

## Memorandum of Agreement

### I. Purpose

This Memorandum of Agreement (MOA) sets out the terms by which the Northeast Wisconsin Mental Health Connection (NEW MHC) and the [NAME] School District (the District) will work

3. Provide supplies necessary for trainings (not including meeting space or food/drink)
4. Offer ongoing support and technical assistance via phone, email, or in person. These offerings may include planning materials, resources for developing campaigns, or reminders for completing the assessments and paperwork that are required to reach fidelity to the Sources of Strength program model
5. Provide consistent communication to the Adult Advisors as they seek effectiveness, fidelity, and sustainability in their Sources of Strength programming
6. Disseminate the story of the regional implementation of Sources of Strength, including generalized lessons learned and aggregate outcomes for youth across programs (without singling out a single district, however a district may use their own data at their discretion to celebrate successes and to find opportunities for improvement)

#### The District will

1. Nominate and recruit a diverse group of Peer Leaders (across grades, extracurricular groups, and cliques) for a total number that equals approximately 10% of the student population of the school building
2. Obtain appropriate parental consent for Peer Leaders' participation in the project (nomination forms provided by Sources of Strength), and maintain this paperwork
3. Nominate and recruit a diverse group of Adult Advisors (in a 1:10 ratio with Peer Leaders, e.g. 10 Adult advisors for 100 Peer Leaders in a school with 1,000 students)
4. Set clear expectations for Adult Advisors: It is mandatory that the local Adult Advisors participate in the Peer Leader training and conduct regular meetings with Peer Leaders to plan messaging activities.
5. The District will provide contact information for all Adult Advisors who are working with Peer Leaders on campaigns. The District is also encouraged to select approximately two Adult Advisor champions as key contacts who will be responsible for tracking campaigns and will have the opportunity to be engaged in learning circles with other districts.
6. Coordinate a training site for Adult Advisor training day, which may also include transportation and food/drink. Space and set-up for Adult Advisor training requires special considerations:
  - a. Space must comfortably seat all participants in a large, U-shaped semi-circle
  - b. Space must also allow rearrangement of furniture such that participants may move around freely in the latter part of the training day
  - c. Space selected should contain audiovisual equipment (projector, screen, and speaker system; ideally room would be equipped with a computer that runs Microsoft PowerPoint and is able to play video through the rest of the system. With proper advance notice, other parties may be able to provide the computer)
7. Coordinate a training site for Peer Leader training, which may include transportation and food/drink. Space and set-up for this training also requires special considerations:
  - a. Space must accommodate one large area to form a circle with chairs for all participants as well as ample room for moving around
  - b. Space should be situated in an area that will permit loud volumes at certain times and will also limit outside distractions (e.g., other groups passing through)



**V. Points of Contact**

For the implementation of Sources of Strength, Wendy Harris will be the key contact for NEW MHC and [NAME] will be the key contact for the District. These individuals are responsible for ensuring the conduct of the aforementioned activities. Additional support will be provided by certified trainers and the staff of Sources of Strength.

**VI. Authorizing signatures**

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Wendy Harris  
Employee of Winnebago County Health Department  
Healthy Teen Minds Project Coordinator, NEW MHC

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Date

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Name of Key Contact  
Title, Name of School  
Name of School District

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Date