# Memorandum of Agreement between Coalition and School: EXAMPLE

The New Mexico Strategies for Success Survey (SFS) survey will be implemented in [SCHOOL NAME] in [DATE(S) OF SURVEY IMPLEMENTATION] for the purpose of evaluating the effectiveness of prevention efforts by the [COALITION NAME] to prevent alcohol use and prescription drug abuse among students in grades 6 through 12.

This Memorandum of Agreement between [SCHOOL NAME] and [COALITION NAME] lays out the roles and responsibilities of each party for the duration of the agreement. This MOA will become effective as of [BEGINNING DATE] and remain in effect until [END DATE], regardless of changes in administration and/or leadership. (This can be a multi-year MOA or instead have a trial year with the option of extending the MOA for multiple years provided the first year goes well.) The MOA may be dissolved should either party not meet the agreed upon responsibilities.

 **Roles and Responsibilities of [SCHOOL NAME]**

The [SCHOOL NAME] will assume responsibility for the following:

1. The school will assume responsibility for informing parents of the survey and of obtaining documentation of informed consent or refusal for student participation in the survey. The [SCHOOL NAME] will do this using one or more of the following techniques:
	1. Obtaining blanket consent (documented) from parents for student to participate in any data collection endeavors during the school year, (e.g., NM YRRS, NM SFS, SBHC, etc.).
	2. Requesting for documentation of parental refusal only for the student to participate in the survey by sending a letter describing the survey in detail and requesting that if parents do not want their student to participate in the survey, to return the form indicating their refusal.
	3. Obtaining informed consent by sending a consent form to parents describing in detail the survey and asking for the consent of parents for the student to participate, (i.e., active parental consent).
	4. Other strategy to obtain informed parental consent. Please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. The school will assume responsibility for maintaining all documentation of parental consent and/or refusal and keeping this documentation on file for [NUMBER] of years.
3. The school will assume responsibility the day of data collection to remove any students without parental permission to participate from the data collection location(s).
4. The school will assume responsibility for assisting data collectors with maintaining students’ privacy while completing the questionnaire.
5. The school will assume responsibility for assisting data collectors with an effective method for maintaining the anonymity of student data.
6. The school will assume responsibility for assisting the coalition in identifying days, times, and classrooms for data collection.
7. The school will assume responsibility for conferring with parents before or after data collection and addressing any parental concerns that may come arise.
8. The school will assume responsibility for providing access to school counselor(s) and/or school-based health center should the student feel the need to speak with someone after completing the questionnaire.
9. The school will assume responsibility for keeping the coalition informed of any concerns that arise and seeking assistance from the coalition in addressing those concerns appropriately and effectively.
10. **Optional:** The school will provide sufficient access to computers, laptops, or tablets for completing the survey on-line *if negotiated with the community prevention provider ahead of time*. (This must be discussed and resolved prior to data collection taking place.)

**Roles and Responsibilities of [COALITION]**

The [COALITION NAME] will assume responsibility for the following:

1. The coalition will assume responsibility for informing students about details of the survey, their rights as a participant, how privacy and anonymity will be maintained.
2. The coalition will assume responsibility for obtaining documented student assent to participate in the survey.
3. The coalition will assume responsibility for safely storing documentation of student assent in a locked cabinet for at least 5 years.
4. The coalition will assume responsibility for printing all survey documents provided to students including the questionnaire, the student assent form, and take-home information in English and in Spanish.
5. The coalition will assume responsibility for providing trained data collectors and translators for data collection.
6. The coalition will assume responsibility for providing the school with any examples of parental informed consent documents for the school to use when asking for parental consent or refusal.
7. The coalition will assume responsibility for providing for the privacy of participants when completing the questionnaire.
8. The coalition will assume responsibility for providing a method for returning completed surveys that guarantee the anonymity of data.
9. The coalition will assume responsibility for ensuring that all participants will receive the take-home information document after completing and submitting the survey.
10. The coalition will assume responsibility for storing all completed questionnaires in a locked cabinet for at least 5 years.
11. The coalition will assume responsibility for sharing results of the survey with school as requested; however, the coalition will not be required to provide raw data to school without additional negotiations and agreement between the school and coalition.
12. The coalition will be responsible for providing all incentives agreed upon between the school and coalition.
13. **Optional:** The coalition will provide sufficient tablets for students completing the survey on-line *if negotiated with the school ahead of time*. (This must be discussed and resolved prior to data collection taking place.)

**The undersigned agree to this Memorandum of Agreement between [SCHOOL NAME] and [COALITION NAME], which will take effect on [BEGINNING DATE] and remain in effect until [ENDING DATE], regardless of any changes in administration or leadership. This MOA may be dissolved without consequence should either party not meet the responsibilities agreed to in the document.**

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 School Representative Date

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 Coalition Representative Date