

MOU & MOA TRANSMITTAL FORM

MOU or MOA Name:

Submitter* Name:

Dept & Position:

Date:

Purpose / Background: Partner with AmeriCorps via Sitka School District to provide meaningful work/service experience to a volunteer for 1700 hours. UAS Sitka campus will pay to the Sitka School District \$14,500 via purchase order.

Routing for Coordination, Review, Comment, Approval, Signature

To	Indicate Action Required <small>(eg, Review or Approve)</small>	Initial	Date
Margaret Rea, Budget	Review and Signature on MOA	<i>MR</i>	10/9/14
Richard Caulfield, Provost	Review and Signature on MOA	<i>RC</i>	10/14/14

Comments: Margaret asked Debby about nature of work done by AmeriCorps member, background check of volunteer and FERPA training, and history of program.

Instructions for execution:

- Return to Submitter Other (please use space below to explain)

Once fully executed with signatures from Margaret and Rick, scan and return to Debby.

***Submitter:** Accountable employee; responsible for questions, edits, information.

MEMORANDUM OF AGREEMENT

Between

SITKA SCHOOL DISTRICT

And

University of Alaska Southeast

This Memorandum of Agreement for AmeriCorps services is between **Sitka School District and University of Alaska Southeast (UAS)**. For a maximum amount of Fourteen Thousand Five Hundred Dollars (\$14,500.00), the Sitka AmeriCorps will provide the services listed below to UAS from Aug 29, 2014 to July 31, 2015. This cooperative partnership is in compliance with the Sitka AmeriCorps Grant through Sitka School District.

The UAS agrees to provide the following services:

- Provide a meaningful work /service experience (at least 1700 hours during the life of this MOA).
- Provide supervision on a daily documented basis.
- Individual evaluations at least twice in the year of service
- Keep records of hours of service and report every month using OnCorps
- Meet with Sitka AmeriCorps staff to evaluate program
- Non displacement or duplication of UAS employee positions

Sitka AmeriCorps staff agrees to:

- Provide one (1) AmeriCorps member for at least 1700 hours
- Provide training to member for time keeping using OnCorps Reporting
- Provide orientation to local area and agencies
- Provide staff support and cooperation to UAS staff
- Actively plan and evaluate the program services
- Provide an evaluation tool
- Develop and redesign the program as indicated in the evaluation

Cassee Olin 9.16.14
 Cassee Olin Date
 Sitka Schools Financial Manager
 Sitka School District

Jeff Johnston 9-18-14
 Jeff Johnston Date
 Campus Director

Emily Bortrager Aug 29, 2014
 AmeriCorps Name Start Date

Provost 10/19/14
 Provost

Margaret Rea 10/9/14
 Margaret Rea
 Chief Budget Officer