**Project MALES Agency Agreement**

**XXXXX**

**The Division of Diversity and Community Engagement**

**The University of Texas at Austin**

Project MALES agrees to provide the following service at XXXX under the terms listed below.

Description of Service: Provide mentoring services on a weekly basis to male students of color; provide college and career exploration and readiness work with students as needed.

Beginning Date/Ending Date: September 2017-December 2017; January 2018- May 2018

Service Provision (Day/Times/# of Sessions): Thursday/2:05 – 3:45/TBD

**Terms of agreement:**

* The delivery of mentoring services to students will be culturally sensitive and promote respect for student diversity. The services will not include any discussion or material that may offend students on the basis on age, race, gender, religion, national origin, marital status, sexual orientation or disability. Student mentees will be provided permission slips that must be returned to both the school and the Project MALES staff in order to remain in the program.
* Project MALES will ensure that all representatives providing school-based services have completed a criminal background check administered by the University of Texas at Austin that meets the school requirements. This is the responsibility of the Service Provider.
* Project MALES will ensure that the school-based service is provided on a consistent weekly basis for the duration indicated above. It is critical that the services begin and end on time. Any outside community/school events will be provided by the school for Project MALES undergraduate and graduate students to attend/volunteer.
* Project MALES representatives will maintain student confidentiality. Any exceptions to the student’s confidentiality will be discussed and agreed upon by both Project MALES and XXXXX.
* Student disclosures of abuse, self-harm, homicidal or suicidal threats, family violence or any major changes related to the student’s current living conditions will be reported to XXXX Counselors and or the Principal, as well as to the appropriate authorities. Reports to Local Police, Campus Security, or other appropriate agencies will be made by the person to whom the information was disclosed. Verification of the report made will be provided to XXXX. Project MALES will also ensure that any school crisis response protocols are strictly followed.
* Any complaints or concerns about the services being provided will be communicated by the XXXX staff member serving the campus, as well as to their supervisor to Project MALES staff, either XXXX
* The XXXX point of contact staff member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will maintain this document on campus and will modify it with service provider as necessary.
* The final approval for services is subject to the approval by the campus Principal.

**The following agreements will clarify the roles and responsibilities of each agency representative:**

XXXXX Responsibilities:

1. Assign main point of school contact.
2. Make appropriate referrals to Project MALES.
3. Assist Project MALES with recruiting students for the program.
4. Assisting with student’s passes at the beginning of the semester.
5. Provide Project MALES staff support as needed.
6. Data collection for Project MALES student mentee cohorts to be shared with Project MALES staff at the end of each semester closure meeting.
7. Maintain consistent communication with school contact.
8. Assist in closure for student activities at the end of each of semester

Project MALES Responsibilities: Mike Gutierrez – Program Coordinator and Dr. Emmet Campos – Program Director

1. Main point of service provider contact.
2. Ensure that mentors attend the mentoring sessions on a weekly basis.
3. Make sure that all mentors sign in at the front office on a weekly basis.
4. Facilitate the coordination of services being provided.
5. Provide support to Project MALES student mentors, interns and work-study students as needed.
6. Data collection for Project MALES students in accordance to student outcomes to be shared with XXXXX at the end of each semester (i.e. attendance, leadership skills, campus involvement, critical context, etc.)
7. Maintain consistent communication with school contact.
8. Administer closure activities at the end of each of semester

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XXXXX Staff/Date Project MALES Staff/Date