

Evolverment Partner Program 2017-18 Memo of Understanding (MoU)

Newcomb High School has been chosen as a participant in the 2017-18 Evolverment Partner Program. This is an agreement between "Newcomb High School" (hereinafter called *Partner*), "FCCLA" (hereinafter called *Milestone Recipient*), and the "Evolverment Partner Program" (herein after called *Evolverment*). The purpose of this MoU is to clearly identify the stipulations and requirements of the 2017-18 Evolverment Partner Program. This MoU must be initialed and signed by both the Partner School's Principal and the Milestone Recipient's Advisor.

Terms of Participation

	Advisor Initials	Principal Initials
I understand that Evolverment is a year-round program of the New Mexico Department of Health's Tobacco Use and Prevention Control Program (TUPAC), and that program activities and events are subject to approval from Evolverment.		
I understand that Evolverment is a program of TUPAC, and is therefore not an official club or organization at my school.		
I understand that Evolverment is open to all students at my school (not just club members of the Milestone Recipient), including students with disabilities or special needs. I agree to support Evolverment's efforts to recruit from the entire student body.		
I understand that Evolverment members remain eligible to participate in Evolverment (with parental permission) until they graduate , even if my school does not participate in future years.		
I understand that Evolverment members may choose to participate in Evolverment outside of school (with parental permission) and, in doing so, do not require permission from my school.		
I understand that partner schools must allow Evolverment members to participate in activities during the school day , including a one-time, 4-hour training, and lunchtime activities throughout the year where members will engage the student body via an interactive table/booth. <i>Except during the one-time training, students are never required to miss class to be an Evolverment member.</i>		
I understand that as a Milestone Recipient, I am expected to actively communicate with Evolverment staff and members, mail/return materials as required, and attend any necessary meetings (phone or online).		

Milestone Payment Requirements & Responsibilities

The 2017-18 Evolverment Program Milestone amount of \$1,700 will be disbursed to Milestone Recipient in four installments based upon satisfactory Milestone and Bonus completion as summarized below. Failure to complete by specified deadlines may result in forfeiture of disbursement of remaining funds.

Milestone	Deadline	Milestone Recipient Responsibilities	Advisor Initials
Milestone 1 \$400 Successful Evolverment Training¹	Friday, 12/29/17	Participate in the 2017-18 Program Orientation (online or in person)	
		Set training date, time, and venue, and attend the entire 4-hour Evolverment member training.	
		Help facilitate online student training applications. All youth must apply online to attend – no walk-ins will be permitted.	

¹ There is a 10 valid MOP penalty for each missing Trainee and/or Training Project. This must be completed before Milestones 1-3 are awarded.

Milestone	Deadline	Milestone Recipient Responsibilities	Advisor Initials
(Milestone 1 cont'd)	(cont'd)	Ensure youth have turned in their parent permission forms prior to training. Youth without forms will not be allowed to participate in the training.	
	Friday, 12/29/17	At least 15 youth (maximum of 40) must attend the full training.	
		At least 2/3 (66.7%) of training attendees must complete Training Projects within 1 month of the training.	
		Only trained youth who turn in a Training Project will be made Evolverment members for 2017-18 and can participate in Evolverment activities for Milestones 2 and 3.	
Milestone 1: Extra \$100 Opportunity		Earned if 25+ youth (maximum of 40) attend the training.	
Milestone 2 \$500 24/7 Campaign Participation	Friday, 4/27/18	Evolverment members successfully complete approved program activities (valid MOPs through projects and events, presentations, key decision-maker meetings, etc.) that generate 400 Milestone Points . Points must be earned by at least 5 unique Evolverment members .	
		Advisors submit completed campaign materials to Evolverment team in a timely manner (within a week of receiving completed materials).	
Milestone 3 \$500 No Minor Sale Campaign Participation	Friday, 4/27/18	Evolverment members successfully complete approved program activities (valid MOPs through projects and events, presentations, key decision-maker meetings, etc.) that generate 400 Milestone Points . Must be earned by at least 5 unique Evolverment members .	
		Advisors submit completed campaign materials to Evolverment team in a timely manner (within a week of receiving completed materials).	
Bonus Payments \$200	3/2018 \$100	Participate in Evolverment's Kick Butts Day event in March (date and details TBD).	
	6/16/18 \$100	Earn at least 250 additional Milestone Points from at least 5 unique Evolverment members between completion of final Milestone and June 16, 2018.	

Payment Schedule

Milestone Recipients will receive payment in the mail for each milestone individually within one month of completion, up to \$1,500. Bonus payments will be sent in a single combined check within one month of June 16, 2018, up to \$200. Payments to Milestone Recipients will be made payable to your school, and are sent to the address provided in **Payment Information** to the attention of the **Evolverment Advisor**.

Payment Information

Name of School: _____

Street Address: _____

City/Zip: _____

Federal EIN (Employer's Identification Number): _____

Club Name for Memo: _____

Evolverment Media Coverage

Evolverment activities may be covered by print, radio, or television media outlets to showcase the work New Mexico youth are doing to reduce tobacco use across the state. For Evolverment youth members, permission to participate in such media coverage is given by their parent/guardian in the parent permission form collected for the Evolverment training.

To be completed by the school principal. For your school, please choose one:

- I authorize for media to attend Evolverment events at my school throughout the year.
- Media attendance at Evolverment events must receive one-time approval at a district level. Once one-time district approval has been obtained, I authorize for media to attend Evolverment events at my school throughout the year.
- Media attendance at Evolverment events must receive one-time approval at a district level. Additionally, I must approve media attendance at Evolverment events each time media will be present.
- No district level approval is necessary, but I must approve media attendance at Evolverment events each time media will be present.

Non-Discrimination Clause

Evolverment does not and shall not discriminate on the basis of race, color, religion (creed), sexual orientation, gender identity or expression, national origin (ancestry), disability, marital status, or military status in any of its activities or operations.

Effective Date & Termination

This MOU shall be in effect upon the signature of Milestone Recipient Advisor, Partner's Principal, and Evolverment authorized officials. Partners are not automatically renewed after June 30, 2018. Evolverment funding is contingent on budget availability received from TUPAC.

Approval from Authorized Parties

*A signed copy of this Memo of Understanding needs to be received by July 31, 2017.
Either fax to 571-312-1220 or email a scanned copy to Partners@Evolverment.org.*

Milestone Recipient Advisor Signature	Maria Buena Canda Advisor Name	Date
Partner School Principal Signature	Principal Name	Date
Evolverment Program Manager Signature	Nicky Besser Evolverment Program Manager	Date



WELCOME TO THE EVOLVEMENT PARTNER PROGRAM

Congratulations!

I am pleased to inform you that your high school has been accepted to the Evovement Partner Program for the 2017-2018 school year.

This welcome pack provides information about next steps to help you prepare for your school's upcoming involvement in the Evovement program.

In this welcome pack, you will find:

- 1. Memo of Understanding (MoU):** The 2017-18 Partner Program contract including specifics on how to earn each of the program Milestones and bonuses. The contract requires the signature of both the Advisor (you), and your school's principal.
- 2. Program Overview:** This document contains a brief overview of the Evovement program, its primary campaigns, and the types of campaign activities youth lead in their schools and communities.
- 3. Next Steps:** The Next Steps checklist outlines your immediate next steps to get started as an Evovement partner.

To accept this offer, please review all of the materials and return the signed MoU (by email or fax) to Evovement Headquarters by the deadline specified in the MoU.

On behalf of the Evovement team, I would like to express how excited we are to have you on board as an Evovement Partner for the upcoming school year. We can't wait to see all that your youth accomplish!

Please reach out with any questions, big or small. We look forward to working with you and your students.

Sincerely,

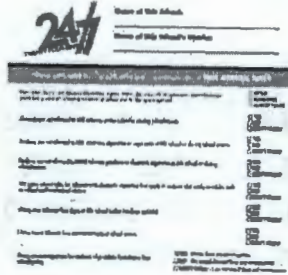
Nicky Besser
Evovement Program Manager
Nicky@Evovement.org
505-273-4256

ABOUT EVOLVEMENT

Evolverment is a youth engagement movement funded by the Tobacco Use Prevention and Control (TUPAC) Program at the New Mexico Department of Health. Since 2010, more than 3,000 high school youth have been united as agents of change to decrease the harmful and addictive use of tobacco in New Mexico.

Each school year, Evolverment focuses on tobacco control campaigns.

CAMPAIGN SNAPSHOTS



The 24/7 campaign works to help New Mexico school districts adopt, implement, and enforce truly comprehensive tobacco-free and e-cigarette-free policies.

"We've tried so hard to reduce youth exposure to tobacco and in turn deserve to reduce the presence of tobacco products altogether in New Mexico schools." - Maia A., Cleveland HS

As part of the 24/7 campaign, Evolvers:

- Collect school-based assessments that help principals gauge how well their tobacco policies are being communicated and enforced;
- Meet with principals and present to school boards to encourage schools and districts to adopt truly tobacco-free and e-cigarette-free policies, and to offer free resources such as bilingual tobacco-free signs and implementation toolkits;
- Hold events in schools in their communities to raise awareness about the school's tobacco-free environment and engage students, staff, and visitors in conversations about the importance of tobacco-free schools.



No Minor Sale is an education campaign informing New Mexico citizens about how easy it is for youth to illegally purchase tobacco from a retail store and the factors contributing to this problem, and rallying communities and retailers around preventing tobacco sales to minors.

"I've learned a lot about the dangers of tobacco and new things we can do to try to get young people from using it." - Destiny Z., Tucumcari HS

As part of the No Minor Sale campaign, Evolvers:

- Collect surveys from community members to assess what they know and think about youth tobacco access;
- Give educational presentations to partners across the state of New Mexico to build a base of knowledge and support for preventing illegal tobacco sales to youth;
- Hold events in their schools and communities to educate people about youth tobacco access and to engage their community in conversation.



PARTNER PROGRAM NEXT STEPS

Now that your school has been accepted into the 2017-2018 Evolver Partner Program, what happens next?

1. Return your signed Memo of Understanding (MoU)

Please send your MoU, **signed and initialed** by yourself and your school's principal, to Evolver Headquarters as soon as possible (and no later than the date indicated on your MoU). You can return the signed MoU by email to Partners@Evolver.org or by faxing it to 571-312-1220.

2. Send us a copy of your school's calendar and bell schedule

This information helps us work more effectively with your school throughout the year.

3. Schedule & attend your Welcome Call

Once we have received your signed MoU, we will be in touch to schedule a brief Welcome Call. This will take place **online** using Zoom, an easy-to-use video conference platform, and will last **about 30 minutes**.

During the welcome call you will:

- Receive a few more details that you need before the new school year begins.
- **Set dates** for:
 - Your **Program Orientation** (an in-depth overview of the Evolver program, including details about your training and how the program works throughout the year);
 - A promotional **Site Visit** at your school;
 - Your school's Evolver training.