



**Big Brothers Big Sisters**  
*of Southwestern New Mexico*

**MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement (MOA) is entered into between the non-profit mentoring agency Big Brothers Big Sisters of Southwestern New Mexico, Inc. herein known as "BBBS" and **Gadsden High School** MOA exists for the purpose of providing a successful mentoring program at **Gadsden High School**.

**GOAL:** Both parties agree that the goal of this partnership is to improve academic performance and reduce the dropout rate of at-risk students by providing students in need with a caring mentor.

**CLIENT REFERRALS:** **Gadsden High School** will provide student referrals (potential "Littles") to BBBS using BBBS forms, and will coordinate the signing of parent permission forms provided by BBBS. BBBS will conduct intake interviews and personal safety orientations, known as Empower Training, with all potential Littles. Those students not interested in having a mentor will not be matched. Littles who have been matched in previous years are not required to turn in new permission forms unless there has been a change of custodial parent/guardian, and are not required to undergo a new interview or Empower session. Returning Littles should have a new referral reflecting current needs and strengths. This may be accomplished formally or through a discussion between the teacher (and or other school staff) and the BBBS case manager.

**SIGN-IN SHEETS AND OTHER BBBS MATERIALS:** **Gadsden High School** agrees to provide space for BBBS mentor sign-in sheets, identification badges, suggestion box, and games/match activity materials.

**SCHOOL CONTACT:** **Gadsden High School** agrees to designate a school contact who will maintain a supply of BBBS forms (referral and permission form), promote the program among school faculty, and act as an on-site point of contact should mentors ("Bigs") need assistance while at the school. BBBS staff will provide school contact with regular updates on program status and match meeting times.

**SPACE AND TIME FOR MATCH MEETINGS:** **Gadsden High School** agrees to provide a designated meeting place/places for BBBS matches. This space should provide relative quiet, but should not be unsupervised. **Gadsden High School** further agrees to allow BBBS matches to meet during the school day, at the discretion of the Little's teacher.

**TRAINING:** BBBS will provide a training session for all Bigs placed at **Gadsden High School**, orienting them to their goals and responsibilities, and to the rules of the BBBS school-based program and the schools in which we operate.

**SCREENING:** BBBS agrees to provide screening of all Bigs placed at **Gadsden High School** and to coordinate matching of all Bigs and their Littles. As part of the screening process BBBS conducts a personal interview, a criminal background check, checks mentor references, Dept. of Motor Vehicle check, and FBI Fingerprinting.

**CONSULTING/SUPERVISION:** BBBS agrees to provide all mentors placed at **Gadsden High School** with activity suggestions and ongoing support. BBBS staff will conduct supervisions, which include safety checks, with all match parties (Bigs, Littles, and parents) on a regular basis.

**Either party may terminate this MOA by written notification.**

We, the undersigned, have read and fully understand the terms of this MOA, and agree to the terms listed here.

\_\_\_\_\_  
Principal, Gadsden High School

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Contact, Gadsden High School  
*[Signature]*  
\_\_\_\_\_  
BBBS School-Based Program Coordinator

\_\_\_\_\_  
Date  
*7/27/11*  
\_\_\_\_\_  
Date