice

- ❑ Fundraising and Use of Host Agency Charitable Tax number:
 - Host Agency agrees that the Local may fundraise additional funds other than what is provided by FBCYICN
 - Host Agency agrees that the Local may use their charitable tax number to raise funds for projects approved in their annual plan provided:
 - The Host Agency and FBCYICN signs off final approval on the grant application and oversees the project (if applicable)
 - That the application doesn't impact the Host Agency's ability to apply to the same source for funding and fits within their constitution and mission

- ❑ Provide a youth friendly, clean, safe meeting space for the Local to use
 - Description of Condition & Contents of Space:
 - Hours and Access:

FEDERATION OF BC YOUTH IN CARE NETWORKS....we agree to provide the following:

- General Oversight - The Local is a member of FBCYICN and accountable to FBCYICN's Board of Directors and their designates

- Mobile Office
 - Laptop & Accessories
 - Cell phone with basic service plan
 - Camera

- Core Funding (up to \$5,000 per year)
 - FBCYICN will provide annual funding to the Local to cover core operating costs and project costs identified in their annual plan in the amount of _____. This will be transferred to and administered by the Host Agency on behalf of the Local on a quarterly basis.

- Promotion and Branding
 - Information on our website and in our provincial magazine, Power Pages
 - Provide access to Federation and Local brands and materials

- Training and Support
 - Annual Retreat for Representatives from the Local Leadership Team
 - Available for trouble shooting or advice
 - Support regular conference calls for all Locals to exchange information

- Screen potential volunteers
 - Process criminal records checks
 - Provide policies and procedures for supporting volunteers

- Conflict Resolution
 - When disagreements occur between the Host Agency and the Local, FBCYICN agrees to assist in facilitating a resolution.

- Recognition
 - Offer Locals an opportunity to recognize their volunteers with service awards
 - Of Host Agency provincially

- Insurance

LOCAL YOUTH IN CARE NETWORK....we agree to provide the following:

- ❑ Support Youth Members
 - Maintain a minimum of 5 Youth Members
 - Provide a safe, supportive, and inclusive environment for Youth Members

- ❑ Support Volunteers
 - Ensure all volunteers are screened by FBCYICN

- ❑ Create and Maintain a Local Leadership Team
 - Minimum of 3 people (ideally both youth and adults)

- ❑ Create and follow Annual Plan

- ❑ Funding
 - Spend money as outlined in annual plan and budget
 - Check with Host Agency and FBCYICN before fundraising any additional money

- ❑ Reporting
 - Complete and submit the reporting template quarterly (March, June, September, December)

- ❑ Represent
 - Send representatives to at least one Steering Committee Meeting per year
 - Send representatives from your Local Leadership Team to the Annual Retreat
 - Conduct your Local in a way that reflects positively on FBCYICN
 - Inform your community and your Youth Members about FBCYICN

- ❑ Information Technology
 - Take care of mobile office equipment provided by FBCYICN and inform them of any problems
 - Use the information management tools that have been provided by FBCYICN to maintain and back up files

AGREED UPON POLICIES AND PROCEDURES

- Code of conduct

- Essential Elements of a Local Manual
 - Mobile Office
 - Advocacy/external communication

- Host Agencies Policies & Procedures

Length of term of this MOU is one year, starting _____ and ending _____

REPRESENTATIVE FROM THE HOST AGENCY

Signature

Date

REPRESENTATIVE FROM FEDERATION OF BC YOUTH IN CARE NETWORKS

Signature

Date

REPRESENTATIVE FROM THE LOCAL YOUTH IN CARE NETWORKS

Signature

Date



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