

**Memorandum of Understanding  
between  
Collaboration for Early Childhood  
and  
Oak Park Township**

*Regarding the coordination of services to provide a “foster grandparent program” that connects older adults with young children in Oak Park, Illinois.*

This Memorandum of Understanding outlines the roles and expectations for the Collaboration of Early Childhood (“Collaboration”) and the Oak Park Township (“Township”) to coordinate efforts between providers of senior services and providers of early childhood services, with the role of coordination shared between the Collaboration and the Chicago Foster Grandparent program, operated through UCAN Chicago.

Foster grandparents are role models, mentors, and friends to children. The program provides a way for older adults to stay active by serving children and youth in their communities. The program aims to engage persons 55 and older, particularly those with limited incomes, in volunteer service. The program helps a community to provide a high-quality experience that will enrich the lives of the volunteers and children alike.

In order to bring this program to Oak Park, the Collaboration and the Township commit to the following activities:

The Township agrees to:

- Identify and recruit potential volunteers who meet the criteria established by UCAN Chicago;
- Assist volunteers in completing their applications as needed;
- Provide transportation at no cost for volunteers to travel to the agencies participating in the program for the duration of the program;
- Have staff participate in a volunteer orientation and quarterly progress meetings; and,
- Have staff meet monthly with volunteers to ensure program success.

The Collaboration agrees to:

- Identify and recruit agencies that will receive volunteers;
- Place volunteers with an agency;
- Offer support to host agencies and promote retention of volunteers;
- Cover the cost of operating expenses, such as food for meetings, supplies, and printing;
- Have staff participate in a volunteer orientation and quarterly progress meetings; and
- Have staff meet monthly with agencies to ensure program success.

The Collaboration and the Township recognize that UCAN Chicago will provide additional services to implement the program, such as paying volunteers a stipend and performing background checks on volunteers. There may be additional agreements between UCAN and the volunteers that are outside the scope of this Memorandum.

Any materials produced for recruitment, marketing, or publicity shall include the logos of the Collaboration, the Township, and UCAN. They shall be approved in advance by the Collaboration and the Township.

The Foster Grandparent Program is expected to run from December 2019 through June 2020, or when the school year ends, depending on the agency's schedule.

This Memorandum of Understanding is effective as of the \_\_\_\_ day of \_\_\_\_\_, 2019.

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John Borrero  
Executive Director  
Collaboration for Early Childhood

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Clarmarie I. Keenan  
Supervisor  
Oak Park Township