



Engagement. Voice. Success.



## Host Site Agreement 2010-2011 AmeriCorps Promise Fellows

The purpose of this agreement is to establish the basic parameters of relationship between Promise Fellow Host Site and the Minnesota Alliance With Youth for the 2010-2011 program year. **Please complete this agreement and SIGN the last page & fax/mail to the Alliance Offices (651-528-8588). Must be completed before the Host Site can begin recruiting their Fellow(s).**

\_\_\_\_\_ Total # of Fellows                      Number of Years Hosted a Fellow: \_\_\_\_\_

Host Site Name: \_\_\_\_\_

Key Players .....	1
Host Site Expectations .....	2
Site Supervisor Responsibilities .....	6
Minnesota Alliance With Youth Responsibilities .....	8
Prohibited Activities for AmeriCorps members .....	10
Non-displacement policy .....	11
Non-discrimination policy .....	12
Certification (please sign & submit to the Alliance) .....	13

### General Information

The **Minnesota Alliance With Youth** is a collaborative network of schools, organizations, and communities working to ensure all young people have the resources they need to be successful: caring adults, safe places, a healthy start, effective education, and opportunities to serve. Our goal is: *Engagement. Voice. Success.*

Our statewide **AmeriCorps Promise Fellows** support schools, organizations, and communities in their efforts to connect & engage young people in school and in the community. We are working to empower Minnesota—one youth at a time.

### Key Players

- Minnesota Alliance With Youth is responsible for statewide program management.
- Duluth Public Schools (DPS) is the fiscal host for the Alliance.
- ServeMinnesota is the funder for the Promise Fellows, providing federal and state AmeriCorps funding to the Alliance to operate the program.

## Host Site Expectations

---

### I. ROLE

The Host Site provides both the location and support for AmeriCorps members (also known as AmeriCorps *Promise Fellows* or simply, members). Host sites provide space for members to perform their service as well as provide direct supervision and coaching for the members.

### II. WHO PLAYS THE PART

Administration and staff of the Host Site.

### III. RESPONSIBILITIES

The Host Site will be responsible for the following:

#### A. Commitment to Bridging the Civic Engagement and Academic Achievement Gaps

The Host Site agrees to make a commitment to build partnerships with the community, provide programs to bridge the academic achievement and civic engagement gaps, and encourage youth-adult partnerships. The Minnesota Alliance With Youth (*the Alliance*) joins with public and private non-profit community organizations across Minnesota to strengthen the community's ability to address critical but unmet social needs through service; to develop leaders with a lifelong commitment to an ethic of service; and to build a system of community service that involves community-wide collaboration with and for youth. In particular, the Alliance Promise Fellows work to bridge civic engagement and academic achievement gaps experienced by Minnesota's youth.

The Alliance AmeriCorps Promise Fellows are currently funded by Federal AmeriCorps and ServeMinnesota (including State funding through the National Service Trust Act and Minnesota State Youth Works legislation). Host Sites must be recognized as a public or private non-profit organization or institution, having been in official existence for at least one year. Host Sites must clearly identify how a member will address unmet needs through capacity building activities in the priority areas identified and have a strong commitment to the framework of the Five Promises and the Promise Movement in Minnesota.

#### B. Overview of AmeriCorps Promise Fellow Service

For Fellows serving at School-Community Partnership Sites, they work towards the following goals:

- Coordinate programs and volunteers so that at least 25 youth (approx. 5<sup>th</sup> – 9<sup>th</sup> graders) will experience academic gains, demonstrated by a .5 increase in their GPA over one year and attendance records.
- Engage the cohort of youth in at least 20 hours of civic engagement activities during the year.
- Recruit and/or support community volunteers (approx. 30), including family members, to work with youth participants in areas such as mentoring, tutoring, civic engagement, and college/career exploration.

For Fellows serving at Statewide Partner Sites, they work towards the following goals:

- Build the capacity of their host organization to address Minnesota's civic engagement and academic achievement gaps (for example, by researching best practices, developing programs, building relationships, etc.)

- Develop a plan with their supervisor to share organizational resources with local communities. Examples include training/expertise/written resources on youth development, civic engagement, and volunteer retention.

**C. Provide Host Site Cash Match**

1. A Change In The Cash Match For 2010-2011

○ **Policy for First through Fourth Year Sites**

Due to funding changes at the state and national level since the Request for Proposals was made available, the Alliance will be increasing the host site cash match by \$200 for the 2010-2011 service year. All sites in their first through fourth year of hosting a Fellow will have a cash match of \$6,200 per member. For sites hosting more than one member, their cash match will be adjusted accordingly. Please note the Alliance will work with sites to make these adjustments as necessary.

○ **Policy for Fifth and Sixth Year Sites**

For those Sites entering their Fifth or Sixth year of hosting a Fellow, this year, we will be instituting our veteran site policy. This policy asks host sites to increase their cash match as a way to help with planning for sustainability of programming. This policy was developed based on feedback from host sites and asks that the cash match increase by the following increments in 2010-2011:

- Fifth year – Cash match \$7,500
- Sixth year – Cash match \$9,000

AmeriCorps Promise Fellows are meant to build the capacity of organizations. As such, hosting a Fellow is not meant to go on indefinitely or be a permanent solution for sites in terms of staff. It is hoped that by hosting Fellows for up to six years, host sites can build the political capital, develop adequate financial resources, and show the need for permanent employees to support the continued work of the Fellow at a host site.

**Please sign and initial the following statement:**

\_\_\_\_\_ I have read and understand the changes in the host site cash match.

**Signed by Organizational Representative:** \_\_\_\_\_

2. Host Sites will be required to provide **Duluth Public Schools/Minnesota Alliance With Youth** with the appropriate cash match (see above). The Cash Match is determined by the number of Fellows hosted and the number of years an organization has been designated as a host site.
3. The cash match is due within thirty days of the beginning of the program year (*due date: September 15<sup>th</sup>*). However, sites may choose to pay half of the cash match by September 15<sup>th</sup> and the other half of the cash match by March 15<sup>th</sup> of the program year, if arrangements are made in writing to the Alliance staff prior to September 15<sup>th</sup>.
4. ***There will be no refunds if a member decides to end his/her term of service after 2 months. Before that time, arrangements will be reviewed on a case-by-case basis.***

**D. AmeriCorps service environment**

The Host Site agrees to provide the member with a suitable service environment:

- **Non-displacement:** At no time should an AmeriCorps Promise Fellow (also known as a member) be used to displace an employee or paid position.
- **Meaningful Service:** Members service should focus on capacity building and other meaningful service activities. Appropriate activities for members are outlined in each

member's position description. In addition, the Host Site agrees to monitor the Fellow's service so that members do not engage in prohibited or inappropriate service activities (see list of prohibited activities for details). Examples of inappropriate direct service may include food preparation, classroom substitutes, office photocopying, answering phones, running errands, etc.

- ❑ **Safe environment:** Provide the member with a safe service environment.
- ❑ **Computer access:** Provide the Fellow access to a computer with Internet for Alliance related purposes (i.e. checking e-mail, using Alliance online reporting systems, using the Alliance website, etc.) Provide a school/organization email address to ensure prompt communication with school and Alliance staff, if possible.
- ❑ **Work space:** Provide reasonable space, technology and materials for the member to fulfill his or her responsibilities. This includes a desk, phone, computer, access to office supplies, access to a copy machine, etc.
- ❑ **Provide mileage reimbursement:** To provide member appropriate mileage reimbursement for required Alliance/AmeriCorps meetings as well as reimbursement for other required expenses incurred by member while conducting Host Site related work (ex. bus/parking pass reimbursement, reimbursement for supplies, etc). The rate and process for member's receiving reimbursement is determined by the site.

#### **E. Staff support**

The Host Site agrees to fill the following roles to support the member:

- ❑ **Site supervisors:** Assign a staff person(s) who provides daily, regular, ongoing supervision to the member(s); may approve timesheets.
- ❑ **Lead Contact:** A staff person who serves as the main contact for the Alliance program staff. This person will be the link between Alliance program staff and the Host Site and be charged with completing all required paperwork (including progress reports, timesheets, fulfilling host site cash match requirements, etc).

Please note: The site supervisor and the lead contact do not necessarily need to be two different people. Some sites have found it helpful to separate out who provides direct, daily support to the member from who is in charge of the reporting functions.

#### **F. Member Recruitment**

The Host Site agrees to take the lead in member recruitment in its local community. It is the responsibility of the Host Site to ensure its complete MSY (member service year) award is filled – reaching a 100% enrollment rate.

There exists no guarantee of successful placement of a member at a Host Site. If the agency does not fulfill a 100% enrollment rate, this will be taken into consideration if the agency re-applies for the program the following year. The goal is to have each Promise Fellow slot filled by August 15<sup>th</sup>. Members may begin accruing hours once they have successfully completed the enrollment process (including submitting eligibility documents and completing a member agreement).

#### **G. Member Selection Process**

The Host Site agrees to work jointly with Alliance staff in interviewing, selecting, and placing AmeriCorps members with host sites. The Minnesota Alliance With Youth is an equal opportunity employer and is committed to recruiting and engaging individuals without regard to disability, gender, race, religion or sexual orientation.

The Host Site will not have the option to refill its slot(s) if its member(s) leaves midway through the year.

***Please Note:*** *The Host Site may not hire an AmeriCorps member as a staff person during his or her term of service, if it would not allow the member to fulfill his or her responsibilities as and AmeriCorps member.*

#### **H. On-Site Member Training and Support**

The Host Site agrees to provide training for its Promise Fellow:

- ❑ **Staff Training:** The Host Site agency will invite all AmeriCorps members to participate in any relevant on-site training and/or staff meetings. Promise Fellows may record this time towards their service hours.
- ❑ **Coordinating Member Hours:** The Host Site will be responsible for coordinating the service component and service-readiness training of member service which will be no less than 1700 hours, served Monday – Friday and optional weekends and evenings.
- ❑ **Member's Term of Service:** The member's term of service with the Program begins on August 15, 2010. The member will begin service at their placement site on or before that date (Approximately). The planned last date for service is August 14, 2011. These dates can only be altered under extreme circumstances and only once arrangements are agreed upon, in writing, by the program, site, and member. The Host Site is responsible for providing orientation, service specific training, supervision, direction, evaluation and organization of the site service activities performed by the member during this time.

#### **I. Evaluation**

- The host site agrees to complete all program evaluation requirements including three progress reports, (which includes: a School Records Report, Youth Civic Engagement survey where appropriate), member performance evaluation and other evaluation requirements that may be requested by the Alliance throughout the year.

#### **J. Member Unemployment Insurance and Support – *Please note that AmeriCorps members are not eligible for Unemployment insurance or cannot make claims for support.*** Pursuant to the AmeriCorps Provisions, Section B.11.div. (page 25) "The U.S. Department of Labor ruled on April 20, 1995 that federal unemployment compensation law does not require coverage for members because no employer-employee relationship exists." In the National and Community Service Trust Act of 1993, Congress included the following provision: "(B) RULE. A participant shall not be considered to be an employee of the program in which the participant is enrolled." 42 U.S.C. 12511(17)(B). *Therefore, an AmeriCorps participant is not an employee of the program for purposes of the Fair Labor Standards Act.*

Further, Minnesota Economic Security law, Section 268.04 Subd. 12 (10)(d). provides that the term "employment" does not apply to service performed (d)"as part of an unemployment work relief or work training program assisted or financed in whole or in part by any federal agency or an agency of a state of political subdivision thereof, by an individual receiving such work relief or work training." The provision applies to participants who perform the services for the state of Minnesota or an instrumentality of the state, including a charitable or educational organization.

*Therefore, according to the provisions and laws stated above, the member and host site understands that they are not eligible to receive unemployment compensation benefits from their AmeriCorps term of service, regardless of exit status.*

## Site Supervisor Responsibilities

---

### I. ROLE

The site supervisor will provide direct supervision to the AmeriCorps Promise Fellow.

### II. WHO PLAYS THE PART

The site supervisor is a staff person who will be able to provide the most direct supervision to the member. Principals are strongly encouraged to assign another staff member (ex. School social worker, counselor, dean of students) to fulfill this responsibility.

*Note: An AmeriCorps member cannot serve as a site supervisor to another member.*

### III. RESPONSIBILITIES

Site supervisors are responsible for the following Alliance functions:

#### A. Support the Alliance

- To participate fully as a partner of Minnesota Alliance With Youth by attending planning meetings, trainings, special events, displaying Alliance Promise Fellows/AmeriCorps signage, and other activities as appropriate;
- To attend regularly scheduled host site supervisor meetings.
- To participate in regularly scheduled site visits.
- To encourage and support member efforts to develop and implement collaborative programs involving other member(s) and Host Site(s) to address community needs;
- To support the Alliance, Promise Fellows, and the site agreement and notify the Alliance staff immediately if a member is in violation of their member agreement.

#### B. Initial Duties

The site supervisor is responsible for the following at the onset of the year:

- ❑ **Site Supervisor Orientation:** The site supervisor will attend the Site Supervisor Orientation facilitated by Alliance staff to understand the supervisor role and the member's role in the program. This will be held regionally during the spring/summer.
- ❑ **Member orientation:** The site supervisor will orient the member to the Host Site organization. Topics should include but not be limited to mission, structure, expectations, space, staff, resources for support, personnel policies, and procedures, etc. Supervisors are expected to attend one day of the member orientation which is typically within the first month of service.

#### C. Ongoing Duties

The site supervisor will perform the following duties on an ongoing basis:

- ❑ **Supervision and support:** Provide daily supervision and support to the member. Maintain an environment that will allow the member to feel valued and part of the team. Maintain open lines of communication with the Promise Fellow, Alliance staff, and organization staff in relation to the member's role and performance. The site supervisor will work closely with the Alliance if disciplinary action is needed. AmeriCorps members are expected to adhere to Host Site policies regarding such issues as confidentiality, safety, classroom participation, discipline, etc.

- ❑ To provide member on-the-job training and involve the member in appropriate staff meetings, retreats, and training events;
- ❑ To allow and positively support member time during the week for on-site AmeriCorps related research, reporting and evaluative activities, off-site training, education, development meetings as scheduled by the Alliance, and other relevant meetings or activities;
- ❑ To develop service activities with member throughout the service year allowing for leadership development opportunities;
- ❑ To provide and maintain supervision and open communications with member and Alliance staff;
- ❑ To notify Alliance immediately of any problems or concerns with the member or their service (Staff and other resources are available to assist in resolving such challenges)
- ❑ To include the Alliance in the development of any action plan designed to improve and/or correct the performance of the member;
- ❑ To understand if for any reason the member withdraws or is released from the Host Site or the MN Alliance With Youth there exists no guarantee of the assignment of another member;
- ❑ To report any injuries that a member obtained while providing AmeriCorps service hours at the partner site. Contact Alliance staff for information on how to report an injury within 24 hours of the incident.

**D. Time sheet verification:** The site supervisor will be responsible for working with the member to coordinate and verify the member's service hours once every two weeks using the AmeriCorps and Alliance online system. This includes approving all timesheets on a regular and timely basis. *Failure to do so could result in the member's living allowance being held until all paperwork is completed.*

**E. Evaluation**

- ❑ **Three Progress Reports:** Supervisors will assist the member in completing three progress reports during the course of the year (due October, March and July). These reports help establish measures for evaluation of member service impact and communicate with the Alliance concerning development and attainment of those measures and impact. Supervisors work **with** the member to complete the required Alliance progress reports.
- ❑ **Member performance evaluations:** This tool provides an opportunity for site supervisors to evaluate the member's strengths and areas for growth. This evaluation is due with each progress report. It is an AmeriCorps requirement that the host site completes an evaluation for each member. *Failure to complete the documents could lead to the Fellow not receiving their Education Award. A copy of the most current evaluation form is included on the Alliance's website, in the supervisor manual, and can be forwarded to supervisors electronically by Alliance staff.*

## Minnesota Alliance With Youth Responsibilities

---

### I. ROLE

The Minnesota Alliance With Youth (the Alliance) serves as the host for the AmeriCorps Promise Fellows with Duluth Public Schools serving as the fiscal host. The Alliance is also responsible for the supervision of the program statewide. This includes member management, site management, fiscal and programmatic reporting, and compliance with all AmeriCorps provisions and regulations.

### II. WHO PLAYS THE PART

All Alliance staff work with Promise Fellows and host sites. For contact information, visit our website at [www.mnyouth.net](http://www.mnyouth.net).

### III. RESPONSIBILITIES

Alliance staff are responsible for the following:

#### A. Member Recruitment

Alliance staff will conduct broad-based, statewide recruitment. The Alliance will develop recruitment materials to distribute to Host Sites for their local recruitment efforts. The Alliance will accept applications and forward applicants to the Host Sites during the interview process. Once a final candidate is selected, the Alliance will interview the applicant and also will need to have on file a copy of his/her AmeriCorps application, including references.

#### B. Member Selection Process

Alliance program staff will work in conjunction with the partnering the Host Site in interviewing, selecting and placing AmeriCorps members.

*The Minnesota Alliance With Youth staff reserves the right to make the final decision regarding the selection of AmeriCorps members.*

As part of the screening process of applicants, the Alliance staff will conduct state and county criminal background checks on applicants prior to their official acceptance into the program. The Alliance reserves the right to disqualify a member for not disclosing past criminal history on the application or for not clearing the background check. At the request of the Host Site (in writing) and with permission from the member in writing, the Alliance will share the results of an applicant's criminal background check.

*The Alliance is an equal opportunity employer and is committed to recruiting and engaging individuals without regard to disability, gender, race, religion or sexual orientation.*

#### C. Member Training and Events

The Alliance staff will be responsible for coordinating and sponsoring Promise Fellow trainings and events. Alliance trainings are required for all members. Training occurs monthly. A calendar of training and events is made available at the beginning of the year and is updated as needs arise. In addition, Fellows may be asked to attend in special events which may include evening or weekend attendance. Adequate notice will be given electronically so arrangements can be made.

#### D. Member Support

Alliance program staff will be responsible for providing support to members:

- ❑ **Site visits:** Alliance staff will conduct a minimum of two site visits during the year to check-in with the member in relation to their AmeriCorps service. Site visits will be scheduled by Alliance staff, site supervisor, and the member.
- ❑ **Monitoring program requirements:** the Alliance program staff will monitor and track program requirements, as well as provide support for members as they work to complete these requirements, which include community service, civic engagement, service hours, reporting, etc.

Promise Fellows and site supervisors (and lead contacts as needed) will be given access to an online database to monitor the member's progress in completing his or her service hours.

- ❑ **Regular Communication:** Staff will communicate with members and host sites through phone calls, email updates, newsletters, etc to inform partners of upcoming events, training, and other program requirements. Alliance staff also mentor and meet with member, host site and staff to provide additional, informal support, coaching, and problem-solving as needed.

#### **E. Program Management**

Alliance staff will be responsible for managing the program:

- ❑ **Member personnel file:** Alliance staff maintain a personnel file for each member, which includes pre-service paperwork and eligibility documents required by CNCS and the Duluth Public Schools.
- ❑ **Time sheets:** Alliance staff will record and track members' service hours as reported on their time sheets using an online system.
- ❑ **Data collection:** Alliance staff will collect and report program data, including in-kind reports, member performance evaluations, and quarterly progress monitoring reports as outlined by AmeriCorps provisions and agreed upon by ServeMinnesota and the Alliance.
- ❑ **Conflict resolution:** The Alliance staff will work in conjunction with the site supervisor in resolving any Promise Fellow-related issues that may occur during the program year.

## Prohibited Activities for AmeriCorps Members

---

- Attempting to influence legislation
- Organizing or engaging in protests, petitions, boycotts, or strikes.
- Assisting, promoting or deterring union organizing.
- Impairing existing contracts for services or collective bargaining agreements.
- Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- Engaging in religious instruction; conducting worship services; providing instruction as part of a Program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- Providing a direct benefit to:
  - A for-profit entity;
  - A labor union;
  - A partisan political organization;
  - An organization engaged in the religious activities described in the preceding subclause, unless Grant funds are not used to support the religious activities; or
  - A nonprofit entity that fails to comply with the restrictions contained in section 501(c) (3) of U.S. Code Title 26.
- Fund-raising in the following ways:
  - Raising funds for his or her living allowance.
  - Raising funds for an organization's operating expenses or endowment.
  - Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service.
  - Writing grant applications for funding provided by any other federal agencies.
- Voter registration drives by AmeriCorps members is an unacceptable service activity. In addition, Corporation funds may not be used to conduct a voter registration drive.
- Other activities as the Corporation determines will be prohibited, upon notice to the Grantee.

Note: Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative, on non-AmeriCorps time, and using non-Corporation funds. The AmeriCorps logo should not be worn while doing so.

## **Non-Displacement Policy**

---

**Prohibition on Displacing an Employee or a Position.** The Grantee (the Alliance) may not displace an employee or position, including partial displacement such as reduction in hours, wages or employment benefits, as a result of the use by such employer (Host Site) of an AmeriCorps Promise Fellow.

**Prohibition on Displacing a Volunteer.** The Grantee (the Alliance) may not displace a volunteer, including partial displacement such as reducing a volunteer's hours, by using an AmeriCorps member.

**Prohibition on Promotional Infringement.** The Grantee (the Alliance) may not create a community service opportunity that will infringe in any manner on the promotional opportunity of an employed individual.

**Prohibition on Displacing Employee Services, Duties or Activities.** An AmeriCorps Promise Fellow may not perform any services or duties, or engage in activities that would otherwise be performed by an employee, as part of the assigned duties of such employee.

**Prohibition on Supplanting, Hiring or Infringing on Recall Rights.** A Promise Fellow may not perform any services or duties, or engage in activities, that:

- a) will supplant the hiring of employed workers; or
- b) are services, duties or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

**Other Prohibitions.** An AmeriCorps member may not perform services or duties that have been performed by or were assigned to any:

- a. Currently employed worker;
- b. Employee who recently resigned or was discharged;
- c. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
- d. Employee who is on leave (terminal, temporary, vacation, emergency or sick); or
- e. Employee who is on strike or is being locked out.

## **Non-Discrimination Policy**

---

The Minnesota Alliance With Youth does not discriminate in program admission based on race, color, sexual orientation, military discharge, sex, national origin, age, disability, or any other characteristic unrelated to the ability to perform the essential functions or basic tenets of the Alliance, or any bona fide occupational qualifications.

It is unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service. If you believe that you or others have been discriminated against, or if you want more information, contact:

Minnesota Alliance With Youth  
2233 University Ave W  
Suite 235  
St. Paul, MN 55114

or

Office of Civil Right and Inclusiveness, Corporation for National and Community Service  
1201 New York Avenue, NW  
Washington, D.C. 20525  
(202) 606-7503 (voice); (202) 565-2799 (TTY); eo@cns.gov (e-mail)

The Alliance makes every effort to ensure that its host sites have similar non-discrimination policies. Members with questions or concerns about any type of discrimination in their service host site are encouraged to bring these issues to the attention of their immediate supervisor, superior, and/or Alliance staff. If the host site is found to be engaging in such activities, removal of current member(s) and denial of future members at that agency may result.

Discrimination on the part of fellow Alliance staff, members and host sites will also not be tolerated. Anyone found to be engaging in any type of unlawful or harassing discrimination will be subject to disciplinary action, up to and including dismissal from the program. The Alliance will not tolerate harassment of any kind. Harassment includes threatening or insinuating that the refusal to submit to sexual advances will adversely affect admission or program benefits. Harassment may also include conduct such as unwanted sexual flirtation or touches; abusive or degrading language; graphic or suggestive comments; or displaying inappropriate objects or pictures. Any member who believes that he or she has been subject to harassment of any kind, or who has knowledge about harassment of others, should report the harassment to an immediate supervisor, superior, and/or Alliance program staff. Any member who is found to have engaged in harassment will be subject to appropriate discipline, up to and including expulsion from the Minnesota Alliance With Youth Promise Fellows.

## **CERTIFICATION**

---

This site agreement serves as a binding contract between the Host Site and the Minnesota Alliance With Youth for the 2010-2011 program year. The terms of this agreement will end on August 14, 2011.

Amendments to this agreement can be made only with the consent of both parties and shall be done in writing.

I understand that failure to fulfill the responsibilities outlined in this agreement will be noted during the year. Failure to fulfill responsibilities outlined in this agreement will become part of the selection criteria in the re-application process for selecting sites and awarding members for the following program year.

By signing this agreement, I acknowledge that I have read, understand and agree to all terms and conditions of this agreement.

### **A. Name of Host Site**

---

Host Site Representative name

---

Host Site Representative signature

Date

---

### **B. Minnesota Alliance With Youth**

---

Chief Executive Officer

---

Chief Executive Officer signature

Date

---

***Please complete this agreement and SIGN the last page & fax/mail to the Alliance  
Offices (651-528-8588) or  
2233 University Ave W  
Suite 235  
St. Paul, MN 55114***