**MEMORANDUM OF UNDERSTANDING (MOU)**

between

**Lanark County Community Justice**

**VIVA Lanark County Project**

and

**(AGENCY)**

1. **Parties**

This Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into by and between **VIVA Lanark County Project**, **(AGENCY)** and **Lanark County Community Justice**

1. **Purpose**

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the VIVA Lanark County project. The project will increase organizational capacity by effectively engaging youth volunteers through specialized training and on-going one-on-one support. The project is intended to strengthen organization’s capacity to create appropriate meaningful youth volunteer opportunities including skills related to youth recruitment, screening utilizing the Appreciative Inquiry model, training, engagement, evaluation, supervision and recognition

1. **Background**

Lanark County is a rural region with organizations that have strong collaborations to maximize our limited resources. As a collective of youth serving organizations, we recognize that we can be engaging youth volunteers more effectively, frequently, and creatively. There are 10 local organizations (hosts) participating in VIVA Lanark County. They will be trained and supported to further grow youth volunteering initiatives. The intake process will allow for a readiness assessment for accommodating youth volunteers and secure a commitment from the agencies to adjust agency policies and practices towards youth volunteers. Participation in our program will empower youth to become life-long volunteers, feel more connected to their community and experience the many benefits associated with volunteerism.

**4. Definitions**

*-Meaningful Youth Engagement-*

The involvement of young people in all stages of developing, implementing, monitoring and evaluating programs and policies which directly or indirectly affect them, providing access to accurate information and training in order to effectively understand and perform their role, and providing safe space for youth to advocate for themselves.

*-Appreciative Inquiry-*

Appreciative Inquiry (also referred to as ‘AI’) is the study and exploration of what gives life to human systems when they function at their best. AI focuses on how the future can be built on the best parts of the past, believing that we all have experienced what success looks like and we have the capacity to create the world we want.

*-Mentorship/Supervision-*

A mentor is an individual who effectively guides an individual by building trust and modeling positive behaviours. An effective mentor understands that their role is to be dependable, engaged, authentic, and tuned in to the needs of the mentee.

**5. Responsibilities and Expectations of Lanark County Community Justice**

*Lanark County Community Justice and VIVA Lanark County shall undertake the following activities:*

* Support organizations to incorporate volunteer mentoring into their policies, procedures and practices
* Develop partnerships with established community programs/services/organizations by conducting surveys to address the barriers preventing youth from accessing volunteer opportunities
* Provide youth participants with information regarding the impact and job specific skills acquired through each volunteer experience
* Develop specific trainings for youth that may include, but not limited to: Mental Health First Aid, WHMIS, AODA; Accessibility Training, Smart Serve, Food Handling Safety, Babysitters course, Privacy and Confidentiality, Effective Communication, Restorative Practices for the Workplace and Customer Service Training
* Create an on-boarding process for youth through host organization in partnership with Lanark County, to assure the experience is meaningful for everyone involved
* Responsible for having host organizations trained to shape volunteer experiences for youth including how to recruit, market and screen utilizing Appreciative Inquiry interviewing, engage, retain and evaluate youth volunteers
* Create a main web portal for volunteers to access potential opportunities and post their profiles
* Verify the insurance coverage of the host organization
* Verify that all of the host organization staff and volunteers working with youth in our program have up to date criminal record checks
* Work closely with youth to identify specific measures on the impact and/or meaning of their volunteer experiences and share results with hosts

**6. Responsibilities and Expectations of (AGENCY)**

*The Table Community Food Centre shall undertake the following activities:*

Screening processes for volunteers, volunteer mentors, and anyone who will be working in close proximity to our youth volunteers will include:

* 1. A Vulnerable Sector Check conducted by local Police Services for host organizations staff and/or mentors working directly with youth in our program;
  2. Written application form completed;
  3. In-person interviews, if deemed necessary
  4. Completed verification of youth’s references, if necessary
  5. Certifications and trainings verified;
  6. Anyone driving youth volunteers will need to provide proof of insurance up to $2 million and a current Vulnerable Sector Check on file.
* Create a minimum of 25 meaningful youth volunteer experiences by March 31, 2019
* Understand that youth volunteers will not be alone with vulnerable clients/service users of the host organizations until such time as Volunteer Mentor and the VIVA Lanark County Project Coordinator deem it appropriate
* Responsible for providing feedback and documentation of the volunteers

**7. Confidentiality**

For the purpose of this agreement ‘Confidential Information’ shall mean any and all information, which is supplied or disclosed, directly or indirectly, in writing or in any other means, by each Party to the other including, but not limited to any documents, drawings, sketches, designs, materials, samples, prototypes, data, know-how, and which at the time of its disclosure or supply is identified as confidential. All youth trained by the VIVA Project will have Confidentiality and Privacy training provided by Lanark County Community Justice.

**8. Funding**

This program is funded by the Ministry of Citizenship and Immigration with no cost to the host organizations and volunteer participants.

**9. Termination**

This Agreement may be terminated in whole or in part by either party without cause. Written notice of termination shall be given in writing to Lanark County Community Justice shall be sent via email. Failure to honor any of the obligations stated above may also result in the termination of this Agreement.

**10. Effective Date and Signatures**

In witness whereof, the parties to this MOU through authorized representatives, designated volunteer mentors/supervisors and the project coordinator have executed this MOU by certifying that each party has read, understood, and agreed to the terms and conditions of this MOU as set forth herein. It shall be in force until to March 31, 2019. Lanark County Community Justice and **(AGENCY)** indicate agreement with this MOU by their signatures.

**11. Signatures and Dates**

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**Project Coordinator Designated Volunteer Mentor/Supervisor**

Tracy Kwissa

VIVA Lanark County Project Coordinator

Lanark County Community Justice

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Date Date

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**Authorized Representative Authorized Representative**

Sarah Bingham

Executive Director Executive Director

Lanark County Community Justice

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Date Date