**Memorandum of Understanding (MOU) Between**

[Youth Services Agency Name] (“Agency”)

**And**

[School Name] (“School”)

**Purpose**

This Memorandum of Understanding (MOU) establishes the terms of collaboration between [Youth Services Agency Name] (the “Agency”) and [School Name] (the “School”) for the implementation of the TSET Successful Futures Program, which focuses on youth development through evidence-based prevention programming. The program seeks to support students in grades 3-8 by delivering curriculum designed to prevent tobacco use and vaping, promote healthy nutrition and physical activity, and foster character development and positive life skills.

**Roles and Responsibilities**

**Agency Responsibilities:**

The Agency agrees to:

1. Deliver the Botvin LifeSkills Training curriculum to students in accordance with program guidelines and fidelity standards.
2. Provide trained facilitators to implement lessons and activities effectively.
3. Administer pre- and posttests to measure student knowledge and progress.
4. Supply all necessary materials and resources for curriculum implementation.
5. Maintain open communication with the School, including sharing program goals, scheduling sessions, and addressing concerns as they arise.
6. Provide a summary of program outcomes and evaluation results to the School at the end of the program cycle.

**School Responsibilities:**

The School agrees to:

1. Designate a point of contact to coordinate with the Agency regarding scheduling and implementation logistics.
2. Provide access to appropriate spaces for program delivery (e.g., classrooms, meeting rooms).
3. Allow time within the school schedule for facilitators to deliver lessons to participating students.
4. Encourage participation by supporting program communication with students and parents.
5. Assist with distributing and collecting required parental consent forms for program participation.

**Evaluation and Reporting**

The Agency will conduct standardized pre- and posttests for all participating students to evaluate the program’s effectiveness. Aggregate data and key findings will be shared with the School while maintaining student confidentiality in accordance with FERPA and other applicable regulations.

**Duration**

This MOU will take effect upon the signatures of both parties and remain in place for the duration of the [academic year/program cycle] unless terminated earlier by either party with written notice.

**Termination**

Either party may terminate this MOU with a minimum of 30 days’ written notice to the other party. In the event of termination, both parties will work collaboratively to ensure a smooth transition and minimize disruption to students.

**Acknowledgment**

By signing this MOU, both parties agree to the terms outlined and commit to working collaboratively to support the goals and objectives of the TSET Successful Futures Program.

**For [Youth Services Agency Name]:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For [School Name]:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_