

MEMORANDUM of UNDERSTANDING

between

RUTGERS UNIVERSITY, THE STATE UNIVERSITY OF NEW JERSEY
Rutgers Future Scholars Program

and

Local School District

I. **Purpose and Scope**

The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to providing college readiness programming and initiatives for **[Town Name] Public Schools** students enrolled in the Rutgers University **Rutgers Future Scholars Program (RFS)**. The **Rutgers Future Scholars Program (RFS)** identifies and assists students from underserved backgrounds who have the potential to succeed in higher education. The program serves approximately xxx students from the **[Town Name] Public School District**. **RFS** programming takes place in collaboration with **[Town Name] Public Schools** K-8 middle schools and high schools.

RFS provides academic, career, and financial counseling to its program participants and encourages them to graduate from high school and continue on to complete their postsecondary education. Information regarding the availability of financial aid and assistance with the postsecondary application process are also provided. **RFS** also promises to meet the financial “gap” in funding tuition for Scholars who earn admission and enroll at Rutgers University. **RFS**, through a generous donor, will also promise to provide Scholars enrolling into other post-secondary institutions a scholarship worth up to an estimated \$xxxxxx. To support this goal, the **Rutgers Future Scholars Program** in partnership with the **[Town Name] Public School** will provide academic, career, financial and college readiness programming and outreach initiatives to **[Town Name] Public School** students as described in the respective Scope of Work.

Both **Rutgers Future Scholars** and **The [Town Name] Public School District** shall ensure that program activities are conducted in compliance with all applicable federal, state, and university laws, rules, and regulations.

II. MOU Term

The term of this MOU Agreement is the period within which the project responsibilities of this agreement shall be performed. The term commences **[Start Date]** to **[End Date]**.

III. Rutgers Future Scholars Program Responsibilities

Rutgers Future Scholars shall undertake the following activities during the duration of the MOU term:

1. Recruit and enroll xx new students who meet the program eligibility requirements; the students must be low income, as defined by the federal poverty guidelines, and 1st generation college students. This will be achieved through distribution of flyers, program interest sheets, social media, district communication methods, program application, and attendance at various district meetings/events.
2. Serve at maximum xx students in [Town Name] K-8 or middle school and [Town Name] High School.
3. Conduct orientations, classroom presentations, and PTO meeting presentations at said schools.
4. Facilitate access to tutoring, advisement, college admission and FAFSA presentations for student participants during academic year and summer months. Additionally, RFS and [Town Name] Public Schools will explore academic enrichment offerings such as but not limited to; dual credit courses, near peer mentoring, collaborative community service projects, domestic and study abroad, and enrollment in local community college courses, etc.
5. Plan in-service and afterschool programs at target schools as follows:
 - a) Assist in school events
 - b) Conduct services and workshops
 - c) Recruit new students
 - d) Track current students and alumni/ae
6. Identify qualified youth with potential for higher education and encourage and provide support efforts to encourage a rigorous secondary education program of study to best prepare for postsecondary success.
7. Publicize the availability of and facilitate the application for financial assistance for college.

8. Encourage persons who have not completed secondary or post-secondary level education to enter or re-enter and complete their degree requirements.
9. Conduct annual meetings, or as needed, with each target school principal or their designees to schedule orientations, presentations for recruitment, and request in-service and afterschool program classroom space.
10. Meet with target school liaisons as needed throughout the year to discuss student progress and support relevant school events.
11. Submit annual reports to the Superintendent, the partner school principals/designees, and other stakeholders. The reports shall provide evidence of **Rutgers Future Scholars** performance of services as set forth in the Scope of Work and monitor compliance with the MOU.
12. Ensure adherence of **Rutgers Future Scholars** staff to applicable federal, state, university and district laws, regulations and program guidelines.

IV. [Town Name] Public Schools Responsibilities

[Town Name] Public Schools shall undertake the following activities during the duration of the MOU term:

1. Permit **Rutgers Future Scholars (RFS)** to recruit, enroll, and serve xx students in [Town Name] K-8 or middle school and [Town Name] High School.
2. Provide access to classroom and office space, media centers and auditoriums for **RFS** orientations, programming, and activities, preferably within the target schools.
3. Permit **RFS** to publicize programing at school functions and PTO meetings, and post flyers in designated school facilities and related district managed websites or social media/communication outlets.
4. Permit **RFS** to meet with students during the school day, whenever possible, and afterschool to provide program services.
5. Provide access to student report cards, transcripts, and test scores (preferably electronically and/or in excel format) for all **RFS** student participants after written permission is obtained from participant's parent/guardian(s). Assist Scholars in self-reporting grades and progress within Rutgers supported *RU on Target?* and the *Self-Reported Academic Record*.

6. Keep **RFS** informed of important school and districtwide events: Open houses, sporting events, career and college fairs, PTO meetings, award ceremonies, etc.
7. Assist **RFS** student participants with transportation to events, tutorials, and academic enrichment seminars not located on RPS grounds.
8. Ensure that each target school principal or designee liaison attends annual meetings to schedule orientations, presentations for recruitment, and afterschool program classroom space with a representative from **RFS**.
9. Ensure that a designated liaison meets with a **RFS** representative as needed throughout the year to discuss program needs, student progress, and support relevant school events.
10. Provide student and district data to **RFS** for reports (e.g., grant cycle reports, etc.).
11. Provide the necessary resources to ensure the implementation of the **Rutgers Future Scholars** program and outreach initiatives as outlined in the approved Scope of Work.
12. List of telephone numbers for at least 2 or 3 target school staff/liaisons who can be contacted in case of an emergency during and after school hours.
13. Provide RFS staff and school designee confidential personal information about Scholars, in real time, to best serve their emotional and academic well-being.

V. Effective Date and Signature

This MOU shall be effective upon the signature of the **Rutgers Future Scholars** and **[Town Name] Public Schools** authorized officials. It shall be in force from **[Start Date]** to **[End Date]**. The **Rutgers Future Scholars** and **[Town Name] Public Schools** both warrant that the persons signing this agreement are authorized to execute this agreement with full authority and bind their respective party accordingly to the MOU.

Signatures and dates

Superintendent, [Town Name] Public Schools

Date

Director, Rutgers Future Scholars

Date

Rutgers Future Scholars Program

SCOPE OF WORK

Rutgers Future Scholars (RFS) will provide students with:

- Connections to high quality academic tutoring,
- Advice, guidance, and assistance in secondary school course selection and, if applicable, initial postsecondary course selection, secondary school re-entry, alternate education programs for secondary school dropouts, entry into general educational development (GED) programs, or postsecondary education,
- Assistance in preparing for the college entrance exams and completing the college admission applications,
- Academic year and summer programming focused on their academic, personal, and emotional well-being and career aspirations,
- Information on the full range of Federal student financial aid programs and benefits (including Federal Pell Grant awards and loan forgiveness) and resources for locating public and private scholarships,
- Assistance in completing the Free Application for Federal Student Aid (FAFSA),
- Connections for participants to education or counseling services designed to improve the financial and economic literacy of the participants or their parents, including financial planning for postsecondary education,

Rutgers Future Scholars (RFS) will provide the following services and support to the [Town Name] Public School District:

1. Coordinate and implement program services and assist in school events, i.e. college and career fairs, financial aid workshops for students and their families, access to mentoring program, and limited district funded slots in summer program for non-Scholars etc.
2. Identify Rutgers Future Scholars Program staff:
 - a. Recruit, hire and train all RFS staff members
 - b. Ensure that all staff members have a criminal background check and have undergone the Rutgers University Protection of Minors Training.