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**MEMORANDUM OF UNDERSTANDING**

*Between AARP Experience Corps Marin  
and  
Coleman Elementary School, San Rafael, CA  
for volunteer services provided by AARP Experience Corps Marin*

This Memorandum of Understanding (hereafter MOU) between AARP Experience Corps Marin (hereafter EC Marin) and Scott Carson, principal at Coleman Elementary School, is entered into on September 1, 2014 to deliver a tutoring literacy program at Coleman Elementary School in San Rafael, CA.

This MOU defines the responsibilities and expectations for each party.

EC Marin provides support to schools and after school programs in Marin County using the AARP Experience Corps® tutoring model to improve literacy in school children. The model focuses on the benefits of one-on-one and small group tutoring by consistent older adult volunteers over a sustained period of time to improving literacy in kindergarten through third grade. In return, our volunteers experience enhanced physical and mental well-being, and may overcome the negative impacts of living an isolated life. EC Marin's lead agency is Northern California Presbyterian Homes and Services.

**EC Marin will deliver the following services and agrees to:**

1. Recruit, screen, train and place adults aged 50+ to serve as volunteer tutors in kindergarten through third grade classrooms, as designated by the principal;
2. Ensure all volunteers complete mandatory background checks and TB screening, as required by San Rafael City Schools, San Rafael, CA and AARP Experience Corps policies and procedures;
3. Deliver pre-service and regular in-service training to volunteers. Comprehensive pre-service training topics include how to conduct literacy tutoring in a differentiated learning environment, the five components of reading, common core state standards and their application to volunteer tutoring activities, behavior management, child development, and mentoring;
4. Evaluate volunteer performance (mid- and end-of-year) to ensure volunteers meet or exceed performance standards;
5. Furnish accident and liability insurance to all AARP EC volunteers;

6. Provide on-site coordination with teachers and staff along with volunteer management by EC Marin staff;
7. Provide orientation and, as needed, update sessions to teachers and staff about the AARP Experience Corps model, programmatic expectations, performance measures, and other relevant information;
8. EC Marin staff will coordinate and support an on-site volunteer orientation meeting prior to service delivery to address school policies, procedures, and introduce each volunteer to participating teachers and staff;
9. Coordinate volunteer recognition events with teachers and school staff, as appropriate;
10. Provide a summary report on program outcomes for the school.

**Principal/Administrator agrees to:**

1. Welcome and integrate the EC Marin program and volunteers into the school;
2. Designate a contact person to serve as liaison with EC Marin, and provide that name to their school's EC Marin staff member;
3. Ensure students in kindergarten through third grade who are identified as being below grade level in one or more of the foundational literacy skills or overall reading skills are referred to the EC Marin program;
4. Include EC Marin staff in periodic teacher and staff meetings so EC Marin staff can educate and update faculty and staff about the AARP Experience Corps model, programmatic expectations, performance measures and other relevant topics;
5. Ensure participating teachers use EC Marin volunteers appropriately;
6. Ensure participating teachers provide volunteers with the instructional materials and guidance to support tutoring activities;
7. Provide time for participating teachers to meet periodically with EC Marin staff;
8. Ensure participating teachers provide necessary data on participating students to EC Marin staff, and support the completion and collection by participating teachers of EC Marin surveys in a timely manner, including the pre-tutoring assessment for every participating student, the post-tutoring student assessment, and the end-of-year program evaluation. These surveys enable us to measure program impact, teacher satisfaction and volunteer effectiveness;

9. Support volunteer recognition activities.

10. Designate space for volunteer team meetings.

In case the of an EC Marin volunteer incident, the teacher/designee will document the event immediately, contact their EC Marin school site coordinator and principal, and work toward mutual resolution.

### Program Goals for Tutored Students

The EC Marin program works to:

- Improve reading literacy skills in kindergarten through third grade with the objective to progress students towards achieving grade level benchmarks;
- Improve student participation in class;
- Improve concentration in class;
- Improve motivation to learn;
- Provide consistent, reliable support from a caring older adult volunteer member; and
- Improve the overall school environment.

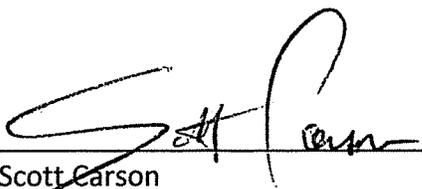
### Evaluation

EC Marin program evaluation activities will be coordinated with [SCHOOL NAME] Elementary School and will utilize the relevant school evaluation systems, teacher surveys, and volunteer performance evaluations. EC Marin tools to be used to measure outcomes may include:

- Pre Survey Assessment
- Post Survey Assessment
- Teacher Satisfaction Survey
- Volunteer Member Satisfaction Survey
- Volunteer Member Tutoring Session Logs

**In witness whereof**, the parties have executed this agreement as of the date first above written.

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Judy Kramer  
Program Manager, Experience Corps Marin  
Date \_\_\_\_\_

  
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Scott Carson  
Principal, Coleman Elementary School  
Date 11/06/2014