



Memorandum of Understanding

Girl Scouts of Northern California
7700 Edgewater Dr. Suite 340, Oakland, CA 94621

Mt. Diablo Unified School District at
Bel Air and Rio Vista Elementary Schools
663 Canal Rd., BayPoint, CA 94565
611 Pacifica Ave., Bay Point, CA 94565

Girl Scouts of Northern California (GSNC), and Mt. Diablo Unified School District wish to enter into a collaboration to provide the Girl Scout *Eco Choices* program to female students. To assist in this project, this memorandum of understanding provides as follows:

GSNC will:

1. Deliver the Eco Choice program at Bel Air and Rio Vista Elementary Schools. Eco Choice will serve up to 25 girls from both Bel Air and Rio Vista, grades K-5 after school. Eco Choice will serve both schools on Wednesdays starting on 2/1 for 3 sessions and a field trip, with a possible parent night to be coordinated. At Rio Vista we will serve girls from 1:25pm - 2:45pm and at Bel Air from 4:00pm - 5:30pm. The fourth session will be a field trip into nature and the fifth will be a culminating fair for Pittsburg and Mt. Diablo districts and conducted on a Saturday.
2. Assume all administrative responsibility for this program through the Program Director of Green By Nature.
3. Provide screened, trained program instructors for each program session.
4. Set enrollment numbers: 10 girl minimum/25 girl maximum per session, and follow the GSNC adult/girl ratio (2:10).
 - a) If minimum enrollment numbers are not met 2 weeks before program start date GSNC reserves the right to pull the program.
5. Register each participant as a Girl Scout, which will provide them the opportunity to participate in other GSNC events and programs if they choose to do so.
6. Provide agency contact person(s): **Kymberly Miller, Program Director, Phone: 510-562-8470 x6015, kmiller@girlscoutsnorcal.org**
7. Provide Eco Choice at no cost to participants. **FAX: (510) 633-7925**
8. Conduct program evaluations and share results with school.
9. Provide certificate of insurance upon request.
10. GSNC staff will release participants on 3 consecutive Wednesdays beginning Feb 1, 2012 (**2:45 at Rio Vista and 5:30 at Bel Air**).
11. Notify school of field trips at least one month in advance.

Mt. Diablo Unified - Bel Air and Rio Vista Elementary Schools will:

1. Provide site staff contact: Carmen Gonzalves at Rio Vista and Princess Armstrong at Bel Air
2. Recruit girl participants for the Eco Choice program by promoting Eco Choice to school staff, administrators, girls and parents.
3. Copy and distribute informational flyer to girls, parents, and school staff.
4. Maintain a staff member on premises at all times program is being implemented.
5. Handle all serious injuries.
6. In the event of an emergency will notify GSNC – emergency cell phone: 1-877-636-1912
7. Reserve a safe program room/site that meets GSNC's safety and space requirements.
8. Handle all first aid and serious injury situations with copies of paperwork to GSNC.
9. Provide CARES site emergency plan to Girl Scout Program Instructors and Program Director.
10. Assist GSNC in completion of field trip approval forms for school district using MDUSD Permission Slip.
11. Provide sufficient staff for field trips.

Representative of Girl Scouts of Northern California:

Representative of Mt. Diablo Unified School District

Terri Hague, Senior Program Director

Date

Date