

MEMORANDUM OF UNDERSTANDING: Big Brothers Big Sisters of Oklahoma
Effective School Year 2025-2026

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into on Jun 10, 2025 by and between Stillwater Public Schools (hereafter "SPS") and Big Brothers Big Sisters of Oklahoma (hereafter "BBBS")

- I. **Purpose:** The purpose of this Memorandum of Understanding (MOU) is to establish a collaborative partnership between BBBS and SPS to support the implementation of school-based mentoring programs for SPS students. This partnership is designed to enhance student success through consistent, supportive, and safe mentoring relationships.
- II. **Scope of Collaboration:** BBBS will provide structured school-based mentoring services in partnership with SPS. These services include the recruitment, screening, training, and support of volunteer mentors ("Bigs") who are matched with student mentees ("Littles") from SPS. The mentoring sessions will occur on school grounds and during designated times within the regular school day, such as during lunch, recess, or other non-instructional periods. Mentoring sessions will not exceed one (1) hour per week per student.
- III. **Responsibilities of Stillwater Public Schools:**
 - A. SPS agrees to:
 1. Support students' participation in BBBSOK programs by permitting mentees to meet with mentors during appropriate times on school grounds.
 2. Identify and refer eligible students to BBBSOK based on established criteria and in alignment with the school's student support services.
 3. Assist in securing required parental or guardian consent prior to student enrollment in the mentoring program.
 4. Facilitate access for BBBSOK staff to relevant school personnel (e.g., teachers, counselors, administrators) for the purposes of program coordination and student support.
 5. Provide a safe, private, and consistent meeting space for mentoring sessions within each participating school.
- IV. **Responsibilities of Big Brothers Big Sisters of Oklahoma**
 - A. BBBSOK agrees to:
 1. Conduct thorough background checks, reference checks, and interviews for all prospective mentors in accordance with national BBBS standards and child safety protocols.
 2. Provide pre-match training for all mentors and ongoing support to mentors, mentees, and families throughout the duration of the match.
 3. Assign a designated BBBSOK Program Specialist to each participating school who will serve as the point of contact and oversee program quality and match support.

4. Collaborate with SPS to maintain and strengthen relationships with local businesses and community partners that may serve as a source of volunteers.
5. Communicate regularly with designated SPS staff to review program outcomes, address concerns, and coordinate services.

V. Mutual Collaboration

A. Both parties agree to:

1. Work collaboratively to ensure the highest quality of support for participating students.
2. Coordinate efforts to ensure the effectiveness of new mentoring partnerships within SPS and avoid duplication of services.
3. Maintain confidentiality of student and volunteer information in compliance with FERPA, HIPAA (as applicable), and BBBSOK's privacy policies.

VI. Indemnification: BBBS agrees to and shall defend, indemnify, and hold harmless the SPS, its officers, administrators, board members, employees, agents, assigns, insurers, and attorneys from and against any and all liabilities, losses, expenses, or claims, including reasonable attorneys' fees, arising out of or resulting from any negligent or intentional acts or omissions of BBBS, its officers, employees, agents, or contractors.

VII. Term and Termination: This MOU shall be effective for a period of one (1) year from the date of execution and may be extended upon mutual written agreement of the District and the Provider. The MOU shall be reviewed annually to assess its effectiveness and to make any necessary updates. Either party may terminate this agreement with thirty (30) days' written notice to the other party.

VIII. Signatures: By signing below, the parties acknowledge that they have read and understood this MOU and agree to its terms.

 *Stephanie*  *BBBSOK Area Director*

 Big Brother Big Sisters of Oklahoma (Signature Name)

 INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA President,
 Board of Education

 Name of District signing official (credentials/Title)