Memorandum of Understanding

This understanding between the University of Maine Cooperative Extension 4-H Youth Development Program (Maine 4-H) and ________________ (Cooperating Provider) establishes a program whereby youth will participate in at least ____ hours of 4-H educational programs annually. There is no maximum number of hours that may be devoted to Maine 4-H programs. Programming within this agreement is scheduled to begin on ________________ and will end on ________________. Prior to initiating programming under this agreement, Cooperating Provider and their personnel agree to schedule intentions to complete training sessions per addendum A. Through the acceptance of this agreement Maine 4-H will provide curriculum, orientation, training, and recognition. In return, Cooperating Provider will help promote the Maine 4-H program consistent with Maine 4-H policies and educational philosophies. http://umaine.edu/4h/volunteers/resources/policies-procedure-and-guidelines/table-of-contents/. Cooperating Partner agrees that Maine 4-H can market and promote the program and feature young people from the site, with appropriate signed photo release, as opportunities arise. This understanding may be terminated by either party with 30 days written notice, and amended in writing by agreement of both parties at any time.

Maine 4-H will provide:

• 4-H project curricula as needed and agreed upon
• Certificates of recognition
• Training on how to incorporate 4-H Positive Youth Development principles into school and/or afterschool programming
• Assistance in setting up a 4-H club or event for an afterschool program and/or incorporating or creating 4-H school enrichment activities
• Opportunities for youth to participate in county, state, and national 4-H events

Cooperating Provider will provide:

• At least one staff member who has completed orientation and/or training provided by 4-H staff to supervise and help youth grow and learn within the 4-H program
• At least one staff member who is enrolled as a certified 4-H volunteer [http://umaine.edu/4h/volunteers/how-do-i-become-a-volunteer/] to lead 4-H affiliated activities if there is no 4-H staff member on site
• Appropriate time in which 4-H activities/club work can be held
• Appropriate place for 4-H activities/club work.
• Provide activity updates upon request by county 4-H office
• Appropriate educational supplies and resources
• Opportunities to display 4-H materials (banners, posters, etc.)
• 4-H program data for evaluation purposes

Updated 10-7-15
Agreed by all parties in Maine, as evidenced by signatures below:

<table>
<thead>
<tr>
<th>Position</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Cooperating Provider director/administrator</td>
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<tr>
<td>Site Coordinator</td>
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<td>Extension staff</td>
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<tr>
<td>Director of UMaine Extension</td>
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Updated 10-7-15
Addendum A

Cooperating Provider and personnel who will be participating in programs within this agreement agree to attend the following training sessions:

Training description:

Date:

Time:

Location:

Updated 10-7-15