

## Family Ambassadors Memorandum of Understanding Confidentiality

This Memorandum of Understanding (MOU) is entered into by and between the parties noted below.

**Parties:**

Crutcher Cornerstone Community Development Corporation (3CDC)

Family Ambassador (FA)

Name:

Email:

Phone:

**Purpose:**

Volunteers are critical to help achieve the mission of 3CDC and its various programs. Our primary program is the Reading Success Program (RSP). FAs are an important interface with families. The purpose of this MOU is to welcome each new FA to the team and define the roles and expectations of both parties. Confidentiality of family and student data is required and defined by this MOU. Welcome to the Team.

**Role/expectations of 3CDC**

- Provide access to programs
- Train FAs
- Provide appropriate support FAs

**Role/expectations of Family Ambassador**

- Complete the training
  - Review website
  - Review materials
  - Review the training
- Help to recruit families
- Register students
- Track student progress and connect with families weekly to encourage participation
  - Connect can be by phone, text, email, social media
- FAs will not meet individually with students unless they already had a close relationship with the family

**Confidentiality**

FAs understand they will have access to student information regarding use of the online RSP. The information is not overly sensitive, such as health information, but it is still protected and is not to be shared with third parties without consent or approval. FAs agree to treat any family or student data as confidential.

**Term**

Data is considered confidential forever unless the family discloses it. There is certainly a time when the data becomes irrelevant. We are just asking FAs to do their best not to disclose student or family data to 3<sup>rd</sup> parties.

**Date**

This agreement is effective as of the date signed below.

Crutcher Cornerstone Community Development Corporation

\_\_\_\_\_ date: \_\_\_\_\_

Family Ambassador

\_\_\_\_\_ date: \_\_\_\_\_