



Memorandum Of Understanding - 21st CCLC -

2007-2008 School Year

Grantee: _____

This agreement outlines conditions to be met by the above named 21st Century Community Learning Center (21st CCLC) Grantee and the California Healthy Kids Survey (CHKS) Regional Center as they relate to the administration of the After School Program Survey (Intake and Exit) for the following grants. This MOU must be signed by someone authorized to sign on behalf of the 21st CCLC Grantee. *The answer sheets will not be sent until a signed copy (or fax) of this Memorandum of Understanding (MOU) is received.*

This agreement encompasses the following grant(s):

Please list. Attach a separate page if necessary.

Grant 1: _____	Grant #: _____
Grant 2: _____	Grant #: _____
Grant 3: _____	Grant #: _____
Grant 4: _____	Grant #: _____
Grant 5: _____	Grant #: _____

Grantee agrees to the following conditions:

SURVEY ADMINISTRATION

- **Grades and Sites.** Survey grades 4 through 12 as appropriate within each grant, at the beginning of the school year and again at the end of the program or school year (which ever is appropriate).
- **Coordination.** Provide one, grantee-level contact person. This person is responsible for coordinating the survey for all related grants.
- **Surveys.** Administer the elementary survey to students in grades 4 through 6, and the secondary survey to students in grades 7 through 12.
- Use only the most recent, current version of the survey and the answer sheet. Intake answer sheets are pale green; Exit answer sheets are pale red.
- Use of incorrect version of the survey or answer sheet will result in a substantial delay and increased cost of report production. If students use a photocopy of an answer sheet or answer on the questionnaire, the grantee is responsible for transferring the data to an appropriate answer sheet.

- **Parent Consent.** Use the active parental consent process with grades 4 through 6, and either active or passive parental consent with grade seven and above (model consent forms available). For each participant who completes the ASPS-I and/or the ASPS-E survey, the grantee certifies that they have met all legal requirements regarding parental consent.

DATA SUBMISSION AND REPORT PREPARATION

If the following conditions are not met, there will be a delay in data processing and report generation.

- Provide complete information on the transmittal envelopes.
- Submit completed answer sheets and materials to your Regional Center.
- Final reports will be sent 6-8 weeks after ALL data have been received.

Note: If less than 10 students take the survey in a specific grade, the grantee will not be eligible for a printed report in that grade.

OTHER MISCELLANEOUS CONDITIONS

- Read the *Guidebook to the ASPS Data Collection System for 21st CCLC Programs*, paying special attention to the instructions on active and passive consent procedures. In BOTH cases, specific tasks MUST be completed to insure that the rights of parents and pupils are protected.
- Produce from the master copy the number of questionnaires needed.
- If answer sheets are lost or stolen, the grantee is responsible for the cost of replacing the answer sheets (15 cents/sheet plus shipping/handling).
- Provide surveyors (program staff or outside proctors) for administration of the survey.
- Provide all surveyors a copy of the Proctor Instructions. Have all surveyors sign the Assurance of Confidentiality Agreement and read the Introductory Script to students.

The CHKS Regional Center agrees to the following conditions:

AT NO COST

- Ongoing technical assistance.
- Remote trainings (phone conference and PowerPoint) on the administration of the ASPS.
- Access to the 21st CCLC Website and Listserv.
- Provision of answer sheets and Transmittal Envelopes.
- Scanning services.
- Grant-level reports.
- SPSS or tab-delimited dataset.

FOR ADDITIONAL FEES, UPON REQUEST

- Addition of custom questions.
- School/Site-level reports.
- Extra paper and electronic (pdf) copies of reports.
- Evaluation services and custom data analysis.
- On-site training.
- Other services by request.

By signing this document the 21st CCLC Grantee and CHKS Regional Center staff signify that each party understands and will comply with the conditions stated above.

21st CCLC Grantee Representative:

CHKS Regional Center Staff:

Signature

Signature

Printed name

Printed name

Date

Date

Contact telephone

Contact email

Please return all three pages of this MOU to your CHKS Regional Center via fax.

*Southern Region
Office: LA
WestEd
F 562.799.5151*

*Northern Coast/Bay Area Region
Office: Oakland
WestEd
F 510.302.4354*

*North Central Region
Office: Chico
Duerr Evaluation
F 530.893.0409*