

How do we fill out the MOU

Filling out the MOU should be the result of at least two conversations between the partner and the chapter.

The first conversation should cover:

- Who the Chapter Founder is
- A bit about the university, its culture, and its strengths
- Who the Partner is (history, core values, mission, important people, programs, financial infrastructure, etc.)
- A discussion about project ideas to give context and help guide which project to approach
- An explanation of the MOU

After the 1st conversation, ensure the MOU is sent to the partner.

The 2nd conversation should cover:

- Any follow up questions
- A decision on the final project and budget
- A conversation about the MOU

***The MOU should be revisited and updated throughout the year as need be and any updates should be sent to the National Office.**

Key Dates:

- MOU Due to the National Office **AT THE LATEST BY** October 1st, 2011
- Updated MOUs due throughout the year
- Final MOU, updated to reflect any changes in the project plan, project budget, and money sent, is due to the National Office by July 15th. All money sent to partner must be accounted for in this final MOU.

Memorandum of Understanding 2012 - 2013

The Memorandum of Understanding and Workplan between GlobeMed at UCLA and the Straight Talk Foundation - Nwoya Youth Center are documents meant to guide a GlobeMed chapter and partner in creating or strengthening their relationship. These documents express their mutual commitment to each other for September 2012 – June 2013. While these are not legally binding contracts, the MOU and Workplan present the expectations of the partnership clearly and honestly. They require and codify the process of dynamic conversation and cooperation at the heart of the chapter-partner relationship. In developing and implementing these documents, chapters and partners establish a vibrant relationship in which they work together, communicate frequently, and help each other meet both project and broader organizational goals.

The Memorandum of Understanding and Workplan are **living documents**. The chapter and the partner should continue to refer and develop them throughout the year to ensure that they are still relevant. The Memorandum of Understanding and Workplan should also be reflected upon and evaluated by both parties at the end of the year so that the following year's MOU and Workplan can be even more accurate and useful. While the information contained in this document will structure the relationship that its discussion and implementation fosters is the real core of what makes GlobeMed partnerships successful.

The five areas that the MOU addresses (Communication, Project, GROW, Evaluation, and Reflection) are explained below:

Communication

The GlobeMed Chapter and the partner organization are expected to communicate regularly about their work. This is done primarily through emails, phone or Skype calls. In addition, a Chapter Advisor from the National Office participates on at least two calls during the year to allow a space for reflection and feedback about the partnership.

Why this is important: Regular communication is important because it allows for both the partner

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and the chapter to have an open dialogue, communicate progress on projects or fundraising, and allows for any new ideas to be shared between the two. Communication is essential for fostering any relationship and will allow the two to be in the loop on significant events in either party.

As regular and constant communication is necessary for the continuation of this partnership, leaders from GlobeMed at UCLA and the Straight Talk Foundation - Nwoya Youth Center are expected to be in contact with one another at least **once every two weeks**. This communication should be in the form of email and/or phone calls. During these correspondences, GlobeMed at UCLA should update the partner on any relevant chapter activities, such as events or projects, and the Straight Talk Foundation - Nwoya Youth Center should update the chapter on any relevant program activities, such as project updates or evaluations.

Given that communication funds are specifically allocated in the budget, the partner organization is expected to be available and responsive according to set guidelines. The external co-president and the GROW coordinator for the 2012-2013 year will schedule specific meeting times to talk to the Center Coordinator in order to ensure timely and efficient communication. As internet costs are also included in the budget, emails from both parties are expected to be replied to within **seven** business days of receiving them.

As Nwoya Youth Center is a project of Straight Talk Foundation; the head office in Kampala shall at all times be kept abreast of all the discussions and deliberations between GlobeMed and Nwoya Youth Center. Specifically these will include the Executive Director, the Head of Programs and the Outreach and Training Manager.

Project

The project(s) selected by the GlobeMed Chapter and the partner organization should be beneficial to the organization and the community but sustainable without a prolonged commitment from the GlobeMed chapter. The specifics of this project will be detailed in the Workplan but this project does not exclude smaller projects that might come up throughout the year such as research that could be beneficial for the partner, advocacy for the partner, or anything else that could be beneficial to the partner or the chapter. These ad hoc projects do not need to be detailed in the Workplan and can be added throughout the year as the partner and the chapter see fit.

Why this is important: The project is key to the relationship between the chapter and the partner. It benefits the partner by furthering the organization's mission and makes a tangible impact in the community. It benefits the chapter in allowing it to have a concrete goal and to be more intricately involved in the organization, as well as clearly articulate what funds raised will go towards their partner organization.

The project will tentatively follow the Workplan as laid out below. Changes to the MOU and Workplan may be mutually made throughout the school year, but plans should base themselves around what is set out and agreed upon in this document.

The project as planned by GlobeMed at UCLA and the Straight Talk Foundation - Nwoya Youth Center should run the full course of the year. Straight Talk Foundation head office shall provide technical oversight and monitor appropriate use of funds by the Nwoya Youth Center. As is the policy at Straight Talk Foundation ; a 10% management fee will be included in the project budget. Funds given by GlobeMed at UCLA will be concentrated on programming, with only relevant and specifically laid out operational costs being considered within the budgeting. Funds cannot be used for staff salaries. Monitoring and evaluation costs should also be planned for as relevant.

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GROW

The GROW internship is ideally a 3 week+ onsite visit in which 3-5 students work with the partner organization on an onsite project that the two have developed prior to the students' arrival.

Why this is important: GROW internships can be a fantastic tool for both chapters and partner organizations as they allow the two to form personal relationships between team members, organization employees and community leaders. GROW internships remove the need for technological communication, allow the chapter to meet community members who otherwise would not be present in organized calls and allow for a firsthand account of the project that the two have been working on together all year. The GROW internship can aid the chapter in better advocating for the partner and should allow the partner to see the dedication of the chapter.

GlobeMed at UCLA is expected to send 3-5 students to Anaka, Uganda to intern with the Straight Talk Foundation - Nwoya Youth Center some time between June and September 2013. Both organizations should communicate on plans ahead of time so that transportation and accommodations is planned for ahead of time. Logistics of arrival, lodging, and departure should be planned by the partner organization in an efficient and reasonable manner. Costs for all of the above should not be excessive. The GROW team should spend the majority of their time in Uganda in Anaka and therefore should not delay their travel from Entebbe to Anaka. Prior to the teams departure for Anaka, the GROW team will spend 1-2 days in STF head office for orientation to STF programs and expectations.

Evaluation

The chapter and the partner will develop a mechanism for evaluating the degree to which the partnership and the project were successful over the course of the year. Ideally, this will cover three specific areas: quantitative, project fit, and sustainability. Quantitative success essentially covers how well the project served its purpose. This could be measured in people served, structures built, gardens planted, people served or whatever other raw data is necessary. You should also explore how well the project addressed its ultimate goal. For example, if the project was to plant a garden to improve the diets of the community, you should measure both how many gardens were built and also how the diets of the community changed. Project fit simply measures how well the project fit with the partner's mission, community, and staff. Sustainability measures the degree to which the program can be run by local staff after it is created in partnership with the GlobeMed chapter. These criteria can be evaluated however is best for the chapter and the partner.

Why this is important: Evaluation allows the partner and the chapter to have tangible data on the impact of the project and the partnership on the intended target beneficiaries and communities. It serves as a guideline for future collaborations and helps to strengthen the project and the relationship.

Quantitative:

To gain insights into outputs of the sanitary pad distribution, the partnership will measure the number of beneficiaries met, their attendance in school (in numerical form). Additional information related to how the project might have impacted on the beneficiaries will be obtained from teachers' comments on performance, and qualitative comments from both teachers and beneficiaries.

To understand the outputs of the sexual reproductive health outreach, the partnership will keep track of how many youth benefit from sensitizations and the topics of the sensitizations.

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To measure key milestones of the goat project, the partnership will monitor the number of goats for child mother as well as qualitative measurements, such as their general health, status (pregnancy), treatment, and shelter.

Project fit:

As the GlobeMed at UCLA-Straight Talk Foundation - Nwoya Youth Center partnership is based on a mutual belief in health equity through local, sustainable work, projects should focus on providing lasting change to benefit the community's health, specifically through programs on adolescent sexual reproductive health. The project should fit within the Straight Talk Foundation - Nwoya Youth Center's mission of providing the community with information and resources to reduce HIV, increase the adoption of safer sex practices in adolescents through abstinence, condom use, reduced partners, and faithfulness, and provide services to vulnerable populations within the Nwoya District. The project should be crafted in line with STF's overall goal, which is "To contribute to a Uganda where all adolescents and adults are healthy, educated and achieve livelihoods that provide basic needs and development".

Sustainability:

The project proposed, discussed, and chosen by the GlobeMed at UCLA and Straight Talk Foundation - Nwoya Youth Center teams should follow a model of sustainability within Straight Talk Foundation funding mechanisms. Once GlobeMed at UCLA's funding stops for the specific program, it should still be able to function independently or continue to have significant effects on the community. The project should be able to run using current staff and current resources. Additionally, this is not a stand alone intervention; it should be seen to contribute to STF overall program objectives. Projects will continue to be monitored into the future to see long-term impact on the community.

Reflection

The chapter and the partner will schedule an end of the year conversation to discuss how the year has gone and what can be improved for the next year, if the partnership is to continue into the following year. This should be an honest conversation between the chapter and the partner to lead to real improvements that can be beneficial for both. This conversation will take the evaluation into account but also will focus on how the relationship has functioned outside of the specific project(s).

Why this is important: Reflection allows for improvements for the chapter, for the partner, and for the national office in future years. As we are continually trying to strengthen our programs, reflection provides much needed feedback on how we are actually doing.

The GlobeMed at UCLA-Straight Talk Foundation - Nwoya Youth Center partnership should result in continually effective, impacting, and sustainable programs. Reflection should be made on both sides to ensure that the partnership is working towards this goal.

GlobeMed at UCLA and the Straight Talk Foundation - Nwoya Youth Center agree to communicate openly and honestly throughout the course of the year; with the Straight Talk Foundation head office included in all communication. All problems or concerns should be transparent and addressed promptly. As discussed on GROW 2012, the partnership will strive to improve communication (between and within staff), program organization, and methods of monitoring and evaluation. Both organizations will have constant discussions on the status of these areas and will measure growth and change so that these areas will reach a mutually satisfactory level.

In case of conflict, both organizations agree to report to each other in a prompt and respectful manner through email. In the case of any concerns on the behalf of GlobeMed at UCLA, discussions should be made with both the Kampala head office and to the Straight Talk Office – Nwoya Youth Center.

Continuous reflections throughout the year, with an emphasis on the end of the year, will be used to discuss how the partnership is going and if it should continue into the next year.

Project Workplan for 2012-2013

This workplan describes the commitment to project work between GlobeMed at UCLA and the Straight Talk Foundation - Nwoya Youth Center for September 2012- June 2013. This workplan may but does not necessarily include the workplan for on-site visits to the Straight Talk Foundation - Nwoya Youth Center by GlobeMed at UCLA, nor does it include any smaller or less intensive projects that may come up throughout the year (such as research ideas).

I. Project Description

- A. Description of the project, specific components of the project, and specific related costs that GlobeMed at UCLA will be supporting this year
- B. Intended Project Impact [describe the intended impact of project on the ground]
- C. Measurement of Project Impact [describe how one will know that the project has been successful]

A. Project Description

1. Sanitary Pad Distribution: This program is designed to provide in-school girls with sanitary pads, to reduce stigma related to menstruation, and to maintain high female student enrollment, retention, and completion (of at least Primary 7) at schools within the community.

The Sanitary Pad Distribution is designed to support in-school young girls by providing them with reusable sanitary pads.

As sanitary pads are expensive for many families in the district, many girls go without any protection during their menstrual cycle, resulting in discrimination and embarrassment while in school. Girls may skip school during this time of the month, putting them behind their male peers and creating a gender imbalance within schools. Girls may also commit sexual favors in exchange for material goods, such as sanitary pads, resulting in high-risk behavior. The program aims to reduce the rate of drop out, to reduce risky sexual behaviors, and to provide a sustainable/reusable material for use during menstruation.

Distributions will be accompanied by sensitizations that cover topics relevant to body changes, menstrual cycles, and the use of sanitary pads.

Girls in the community often lack proper knowledge relating to menstruation. Education will be a key component of the sanitary pad distribution. During sensitizations, counselors will work to reduce the stigma surrounding menstruation by discussing body changes, the processes of the menstrual cycle, myths concerning menstruation, and how to keep proper hygiene during the cycle. Counselors will also present the different kinds of

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sanitary pads (disposable, local, and reusable) and demonstrate their uses to ensure that all girls understand how to care for themselves during their cycle.

The program will include training for senior woman teachers so that they can provide students with advice and guidance related to sanitary pad use throughout the course of the school year.

Teachers will be provided a comprehensive training during the year to provide them with knowledge related to menstruation and the use of sanitary pads. This will provide girls with a continuous and accessible resource during the school year.

Costs of the Sanitary Pad Distribution include refreshments, staff day allowances, fuel, communication, sanitary pad materials, and training costs. (~8,766,000 UGX; \$3506)

2. Sexual Reproductive Health Outreaches to Schools: This program aims to provide students with knowledge about different sexual reproductive health topics so that they can make healthy and informed decisions.

The SRH Outreach Program focuses on providing in-school youth knowledge on topics of sexual reproductive health.

In this program, counselors from the Youth Center will lead seminars that cover a wide array of topics, including growth and development issues, HIV prevention counseling, special counseling for HIV positive students, career guidance, counseling for multiple sexual partners, and more. These seminars will act as discussions that provide students with knowledge on different health topics as well as provide them a space to ask any questions they may have related to given topics.

The program will support schools by having equipment for schools and/or youth clubs to use for large sporting activities.

Often times, schools do not have enough funds to provide their students with basic sports equipment. By offering to loan equipment out for competitions or organized activities, the program aims to mobilize students and create an avenue through which issues of sexual reproductive health can be discussed. Sporting events will be supported as an alternative to other risky activities.

Costs for SRH Outreaches include staff day allowances, fuel, communication, stationary, and sports and game equipment. (~4,320,00 UGX; \$1728)

3. Goat Project Monitoring: This program provides monitoring and evaluation for the 2011-2012 GlobeMed at UCLA-Straight Talk Foundation - Nwoya Youth Center project.

Counselors will follow-up with beneficiaries every two months to check on the goats' health, status, shelter, and treatment.

Monitoring of the project will allow the center to understanding the impact of its project as well as understand when the next phase of the program (distribution to the next set of child mothers) will begin.

There will be a beneficiary meeting once every quarter to discuss topics relevant to goat rearing or general parenting.

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These meetings will be formal meetings in which beneficiaries can discuss any problems that they face, whether related to their goats or general life. Mothers will be able to learn from one another and to create a support system within themselves.

Costs for the Goat Project Monitoring include staff day allowances, fuel, costs of child mother meetings, and communication. (~1,240,000 UGX; \$496)

Costs for Center operationals include stationaries, fuel, internet/email, travel to pick up GROW team, and bank charges. (~3,910,000 UGX; \$1564)

The cost for all of these programs totals to about \$7500, which marks GlobeMed at UCLA's fundraising goal for the 2012-2013 school year.

- B. Intended Project Impact:** The Sexual Health Education, Outreach, and Intervention Project will make an impact on the lives of over 5000 youth in the Anaka Sub-County as well as several neighboring sub-counties of the Nwoya District. These youth will be reached primarily through schools, health centers, community centers, youth clubs and disability unions.
- C. Measurement of Project Impact:** The impact of the project will be measured in a number of quantitative methods. They are listed as following: The number of schools reached with SRH outreach programs, the number of youth that were reached by each specific sub-program in the project (as well as the total number of youth), number of sports and games activities organized, number of sanitary pad beneficiaries, number of sanitary pads distributed, number of communities counseled, the number of young mothers reached and the number of goats per each child mother. These do not necessarily cover all measurements of project impact by partner. These measurements will be organized into reports that will be sent on a quarterly basis to GlobeMed at UCLA.

II. Chapter Objectives for Project

Financial goal: Raise and send \$7500 by July 1, 2013 to carry out programs as described in the project description.

Partnership goal: Keep constant communication with the partner organization on the progress on ongoing programs. This includes frequent updates by both organizations, discussing results of quarterly reports, and addressing concerns as they arise. The chapter will also work with the partner organization to develop monitoring and evaluation tools for reporting.

III. Partner Objectives for Project

Project goal: To make an impact on the lives of 5000 youths in Nwoya District by allowing general youth as well as the special groups access to sexual health education services and supplies.

Specific Objectives:

- To increase adoption of safer sex practices among adolescents through abstinence, corrective condom use, reduced partners and faithfulness.
- To increase young people utilization of HIV prevention and other ASRH services at Straight Talk Foundation - Nwoya Youth Center in one year.

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Straight Talk Foundation - Nwoya Youth Center

- To increase female student enrollment, retention, and completion of at least Primary 7.
- To empower the young mothers have a sustainable livelihood that would help them meet their basic needs.

Reporting: Straight Talk Foundation – Nwoya Youth Center will report financial and program updates to GlobeMed at UCLA on a quarterly basis. The deadlines for the quarterly reports will coincide with those given to Straight Talk Foundation: April 5, July 5, October 5, and January 5.

No financial transactions may occur before this Memorandum of Understanding is signed. This Memorandum of Understanding is effective as of [DATE submitted to National Office].

Chapter contact information:

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Partner contact information:

Name: Alfred Olweny

Phone: +256 774 848 448/+256 716 848 448

Skype ID:

Email: alfred.olweny@yahoo.com; olwenyalfred@gmail.com

Address: Straight Talk Foundation - Nwoya Youth Center, PO Box 752, Gulu, Uganda, East Africa

Financial information:

Method of Sending Money: As the Straight Talk Foundation - Nwoya Youth Center is a branch of the Straight Talk Foundation, all funds will be wired to the Straight Talk Foundation bank account in Kampala. These funds will be channeled from STF headquarters to the Straight Talk Foundation - Nwoya Youth Center as agreed upon in the Memorandum of Understanding. Funds will be transferred in one installment sometime between June and July.

Signatories: All GROW trips hereafter will include the Straight Talk Foundation within our discussions on the Memorandum of Understanding and will include the Executive Director or a designated staff member of STF as a signatory on the contract.

Bank information: Funds to support the project will be wired to the following bank account:

Account Name: Straight Talk Foundation.

Account No: 0140060560304

Bank: Stanbic Bank Uganda Ltd
Crested Towers Branch
Kampala
Uganda

SWIFT: SBICUGKX

Before every wire transfer takes place, the chapter and partner should have a discussion project plans and update the project outline if necessary.

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GlobeMed at UCLA

Straight Talk Foundation - Nwoya Youth Center

On behalf of GlobeMed at UCLA

Signed:

Print Name:

Date:

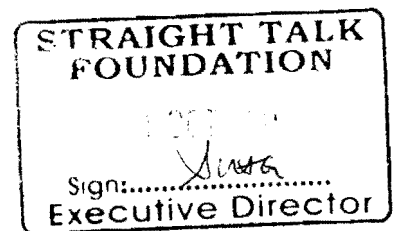
On behalf of Straight Talk Foundation- Nwoya Youth Center

Signed:

Print Name: AJOIC S. Lwiza

Date:

OCT 1st 2012



This Memorandum of Understanding has been received by the GlobeMed National Office:

Signed:

Print Name:

Date: