

2007-08

MEMORANDUM OF UNDERSTANDING

between

Project Sponsor

The Montana Campus Compact
302 University Hall
Missoula, MT 59812-3960
(406) 243-5177

and

Host Site

(Contact Information)

Campus Representative/Community Organization Representative

(Partner Organization Contact Information)

The purpose of this agreement is to delineate the terms, conditions, and responsibilities regarding the participation of the Host Site in the Montana Campus Compact AmeriCorps*VISTA Project.

I. Duration

The project, including the VISTA member, will begin performance on January 25th, 2007 and will complete performance on January 24th, 2008.

II. Responsibilities

The Montana Campus Compact

As the Project Sponsor, The Montana Campus Compact (MTCC) is responsible for the following:

- ◆ Recruiting campus-related organizations to serve as project Host Sites
- ◆ Providing training and technical assistance to VISTA members related to general leadership skills and skills needed to complete the work plan
- ◆ Submitting reports and documentation to the federal sponsor
- ◆ Ensuring progress toward the mission, goals, and objectives written in the project work plan
- ◆ Serving as the liaison to the federal sponsor, ensuring compliance with regulations and VISTA members' receipt of appropriate benefits

Host Sites

As the Host Site, you are responsible for the following:

- ◆ Recruiting an individual to serve as a VISTA member for your approved project
- ◆ Designating a Site Supervisor to oversee the VISTA member and serve as the primary site liaison to MTCC
- ◆ Ensuring Site Supervisor attendance at the Site Supervisor Training/Orientation at Fairmont Hot Springs on June 18-19, 2007
- ◆ Providing On-Site Orientation and Training to the VISTA member, and submitting a written copy of this training plan to MTCC by Friday, January 19th, 2007
- ◆ Providing on-going supervision, training, and support to the VISTA member related to the goals of your project
- ◆ Meeting weekly with VISTA to discuss work progress, goals, difficulties, and accomplishments
- ◆ Alerting MTCC of any proposed changes in the approved work plan
- ◆ Ensuring progress toward the mission, goals, and objectives written in the project work plan
- ◆ Providing the necessary resources for the VISTA to accomplish project tasks
- ◆ Meeting a minimum of every three months with the campus representative, if VISTA is placed in a partnership position between a campus and community-based organization
- ◆ A members to participate in local emergency disaster relief efforts if needed and in national service days (e.g. Make A Difference Day, Martin Luther King Holiday, Native American Youth Service Day, National Youth Service Day)
- ◆ Paying cost-match assessed by the project (for questions contact Cody Lillstrom 406/243.5177 x3)

VISTA Members

As the program participants, VISTA members are responsible for the following:

- ◆ Attending all required trainings and events
- ◆ Performing responsibilities identified in the work plan
- ◆ Submitting quarterly progress reports
- ◆ Cooperating with all evaluation requirements identified by MTCC
- ◆ Completing additional assignments deemed necessary by MTCC
- ◆ Meeting weekly with site supervisor to discuss work progress, goals, difficulties, and accomplishments

III. Prohibited Activities

The Host Site and the VISTA member understand that under no circumstances may the VISTA member participate in the following activities:

- ◆ Partisan and nonpartisan political activities, including voter registration
- ◆ Direct or indirect attempts to influence passage or defeat of legislation or proposals by initiative petition
- ◆ Labor or anti-labor organization or related activities
- ◆ Religious instruction, worship services, proselytizing, or any other specifically religious activity as an official part of their duties
- ◆ Any project or activity where the involvement of the VISTA will result in the displacement of employed workers or impair existing contracts for services
- ◆ Assisting in planning, initiating, participating in, or otherwise aiding in any demonstration whatsoever

- ◆ Holding other employment while serving as a VISTA
- ◆ Enrolling in college courses* (*unless through VISTA ALIVE or **a** service-appropriate course agreed to by both the site supervisor and project director)

IV. Term of Service for VISTA Members

AmeriCorps*VISTA Pre-Service Orientation begins January 22nd, 2007 and lasts through January 24th, 2007. The service term is one year from the first day of service, January 25th, 2007. VISTA members receive 2 weeks of vacation leave and two weeks of sick leave. Once selected and enrolled, the VISTA member cannot be replaced for any reason, including if the VISTA member is released for cause or resigns for personal reasons.

V. Work Plan

The MTCC VISTA project has a work plan that has been approved by the federal sponsor. Each Host Site is expected to further develop this work plan to reflect the specific tasks and activities that will result in the stated goals and objectives of the overall MTCC VISTA project. MTCC project staff will periodically review the work plan to ensure that each VISTA is progressing toward the overall objectives. Host Sites should not propose or assign service activities outside of the scope of the overall work plan.

VI. Program Year Calendar

The program year calendar reflects the trainings and events for both Site Supervisors and VISTA members. Site Supervisors are strongly encouraged to attend trainings throughout the year. VISTA members are required to attend and participate in all trainings and events.

VII. Attachments

Attached are the following items for review:

- B. Program Year Calendar
- C. VISTA Quarterly Report Form

VIII. Endorsements

After reading all of the above, please sign below to demonstrate that you understand the terms, conditions, and responsibilities for participation in the MTCC VISTA project.

Site Supervisor, on behalf of the Host Site _____
Date

AmeriCorps*VISTA Member _____
Date

Campus Representative (if VISTA member is in a partnership position) _____
Date

MTCC VISTA Program Manager _____
Date