Memorandum of Understanding

Journalism Education Association Mentoring Program

This document outlines the terms and responsibilities between the Journalism Education Association (“JEA”) and **NAME OF SCHOLASTIC PRESS ASSOCIATION** to support the JEA Mentoring Program in **STATE**.

Background:

The JEA Mentoring Program has been in operation since the fall of 2007. It has trained dozens of mentors who have worked with hundreds of new journalism teachers. By providing an ongoing support system to improve the retention rate of new journalism teachers, advisers in this program stay with their publications and build them into strong, effective programs that promote JEA’s goals of freedom of expression, responsible journalism, and support for diversity.

As part of this agreement, **NAME OF SCHOLASTIC PRESS ASSOCIATION** agrees to:

* Provide full or partial funding for yearly stipends for the mentor. **NAME OF SCHOLASTIC PRESS ASSOCIATION wants to pay its mentor(s)** **$AMOUNT FOR EACH MENTOR’S ANNUAL STIPEND**. (JEA suggests an annual stipend of $1,000 to $2,500 per mentor.) Payment should be sent by August 10 to Journalism Education Association, 105 Kedzie Hall, Manhattan, KS 66506. **$AMOUNT OF THIRD-PARTY FUNDING** will be coming from third-party funders, **AMOUNTS/NAMES OF THIRD-PARTY FUNDERS. (Yellow Chair Foundation is a third-party funder. Application for this amount is on the addendum, page 3 of this document.)**
* Recruit and support a mentor who is committed to the program for a minimum of two years.
* Provide a biography of 100 to 250 words about the mentor to be included in JEA publications.
* Provide a contact person to serve as a liaison with JEA in matters of funding and administration.
* Act as an ambassador of the Mentoring Program within the state and beyond.
* Assist the mentor in identifying new journalism teachers/advisers who can be supported as mentees.
* Try in good faith to provide assistance for the mentor to attend state or regional events.
* Find a replacement should the mentor be unable to continue.

As part of this agreement, the Journalism Education Association agrees to:

* Fully fund lodging and travel expenses for a new mentor to attend initial training in conjunction with the JEA Advisers’ Institute in July.
* Provide travel (not shuttle, taxi, parking) and hotel costs for mentors when attending one National High School Journalism Convention per year as part of their continuing education.
* Provide free registration to the mentor when attending any National High School Journalism Convention.
* Provide timely, semiannual stipend payments to the mentor in accordance with this agreement.
* Provide all tax filings to the IRS and the mentor regarding independent contractor payments.
* Provide free membership to the Journalism Education Association to the mentor and his/her mentees throughout participation in the program.
* Provide continuing education through webinars, conference calls and other virtual training.
* Provide annual and on-request accounting records for all receipts and disbursements made as part of this agreement.
* Return or, upon request of **NAME OF SCHOLASTIC PRESS ASSOCIATION**, carry forward any unused funds provided as part of this agreement at the end of each fiscal year ending June 30.

This agreement covers the term beginning **JULY 1, 2016**, and ending **June 30, 2017**. It can be renewed for subsequent one-year terms when agreed upon by both parties.

Name of mentor:

Address:

City, State, ZIP:

Phone:

Email:

Name of mentor:

Address:

City, State, ZIP:

Phone:

Email:

Name of **NAME OF SCHOLASTIC PRESS ASSOCIATION** contact:

Address:

City, State, ZIP:

Phone:

Email:

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**NAME OF CONTACT, NAME OF SCHOLASTIC PRESS ASSOCIATION**

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Date

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Kelly Furnas, JEA

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Date

Memorandum of Understanding Addendum

Journalism Education Association Mentoring Program

This document modifies the terms and responsibilities between the Journalism Education Association

(“JEA”) and **NAME OF SCHOLASTIC PRESS ASSOCIATION** to support the JEA Mentoring Program.

Background:

The JEA Mentoring Program has sought additional funding from national foundations to help support stipends. With the gracious support of the Yellow Chair Foundation, JEA is now able to provide support to state and regional press associations who struggle to meet the minimum stipends set forth for mentors, provided the following conditions are met:

* Yellow Chair support cannot exceed 75 percent of the state's mentor stipends.
* Yellow Chair support cannot exceed $6,000 over any two-year period.
* Yellow Chair support is considered last-in, last-out funding for the mentors' stipends, and unused funds cannot be rolled over to following years.
* Yellow Chair support is prioritized for existing mentors, with first priority going to states already in the mentoring program.
* Yellow Chair support is based on a state's good-faith effort to secure internal or external funding for mentor stipends.
* The above does not apply to states without a scholastic press association, although in those circumstances Yellow Chair support will fund no more than one mentor per year.
* Because support from the Yellow Chair Foundation is subject to annual fluctuations, decisions for support are effective for one fiscal year and must be reevaluated annually.

As part of this addendum, JEA agrees to provide **$AMOUNT** in Yellow Chair support to **NAME OF SCHOLASTIC PRESS ASSOCIATION** for the **2016-2017** fiscal year.

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**NAME OF CONTACT, NAME OF SCHOLASTIC PRESS ASSOCIATION**

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Date

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Kelly Furnas, JEA

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Date