

BKP, 16 Sweeney Ridge Rd., Bedford, MA 01730

website: [www.bkpinc.org](http://www.bkpinc.org) email: BKP@BKPinc.org

**MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement is entered into and executed by and between:

|  |  |
| --- | --- |
| Requesting Party | Bagong Kulturang Pinoy, Inc. |
| Name: Complete name of school or libraryAddress: Address Line 1Address Line 2City/Town, Province | **Name: Bagong Kulturang Pinoy, Inc.****Address:** **16 Sweeney Ridge Road** **Bedford, MA 01730****USA** |
| Represented by:*Note: Two contacts are required. If this request is for a school, one contact must be the school principal.*1. Name: Name of principal, library head, or primary applicantPhone: Ex. 09175555555 (mobile) or 63-9265555 (land)Email: Ex. name@company.com
2. Name: Name of second contactPhone: Enter complete mobile or landline #Email: Ex. name@company.com
3. (Optional but recommended)Name: Name of third contactPhone: Enter complete mobile or landline #Email: Ex. name@company.com
 | **Represented by:*****Note: This section will be completed by the U.S. contact.*****Name:** **Name of U.S. sponsor. Leave blank if unknownPhone: Ex. 09175555555 (mobile) or 63-9265555 (land)Email: Ex. name@company.com** |

 The Complete name of school or library has established a partnership with Bagong Kulturang Pinoy, Inc., mutually recognizing the authority and competence of this organization to establish a mini-library and implement a reading program. Training on reading programs such as **FSER** (First Steps in Engaged Reading), **RBP** (Reading buddies Program) and/or **TWR** (Thinking While Reading) that can be incorporated with your existing reading program can be requested and arranged by the applicant and US volunteer sponsor.

 Name of principal, library head, or primary applicant has committed to uplift the quality of education and literacy by seeking financial support locally for the mini-library set-up and implementation of a reading program and by working with the US volunteer.

 Name of principal, library head, or primary applicant further expressed his/her full support for the same goal by providing a venue for the mini-library that will house the books and provide personnel to act as librarian, as well as a place for books in the classrooms and schedule to implement a reading program.

 Now therefore, in consideration of the foregoing premises, Bagong Kulturang Pinoy, Inc., and Name of principal, library head, or primary applicant agree to be bounded by the following terms and conditions.

**SCOPE OF FUNCTIONS AND RESPONSIBILITIES OF THE PARTIES**

1. ROLES AND FUNCTIONS OF Name of principal, library head, or primary applicant and Name of second contact
	1. Responsible for the establishment and operation of the library
* Provide a physical venue for the library
* Designate personnel to manage the library or act as librarian
* Disseminate information to the community about the library
* Establish a system for lending books
* Ensure that the books received from BKP, Inc. will be for the exclusive use of the teachers and students in the reading program

* 1. Ensure effective implementation of the reading program
* Conduct an information campaign on the reading program to children, parents, community workers, LGUs or NGOs in the community and other possible partners and beneficiaries of the program
* Identify and assign teachers, students, social workers and volunteers who will be involved in the program
* Assign at least one or more class periods to read per school week
* Identify and assign replacement for teachers involved in the reading program in case of change of staff due to schedules, promotions, transfers, retirements, etc.
* Submit required reports twice: 5th and 10th month of each school year
	1. Ensure effective monitoring of the library and the reading program:
* Submit documentation (email to lsisonbkp@yahoo.com) on the 5th and 10th month of each school year that includes:
* Pictures of:
* Books when received and books after being read by the students
* Students reading
* Activities, projects in the reading program
* Copy of school reading evaluation
* Name and description of the reading program
* Problems encountered and how they were handled
* Principal’s/ applicant’s letter requesting for more books
* Supervise, monitor and evaluate all the volunteers and personnel who are involved in the library operations and the reading program
	1. Monitor and evaluate the implementation of the program in the library, classrooms
* Provide measures that will ensure that the program is carried out effectively
	1. Provide some financial support for the library and the reading program
* Providing the means and resources to acknowledge receipt of books from BKP Inc. (contact US volunteer sponsor, postal mail or email)
* Seek or provide financial support for the training, workshop and other activities related to the program and work with your US volunteer sponsor
1. ROLES AND FUNCTIONS OF BAGONG KULTURANG PINOY INC.
	1. Provide training and assistance necessary for the RBP, FSER and/or TWR programs and operation of the library by making a request and arrangements with the US volunteer sponsor.
	2. Provide books to be used in the reading program and in the library as long as the 5th and 10th month reports every school year and proper documentations are received with a book request letter, provided books and shipping funds are available.
	3. Provide support, if necessary, in relation to program planning and implementation.
	4. Evaluate the program using BKP, Inc. evaluation sheet and the implementation of RBP, FSER and/or TWR Programs and operation of the mini-library, including site visits and meetings.
	5. In the event that the library and the reading program cease operations, BKP may discontinue shipping books. Should this library be operational again, the school/ community must reapply.

In witness whereof, the parties hereto affix their signatures:

|  |  |
| --- | --- |
| Requesting Party | Bagong Kulturang Pinoy, Inc. |
| School Principal/Head:Printed Name: Name of principal, library head, or primary applicantSignature:      Date:      Secondary Contact:Printed Name: Name of second contactSignature:       Date:       | **U.S. Sponsor:****Printed Name: Name of U.S. sponsor. Leave blank if unknown****Signature:** **Date:**       |

**ADDITIONAL INFORMATION**

To help us better understand your needs and allow us to send the appropriate type of books for your needs, please provide additional information.

***Instructions: Answer only the questions for the library specified in this Memorandum of Agreement, i.e., Elementary/High School, Daycare, or Community Library.***

|  |
| --- |
| **Elementary or High School** |
| On average, how many students are in each grade? | Enter number of students per grade |
| How many classrooms does your school have?  | Enter number of classrooms |
| How many teachers are in your school?  | Enter number of teachers |
| What reading program are you implementing now?  | Enter the name and description of your reading program(s) |

|  |
| --- |
| **Daycare** |
| How many children attend the daycare? | Enter number of children attending daycare |
| How many teachers does the daycare have? | Enter number of teachers |
| How many classrooms are in the daycare? | Enter number of classrooms |
| What reading program are you implementing now?  | Enter the name and description of your reading program(s) |

|  |
| --- |
| **Community** |
| Who are your attendees? Enter the average number of attendees per session for each age group. | * Daycare:
* K-12th grade:
* Adults:
 |
| What is the schedule? | Enter days and hours library is open |
| How many teachers, volunteers are in the library? | Enter number of teachers and volunteers |
| What reading program are you implementing now?  | Enter the name and description of your reading program(s) |