



**MEMORANDUM OF UNDERSTANDING**  
**between**  
**San Gorgonio Outdoor Science School**  
**and**  
**College Park Elementary School/Newport Mesa Unified School District**

**I. Purpose**

This Memorandum of Understanding, (hereinafter referred to as "MOU") is made on November 19, 2018, by and between Charitable Ventures of Orange County on behalf of its fiscally sponsored project San Gorgonio Outdoor Science School (hereinafter referred to as SGOSS), Charitable Ventures of Orange County is a California nonprofit public benefit corporation located in Newport Beach, California, qualified as exempt from federal income tax under §501(c)(3) of the Internal Revenue Code, and College Park Elementary School/Newport Mesa Unified School District (hereinafter referred to as DISTRICT).

San Gorgonio Outdoor Science School is a residential outdoor science program for fifth and sixth graders whose goal is to teach scientific concepts and social skills within nature's classroom.

**II. Responsibilities**

In support of the purposes described above, SGOSS agrees to the following responsibilities:

- SGOSS will teach scientific concepts and social skills to fifth and sixth graders.
- SGOSS will arrange for facilities, food services and maintenance of the outdoor school site.
- SGOSS will provide for the participation of students with special needs. A "Release for a Student with A Special Need/Condition" shall be completed for each student with special needs and submitted to SGOSS registered nurse upon arrival at SGOSS. SGOSS reserves the right to deny participation of a student with a special need or condition if SGOSS deems the conditions at the school site to be unsafe for said student.
- SGOSS will provide suitable staff to conduct outdoor school instructional program.
- SGOSS will furnish limited first aid services to care for minor injuries or illnesses.



- SGOSS will maintain a tobacco-free and alcohol-free environment.
- SGOSS will have final determination as to safe use of roads and site by students and staff. Such determination will be made as soon as possible on the first day of participation, and at any time throughout the week of participation. If roads and site are determined by SGOSS to be safe and accessible but DISTRICT does not participate as scheduled, all provisions of this MOU including full payment shall apply.

In support of the purposes described above, the DISTRICT agrees to the following:

- DISTRICT is responsible for transportation of participating students and employees to and from home school to SGOSS.
- DISTRICT is responsible for any breakage or damage beyond ordinary wear and tear caused by DISTRICT students or teachers to camp facilities or SGOSS supplies or equipment.
- DISTRICT will provide a Certificate of Insurance naming Charitable Ventures of Orange County and San Geronio Outdoor Science School evidencing all coverages 14 days prior to DISTRICT's first day of participation. Certificate description should read as "Participation in the San Geronio Outdoor Science School."
- DISTRICT will provide a Camper's Sickness and Accident Insurance program covering DISTRICT students and certificated employees while participating in SGOSS and also while being transported to and from SGOSS.
- DISTRICT shall provide a certificated employee to participate in SGOSS for every 25-35 students participating. This provision may require adjustment for special education students. Certificated employee shall ride with and supervise students on the bus to and from SGOSS, and shall remain on site throughout the entire period of the program unless other arrangements are made with site director.
- DISTRICT to complete "Six Week Checklist" and submit at least six (6) weeks prior to each date of participation.
- DISTRICT will ensure completion of Student Registration by all parents of participating students. Incomplete forms that omit medications, contact information or signed registration will be cause to send the student home. To be submitted to SGOSS upon arrival at SGOSS.
- DISTRICT will require parents of a student requiring prescribed and/or non-prescribed medications shall be required by DISTRICT to complete a "Medication Authorization" to be submitted to SGOSS staff upon arrival.



- DISTRICT will ensure that all participating students and certificated employees shall be required to furnish a bedroll or sleeping bag, and all clothing and personal needs as per clothing list provided by SGOSS.
- DISTRICT is responsible to arrange for transportation of a student in a timely manner if the student needs to be picked up due to behavior problems or illness, as deemed necessary by SGOSS. DISTRICT shall retain responsibility for its students from time of departure from home school to time of return to home school.

### **III. Terms & Conditions**

This MOU is intended to govern the exchange of funds between the two parties. All reimbursements must be in compliance with the terms outlined below. Additional reimbursements must be approved in writing or email by both parties prior to expenditure.

By signing this memorandum, DISTRICT agrees to the following financial obligations:

- Pay SGOSS per student participating in the science camp, but no less than 90% of the number of students indicated on Exhibit A. All fees as indicated on Exhibit A will be paid at least 7 days prior to day one of participation. DISTRICT will notify SGOSS should student enrollment change after submission of Exhibit A. Every effort will be made to accommodate both increases and decreases in student participation.
- A deposit of 50% of camp fees will be paid at least 6 weeks in advance of the program.
- Program fee is \$200 per student.
- Notice of cancellation for the program must be received in writing at least 90 days prior to the scheduled program date. Without above notice of cancellation in writing, the school will agree to pay the full cost of the program (unless the opening is filled by another group of similar size and rates.)
- SGOSS is not responsible for the loss, damage, or theft of personal possessions of DISTRICT students or employees.

### **IV. Modification**

Modifications to this memorandum shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by authorized officials, prior to any changes being performed.



## **V. Term of Agreement**

This agreement shall begin November 19, 2018 and end June 15, 2019.

## **VI. Approval**

By signing below, each organization agrees to the above commitments established by this MOU:

**CHARITABLE VENTURES OF OC**  
  
**on behalf of San Geronio Outdoor  
Science School**

SIGNATURE: \_\_\_\_\_

TED KIM

CHIEF OPERATING OFFICER

**College Park Elementary School/ Newport  
Mesa Unified School District**

SIGNATURE: \_\_\_\_\_

PRINT NAME: RICH RODRIGUEZ

ADDRESS: 2380 NORTE DAME ROAD

CITY/STATE/ZIP: COSTA MESA, CA 92626

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Please submit a signed copy of this MOU via one of the following means:**

*Email – [susan.winterhoff@charitableventuresoc.org](mailto:susan.winterhoff@charitableventuresoc.org)*

*Postal Mail – Susan Winterhoff, Charitable Ventures of Orange County  
4041 MacArthur Blvd., Suite 510, Newport Beach, CA 92660*



## *San Geronimo Outdoor Science School*

### **Master Schedule – Newport Mesa Unified School District 2018-19**

School	Dates	Days of Week	Number of Students	Fee per Student
College Park	May 20-22	Mon-Wed	70	\$200.00

- Pricing for students who leave early or come late is based on the following:

If student arrives late anytime on the:

1<sup>st</sup> day – District pays full fee

2<sup>nd</sup> day – District pays 75% Of normal fee

3<sup>rd</sup> day – District pays 50 % of normal fee

If student departs early at any time on the:

2<sup>nd</sup> day – District pays 50% of normal fee

3<sup>rd</sup> day – District pays 75% of normal fee

- Students departing from and returning to San Geronimo OSS for any reason during a week will be charged the full price.
- If a student is sent home due to the violation of the behavior contract, district will be charged the full price for the week.

The school will be invoiced for one half of the estimated number of students no sooner than six weeks prior to attendance. The remaining students will be invoiced no later than five days after the week of attendance.

Fiscally sponsored by Charitable Venture of Orange County, a 501 c 3. ID # 20-875-36660