

## **Workplace Mentoring Memorandum of Understanding**

This Memorandum of Understanding (“MOU”) is an agreement between BIG BROTHERS BIG SISTERS of Orange County and Newport Mesa Unified. The purpose of this document is to outline each entity’s roles and responsibilities for the development and growth of the Workplace Mentoring Program. The goal is to pair students (Littles) from Newport Mesa Unified at Costa Mesa High School with positive, caring, screened and trained adult corporate mentors (Bigs) through a tiered mentoring system. This tiered mentoring system will nurture relationships that provide positive modeling that leads to school and lifetime success. Term of this agreement is 2018-2019 School Year.

Newport Mesa Unified  
Dr. Frederick Navarro, Superintendent  
2985 Bear Street  
Costa Mesa, CA 9262

Big Brothers Big Sisters of Orange County  
Cristal Ochoa  
Associate Director of Site Based Programs  
1801 E. Edinger Ave. #101  
Santa Ana, CA 92705

### **Big Brothers Big Sisters of Orange County (“BBBSOC”) agrees to:**

- Work collaboratively with the identified school(s) to provide their youth with strong and enduring, professionally supported one-to-one relationships that can change their lives for the better, forever.
- Assign BBBSOC staff members to work in partnership with the identified school(s). This person will coordinate program logistics, recruitment, and enrollment and bring the program to fruition.
- Provide insurance coverage for all mentors and mentee participants.
- Provide full screening of all mentors (i.e., interviews, references, assessments, etc.)
- Provide appropriate pre-match training to all mentors and provide on-going training opportunities.
- Assist school with identification of mentees that would be appropriate to participate in the program.
- Match mentors and mentees based on needs and common interests.
- Plan sessions for mentors and mentees to meet on a regular basis; monthly for 90 minutes.
- Provide activities and supervision at program meetings.
- Contact both the mentee and the mentor on a regular basis and provide support to each match.
- Meet with individual school staff to discuss individual match issues and program logistics on an as needed basis (e.g. when matches are made or when matches are closed).
- Plan and coordinate summer communication between mentors and mentees.

- Collect evaluations of matches and program 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 program at key points during the year.
- Report on successes, challenges, and opportunities within the partnership to the school at the end of each year.

**Responsibilities Newport Mesa Unified:**

- Promote the BBBSOC Partnership with school personnel to enhance collaboration efforts
- Assign a school coordinator for the program at each participating school. This person will coordinate implementing the program and supply requested reporting information.
- Identify currently enrolled boys and girls in grades 9<sup>th</sup> through 12<sup>th</sup> that need and appear ready to benefit from extra attention through a match relationship with Big Brothers and Big Sisters.
- Recognize the school-based mentoring program as a year-round program.
- Maintain goal number of matches. If mentees leave the club, loses interest in the program or are dismissed from the program the identified schools will assist to replace those spots with newly recruited mentees.
- Provide BBBSOC staff person with updated contact information and preferred methods of contact.
- Promote good attendance by ensuring mentees are aware of program meeting times and locations. This may include passing out reminder flyers and making announcements to remind mentees to meet.

Upon execution, the parties attest to their acceptance of the terms and conditions of this agreement. At the expiration of this agreement, the undersigned parties will meet at an agreed upon date prior to the end of this agreement to evaluate the partnership and to define future partnership parameters.

Agreed and approved by:

***Signature(s) from Newport Mesa Unified:***

Printed Name of Newport Mesa Unified: Dr. Frederick Navarro

Signature: \_\_\_\_\_

Title: Superintendent

Date: \_\_\_\_\_

***Signature(s) from Big Brothers Big Sisters of Orange County:***

Printed Name of BBBSOC Representative: Cristal Ochoa

Signature of BBBSOC Representative: Cristal Ochoa

Title: Associate Director of Site Based Programs

Date: 9/18/18