

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Boys & Girls Clubs of San Francisco – Treasure Island Clubhouse**  
**and**  
**Catholic Charities CYO Treasure Island Supportive Housing**  
**May, 2007 to August, 2007**

This Memorandum of Understanding (MOU) describes and confirms an agreement between the **Boys & Girls Clubs of San Francisco, Treasure Island Clubhouse** and **Catholic Charities CYO Treasure Island Supportive Housing (TISH)**. The purpose of this agreement is to formalize and clarify expectations between all parties and to establish collaboration to serve the families subscribed to **Catholic Charities CYO TISH** and **Boys & Girls Clubs of San Francisco, Treasure Island Clubhouse**. This MOU shall be in effect from May 2007 to August 2007. Any party may modify or terminate this agreement with a (30), thirty day written notice to all parties involved.

**Catholic Charities CYO - TISH:**

- Refer eligible children to services at BGCSF- Treasure Island Clubhouse.
- Consistent communication to support transition of families to BGCSF services when needed with management.
- Financially support BGCSF to cover administrative, staffing and programmatic needs for a 9-week summer program in the amount of \$8,000 (\$3,000 to cover the cost of two teen staff for 16 weeks/10 hours per week each; \$2,000 for staff coverage to support an Early Bird Program (Clubhouse will open at 8am during 9-week summer session) and custodial support. Invoices will be submitted on a monthly basis.
- Coordination with Case Managers to address psycho-social issues that may arise with children.

**Boys & Girls Clubs of San Francisco – Treasure Island Clubhouse will:**

- Provide youth opportunities to participate in all BGCSF core program areas: Health & Fitness/Athletics, Education, & Art. Youth will participate in 9-week summer session that has an Environmental Education theme.
- Provide a schedule of summer activities at the Club by 5/16/07
- Provide youth off-island field trips that are educational and fun. (including a Marine World field trip this summer)
- Provide any information needed from Catholic Charities CYO - TISH for their quarterly reports.
- Provide access to a 10-day residential summer camp experience in Mendocino (i.e. Camp Mendocino) for youth ages 8-14.
- Coordinate with CCCYO - TISH staff on activities for 5 year olds.
- Provide communication with management when needed.
- Provide admin support for lunch & snack program.
- Debrief with CCCYO - TISH staff at the end of the 9-week summer program.

**TERMS**

This Memorandum of Understanding will be effective May 11-August 31. A new MOU will be renewable thereafter on a yearly basis, unless either party has terminated the agreement. Terminating participation may be done with 30 days notice to all parties involved.

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Tere Brown  
Catholic Charities CYO

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Jennifer Berger/Rob Connolly  
Boys & Girls Clubs of San Francisco

## MEMORANDUM OF UNDERSTANDING BY AND BETWEEN COMMUNITY HOUSING PARTNERSHIP, CATHOLIC CHARITIES AND RUBICON PROGRAMS

This Memorandum of Understanding (MOU) defines the roles, responsibilities and relationship between Community Housing Partnership (CHP) and Catholic Charities (CCCYO involving the Children's Activities Program (CAP) and the planning and coordination of weekly, monthly and special event activities of a social, recreational or educational nature.

### Background and Intent

This agreement was entered into on \_\_\_\_\_, between CHP and CCCYO, two family service providers who have signed a MOU to collaborate with each other regarding specifically the CAP program and the social, recreational and educational activities offered to our respective tenant populations.

Whereas, the purpose of this MOU is to acknowledge the commitment to collaboration between CHP and CCCYO and to further detail the distinct roles and responsibilities of each agency as related to CAP and the planning and implementation of collaborative activities.

Whereas, while each agency differs in size, budget, number of units and number of families it is understood that each agency has a commitment to providing quality programming and services to the families that reside in our respective supportive housing programs.

Whereas, it is understood that it is the responsibility of each agency to supervise and support its own staff.

Whereas, each agency's staff will be primarily responsible for providing support services to its own tenants but as the need arises or in the case of an emergency will assist tenants/children from the other agency.

Whereas, each agency is responsible to jointly plan and implement collaborative activities.

Therefore, CHP, CCCYO agree that it is in the best interest to enter into this MOU.

### The CAP Program

CHP and CCCYO will enter into a collaboration regarding the Children's Activities Program (CAP). CAP is drop-in children's activities program designed to provide social, recreational and educational programming and activities to the children residing in our respective housing units. CAP is not a childcare program in design or intent and should

never be construed as such as it doesn't meet licensing requirements. It is solely meant to be a place where the children who live in our housing can engage in their own activities.

The Agencies under this MOU jointly recognize

- I. CCCYO has a contract with the city to run the CAP program as part of the services it provides to the families residing in its supportive housing program. As such, CCCYO has primary responsibility for funding, staffing, design, and implementing the CAP program as part of the collaboration
- II. CCCYO is responsible to provide funding for their tenant portion of expenses to participate in CAP programming and activities
- III. CCCYO will offer to CHP use of CAP materials, programming, services, staff and access to CAP related activities.
- IV. CHP will offer to CCCYO for CAP programming, materials, services and access to CAP related activities, a staff person who will staff CAP approximately 16 hours per week.
- V. The CHP youth specialist will assist the CAP coordinator in program design, development, staffing field trips and CAP events.
- VI. CHP will provide funding for our tenant portion of expenses to participate in CAP programming and activities.

#### Roles and Responsibilities

The CHP and CCCYO will work together to offer quality activities, services and programming to the tenant families that reside in the units where we provide optional supportive services as a way of maximizing resources and building community amongst the residents in our permanent supportive housing programs. All organizations realize that this means that timely communication and coordination of activities and events is key to the success of the collaboration. The signing agencies agree that regular communication regarding all aspects of coordination of planned activities should happen regularly and immediately in the case of emergencies. Each agency is also committed to reevaluating and improving its coordination and planning on an ongoing basis and understands that more meetings may be necessary especially when events or activities are close to the appointed date. It shall be the responsibility of the parties to ensure that clear coordination and communication happens at all times The agencies agree to foster a work environment that embraces the spirit of compromise and flexibility as a way of constructing a positive foundation for our staff and tenants.

#### CCCYO responsibilities

CCCYO is responsible to designate staff to attend the monthly activities planning committee meeting and rotate facilitation of those meeting with CHP.

CCCYO is responsible to communicate schedule, program and logistical changes that may affect CHP staff and tenants in a timely way. The CAP coordinator shall be the primary person responsible for that communication.

CCCYO is also responsible to provide funds, incentives, supplies, food and any other tenant needs during an activity for all CCCYO CAP participants and will apportion costs for CHP participants for items needed for activities based on the formula attached.

#### CHP Responsibilities

CHP is responsible to designate staff to attend the monthly activities planning committee meeting and rotate facilitation of those meeting with CCCYO.

CHP is responsible to communicate schedule, and logistical changes that may affect CCCYO staff and tenants in a timely way. The CHP Youth Specialist shall be the primary person responsible for that communication.

CHP is also responsible to provide funds, incentives, supplies, food and any other tenant needs during an activity though the agencies may decide to apportion costs and for items needed for activities based on their discretion.

#### Staffing

CCCYO has the primary responsibility of staffing the CAP program. CHP will be responsible for staffing the CAP program a total of 16 –20 hours per week. Both agencies may provide support staff as necessary as well as parent volunteers. If staff is absent from either agency, it shall be the commitment of CCCYO and CHP to keep the CAP program open to the tenants by providing additional staff support.

#### Social, Recreational or Educational Activities

CHP and CCCYO will enter into a collaboration regarding the Children's Activities Program (CAP). CAP is drop-in children's activities program designed to provide social, recreational and educational programming and activities to the children residing in our respective housing units. CAP is not a childcare program in design or intent and should never be construed as such as it doesn't meet licensing requirements. It is solely meant to be a place where the children who live in our housing can engage in their own activities.

#### 1. Coordination and Planning

The agencies will hold a monthly activities planning committee meeting to plan logistics and assign tasks and committees as necessary to successfully implement an agreed upon event. Each agency will allot staff and resources per their agency's capabilities.

2. In addition to the monthly activities coordination meeting the agencies will hold a CAP coordination meeting where daily activities, field trips, curricula, staff and program schedules as well as other logistics can be planned.

2. Some examples of these events 1) Hobby Night (2) Games Night (3) Karaoke Night (4) Movie Night (5) Tenant Council Recruitment meetings (6) Holiday party (7) Valentines Day event (8) Spring Cookout (9) A Day for Mothers (10) Father's Day event

(11) Family BBQ (12) Halloween Gathering (13) Thanksgiving event (14) Workshops and Seminars –TBA (15) CHP Sponsored Trainings

#### Emergencies

In the event of an emergency involving a child it shall be the primary responsibility of the Agency who provides services to that tenant (if they are available) to act as the lead in resolving the crisis. The other staff person should act as shadow. The lead should make sure that all follow up has happened and crisis resolved and documented per their agencies prescribed guidelines. It is the responsibility of each agency under this MOU to adequately train their staff to deal with potential life threatening and property management emergencies.

#### Safety

Each Building on the Family Service Space Campus is equipped with an alarm system and a phone. Additionally no staff person should work alone with kids or at night without other staff support. The CAP program will strive to maintain a 1-5 staff to child ratio at all times to ensure utmost supervision of children.

#### Staff Conflict

Wherever possible staff should try to work out conflict amongst themselves. If staff is unable to work out a particular conflict the staff members should bring it to the attention their respective supervisor. The Managers of each program will facilitate a conflict resolution meeting amongst the staff in an attempt to resolve the conflict. If the staff are unable to resolve the conflict the Managers will try to reach a mutually agreed upon solution and work plan to correct the problematic action.

#### Interagency Conflict

In the event of Interagency conflict the agencies agree to hold conflict resolution meetings in an attempt to resolve the problems in an attempt to reach an agreed upon solution and course of action to curtail the issue which caused the conflict to arise.

#### Confidentiality

CHP and CCCYO agree that we will maintain the strictest confidentiality standards. We will not discuss our mutual clients outside of the CAP participants. All parties agree that they will not at any time disclose confidential information and/or material without the consent of that specific program participant unless such disclosure is required by law.

#### Termination

CHP and CCCYO can agree to terminate this MOU at any time for good cause with 30 days notice.

Indemnification

Each party shall defend, save harmless and indemnify the other parties and their officers, agents and employees from all liabilities and claims for damages for death, sickness or injury to persons or property; including without limitation, all consequential damages from any cause whatsoever arising from or connected with the operations or the services of the CAP.

It is mutually understood that CCCYO and CHP shall secure and maintain in full force and effect all insurance specified in the FSS MOU.