



FLINT CENTER  
FOR EDUCATIONAL  
EXCELLENCE

# PARTNERSHIP AGREEMENT WINTER 2024





**Community Based Organization or individual commits to partner with the Flint Center for Educational Excellence as a(n):**  
*(check all that apply)*

**INDIVIDUAL**

**Volunteer**

Individuals providing volunteer support and assistance for a program.

**Club Leader**

Individual community member providing direct services and/or programs for youth and/or adults.

**ORGANIZATION**

**Program Partner**

Community-based organizations providing direct services and/or programs for youth and/or adults.

**Learning Partner**

Community-based organizations providing assistance with capacity building strategies, such as consulting, technical assistance, or training and professional development.

**Partnership Start Date:** \_\_\_\_\_

**Partnership End Date:** \_\_\_\_\_

**Partnership Focus** *(check all that apply)*

**Youth Development**

- Community and college/ career readiness
- Entrepreneurship & economic engagement
- Mentoring, leadership, character education
- Transition Activity

**Academic Enrichment**

- Reading/literacy
- Curriculum-aligned STEAM
- Academic subject or skill development

**Food & Nutrition**

- Health/nutrition education

**Arts & Recreation**

- Sports/physical activity
- The Arts

**Partner name (Community Based Organization or individual)**

**Program Name**

**CBO Leader contact/title**

**Mailing address/zip**

**Phone**

**Email**

**Please list percentage and circle category that applies:**

**BIPOC owned/led** \_\_\_\_%

Native American: \_\_\_\_%

African American: \_\_\_\_%

Hispanic American: \_\_\_\_%

Asian-Pacific American: \_\_\_\_%

Asian American: \_\_\_\_%

Asian-Indian American: \_\_\_\_%

**Woman owned/led** \_\_\_\_%

**Disabled** \_\_\_\_%

**Flint Based: YES or NO**

**Primary contact/coordinator name**

**CBO will be providing services at the following Winter learning sites in Flint-area schools as confirmed by the community school director.**

**Programming days:**

Accelerated Learning Academy

Brownell

Dailey Elementary

Doyle-Ryder Elementary

Durant Tuuri Mott Elementary

Dye Elementary

Eisenhower Elementary

Freeman Elementary

Flint Cultural Center Academy

Holmes STEM Middle School Academy

International Academy of Flint (K-12)

McMonagle & Hamady Elementary

Pierce Elementary

Potter Elementary

Neithercut Elementary

Southwestern Classical Academy

M Tu W Th F

From this point, the Flint Center for Educational Excellence will be referred to as The Flint Center and \_\_\_\_\_ will be referred to as CBO, short for community based organization.





SECTION A

CBO SCOPE OF SERVICES

Please use as much space as needed to accurately describe your program and organization. Descriptions of activities must include:

- Description of program including key best practice strategies
Projected outcomes
Parent engagement component (required for all youth programs)

Large empty box for program description

Staff/student ratio- ratios should be consistently maintained and not exceed:

- Grades K to 3: 10 children or youth to one adult.
Grades 4 to 12: 15 children or youth to one adult

Facility needs, if any

Minimum number of participants served

Session length (hours/minutes) and number of sessions

List of staff members supporting the program and their email addresses

Estimated number of students serving

SECTION B

CBO EVALUATION EFFORTS

The Flint Center must document the work done by partners within the school systems' it serves. It is the joint responsibility of the Flint Center and the CBO to support evaluation efforts. Please provide The Flint Center with information on your your programs' or services' evaluation efforts.

Plan for capturing attendance and participation data:

Partner collects daily attendance. CBO agrees to serve all registered students/adults and return daily sign-in sheets (provided by The Flint Center) or input daily attendance for all program dates to site-based Expanded Learning Coordinators.

Data points or surveys that will be utilized to capture participant feedback.

- Youth program surveys pre & post will be administered
In addition to the required youth program survey, the CBO can administer additional surveys if they are shared with The Flint Center. Attach other survey(s) to be administered :





SECTION C

CBO PAYMENT TERMS

The CBO agrees to the following:

The CBO agree to invoice The Flint Center in accordance with the payment structure detailed below for services outlined in this scope of work, commencing on January 8th and ending on April 6th, 2024. Maximum total payment, contingent on services provided, will not exceed \$\_\_\_\_\_.

Table with 6 columns: SCHOOL, PROGRAM NAME, NUMBER OF DAYS, NUMBER OF WEEKS, COST PER ACTIVITY, MAXIMUM PAYMENT. The table is currently empty.

Check this box to confirm you have sent a W9 dated within 05/01/2023 - 06/30/2024 to rrenaud@theflintcenter.org. Payment will be sent to the address listed on the W9 submitted, not the address on the invoice.

Check ONE of the following boxes:

- I elect to have my payment sent as a check, to the address listed in my W9.
I elect to receive payment electronically deposited into my financial institution.

Electronic Fund Transfer (EFT) Authorization forms can be obtained from rrenaud@theflintcenter.org. Please return your completed Electronic Fund Transfer (EFT) Authorization form to rrenaud@theflintcenter.org.

Please Initial Each Item:

The above payment amount is based on the CBO successfully meeting the "Scope of Services" and "Evaluation Efforts" outlined above. If the CBO does not meet the above agreed upon "Scope of Services" and "Evaluation Efforts" The Flint Center reserves the right to amend the payment amount

This amount will be paid within 30 days of the official invoice sent to the attention of Rachael Renaud at the Flint Center for Educational Excellence located at 540 S. Saginaw St. Suite 101, Flint, MI 48502 OR emailed to rrenaud@theflintcenter.org.

CBO must submit an annual W9. Name & address listed on the invoice must match what is on the W9. It is the responsibility of the CBO to update the W9 in the event of an address change.

CBO Invoices should reflect the following:

The following must be listed as the payee: "Flint Center for Educational Excellence."

Invoices must state "Invoice" and a unique number to the invoice.

Invoice must include list of services provided as outlined in the partnership agreement

Address will match the one reflected on the most recent W9

As a partner of The Flint Center we ask partners to provide discounts or in-kind support to the project. Please list the value of the discount or in-kind amount for services provided by the CBO. If you are providing programs with funding from another source, please list that amount in your in-kind amount. \$\_\_\_\_\_





### Insurance Requirement

If the program partner is checked on page one this section does apply.

It is hereby agreed that each party will indemnify and hold harmless the other parties for services which they render as provided in this agreement. CBO agrees to provide their own \$1,000,000 general liability insurance policy and provide proof to The Flint Center. CBO will add The Flint Center and respective Flint area school(s) as additional insured.

The Flint Center requires all partners providing direct services, virtually or in-person, to provide general liability insurance as outlined above. Exemptions include:

- 1) Action partners filing as an Individual on their W9 and indicating a Social Security Number as the Tax Identification Number (TIN).
- 2) Those representing a government agency or those organizations where gaining proof of insurance is administratively infeasible.

## CBO PAYMENT TERMS *cont.*

This agreement shall only be terminated by either party, by delivering no less than thirty (30) day written notice of termination to the other party.

We, as authorized representatives of the organizations listed below, agree to the Partnership Agreement/Scope of Work as stated in this document:

**Kerry Downs**, *Director, Community Education and Out-of-School Time Learning*

Flint Center for Educational Excellence

\_\_\_\_\_

Date

\_\_\_\_\_

**CBO Primary Contact Signature,**

\_\_\_\_\_

PARTNER NAME, PARTNER ORGANIZATION

\_\_\_\_\_

Date

\_\_\_\_\_

Once reviewed by the Flint Center, the CBO will be provided a copy for their signature.  
Do not sign prior to the signature of the Flint Center's representative.

### Attachments:

Attachment 1: Community Schools Partner Code

Attachment 2: Responsibilities of CBO & The Flint Center Addendum

Attachment 3: Flint Center Afterschool Staff and Partner Requirements





## **SECTION D**

### **Responsibilities of Flint Center for Educational Excellence (The Flint Center)**

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1. Provide prompt payment to CBO for services provided, as agreed upon by the Flint Center and CBO.
2. Serve as the liaison between CBO and partner schools.
3. Provide on-site coordination of enrichment activities, including ensuring adequate space, custodial support, and on-site security in collaboration with partner schools.
4. Support CBO with recruitment of participants for activities covered by this Agreement
5. Promote the outcomes and impact of program/services provided by CBO.
6. Share the outcomes of evaluative efforts related to services provided by CBO.
7. Share best practice strategies regarding the full-service community school model through the monthly partnership meetings.
8. Update CBO regarding any school cancellations in the timeliest manner possible.
9. Manage and ensure compliance with school, district, and state safety protocols for school-aged enrichment programs.
10. Confirm all program staff, volunteers and other personnel, who will be supervised by the Flint Center, have a LARA Consent and Disclosure application submitted with eligibility letter and tuberculosis test results on file.
11. Follow district incident reporting protocols.
12. Follow district protocols for emergency notification of parents and/or guardians.
13. Ensure that the data accessed/collected is not used for any other purpose than the intended purpose outlined below in the Evaluation section.



## **SECTION E**

### **Responsibilities of Community Based Organization (CBO) or Individual**

1. Notify the Flint Center and program participants of any change in program schedule to the Flint Center at least two weeks prior to change in schedule and/or cancellation.
2. Notify the Flint Center of any personnel changes with adequate notice for the Flint Center to confirm that new personnel have been properly background checked and fingerprinted prior to providing services.
3. Administer survey and other evaluative materials as required by the Flint Center.
4. Comply with school, district, and state policies regarding child health and safety, facilities, and program operations, including keeping spaces used by the program clean and/or restoring classroom set-up at the conclusion of daily program activities.
5. Identify all facilities requirements in Section A of this Agreement.
6. Confirm all program staff, volunteers and other personnel have reviewed the Mandated Reporting Resource Guide, as CBO will be considered mandated reporters.
7. Complete district fingerprinting procedures for all staff members who will be unsupervised with students. This fee is estimated at \$70.00.
8. Promptly notify program staff about incidents regarding student safety and submit a statement as appropriate and/or required.
9. Use sign-in and sign-out procedures approved by the Flint Center to ensure all students or participants are transferred to other activities facilitated by the Flint Center before CBO staff leave the building
10. Provide all data collected during the partnership to the Flint Center in a secure manner and ensure all personally identifiable information (PII) for all participants is not disclosed to any other unauthorized entity or person.
11. Ensure all other employees with access to the data comply with all applicable provisions of FERPA.
12. Notify the Flint Center as soon as reasonably practicable if CBO has any reason to believe there has been a breach of data security relevant to participants, including any data that has been lost, tampered with, or otherwise illegally accessed. All electronic data analysis will be performed on password-protected computers.
13. Request approval from the Flint Center and include the Flint Center logo on all marketing or advertising materials relevant to this Agreement. Approval requests should be sent to the attention of Matt Trevithick at [mtrevithick@theflintcenter.org](mailto:mtrevithick@theflintcenter.org).
14. Permit the use of photographs of personnel and materials taken during activities covered by this Agreement for any legal use, including but not limited to publicly, copyright purposes, illustration, advertising, and web content.
15. Complete the requirements detailed in Attachment 3: Flint Center Afterschool Staff and Partner Requirements prior to program start date.





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# FLINT KIDS THRIVE

[TheFlintCenter.org](http://TheFlintCenter.org)

[support@theflintcenter.org](mailto:support@theflintcenter.org)  
810-202-2568

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Flint, MI 48502