



## **Community Organizations For Families and Youth Memorandum of Understanding**

### **I. Purpose**

This memorandum of understanding (MOU) defines the respective and shared responsibilities of the undersigned organizations in support of the Community Organizations For Families and Youth (COFFY). COFFY is an operating, loosely configured, action-oriented and powerful body that oversees a boundless large group that aides secures and empowers youth.

### **II. COFFY Vision Statement**

The City of Gary consists of a community of citizen thinkers, with excellent schools, attractive housing, access to arts and recreations, and interested in local, state and national concerns.

### **III. COFFY Mission Statement**

To build an active network that strengthens community organizations which provide opportunities for the healthy development of families and youth in the City of Gary.

Our Goals are threefold:

1. To address the needs of youth and families ensuring accessibility to quality services.
2. To strengthen organizations serving youth and families through collaboration.
3. To improve the quality of life in the City of Gary.

### **IV. Administration and Governance**

To ensure the cooperative pursuit of the collaborative initiatives which are embodied in the MOU the following shall be adhered:

1. Personnel, programmatic and financial decisions pertaining to the collaboration shall be made by the COFFY Coordinating Committee consisting of the officers and the chairperson from each of the Network Coordination Groups during regularly scheduled meetings. The voting membership of COFFY shall be comprised of one representative from each participating organization appearing as signatories to this agreement.

2. The primary fiscal agent is the Boys and Girls Club of Northwest Indiana, however, depending on the funding request, an organization in the Network Coordination Group providing services in areas related to the funding request will be considered.
3. Member agencies must be in good standing for a minimum of one year prior to participating in COFFY funding opportunities.
4. Because the signatories to this MOU recognize the potential for duplicative efforts pertaining to fundraising and marketing undertaken at all levels, they agree to share information concerning individual organizational efforts that may conflict in this regard on an ongoing basis.
5. The signatories to this MOU agree that they will promptly advise each other regarding projects, initiatives, perceived risks and anticipated responses to changing circumstances that could impact their performance with respect to the collaborative initiatives of COFFY.

#### **V. Responsibilities of Participating Organizations Regarding the Community Organizations For Families and Youth**

In order to be a member of COFFY, an organization or agency must be a 501 (c) or governmental entity providing services to youth and/or families in the City of Gary. Membership is renewable annually through a MOU. Each member agency or organization agrees to:

1. Complete the orientation session for new Members.
2. Actively participate as a member on a minimum of one Network Coordination Groups
3. Attend at least 80% of its appropriate network meetings
4. Attend at least 50% of COFFY's quarterly workshops and/or annual COFFY events.
5. Actively work in a collaborative manner to seek support for the collaboration.
6. Foster good will for the collaborative by sharing resources and information pertinent to achievement of goals and objectives.
7. Take the initiative to become knowledgeable about COFFY's mission and goals.
8. Annually complete COFFY's agency survey questionnaire.

#### **VI. Parties Independent**

In making and performing this agreement the parties act and shall act at all times as independent contractors and nothing contained in this agreement shall be construed or implied to create an agency, partnership or employee/employer relationship between the partner agencies and COFFY. Each of the parties shall be responsible for the acts, negligence and omissions of its employees, agents, servants and subcontractors. Each of the parties accepts full and exclusive liability with respect to its own employees for the payment of any and all contributions and taxes imposed by local, state or federal law, including but not limited to taxes or contributions for social security, unemployment insurance, worker's compensation, old age retirement benefits, pension and annuities, and agrees to provide indemnity for any such payment made by the other party.

IN WITNESS WHEREOF, this agreement has been duly executed by the authorized officers of the respective Parties and effective as of the day and year indicated below.

**COMMUNITY ORGANIZATIONS FOR FAMILIES AND YOUTH**

\_\_\_\_\_ Date: \_\_\_\_\_  
LeVon Whittaker, Chairperson

**MEMBER AGENCY**

Organization: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_