

28 February 2012

**Memorandum of Understanding
Between
The Adult Literacy Program of Fayetteville Urban Ministry
And
Fayetteville Technical Community College**

Target Population: Students below the 9th grade level in need of individualized tutoring to achieve educational goals. Students must be enrolled in a Basic Skills or English as a Second Language Class at College and Career Readiness of Fayetteville Technical Community College or in the Adult Literacy Program of Fayetteville Urban Ministry.

1. **Purpose.** The purpose of this Memorandum of Understanding (MOU) is to establish a cooperative, coordinated agreement for the provision of the above described target population.
2. **Background.**
 - a. The Adult Literacy Program (ALP) of Fayetteville Urban Ministry (FUM) provides one-on-one and small-group instruction free of charge to adults in Cumberland County over the age of 18 and below a 9th grade level, in the subjects of reading, writing, math, grammar, GED prep, English as a second language, computer, and life skills.
 - b. The College and Career Readiness (CCR) of Fayetteville Technical Community College (FTCC) provides instruction to students in need of completing their GED, high school diploma, or review of their reading, writing, math and language skills.
3. **Roles/Responsibilities of Parties.** Under this agreement, the parties agree to perform or allow the performance of the following:
 - a. The Adult Literacy Program of Fayetteville Urban Ministry will:
 - (1) Receive referrals from CRC for students who need additional assistance of students matching cohort description to complete their goal.
 - (2) Provide one on one tutoring or small group classes for qualified students
 - (3) Provide CRC with current literature on their services for distribution and publicity for residents of Cumberland County.
 - (4) Exchange educational information i.e. assessment/placement information, instructional materials, and education plans, but any such exchange will occur only after the student whose information is to be exchanged has provided the Fayetteville Urban Ministry signed written consent which complies with the requirements of the Federal Educational Rights and Privacy Act.

(5) Follow up on enrolled students in ALP programs as defined until goal or program completion.

b. College and Career Readiness of Fayetteville Technical Community College will:

- (1) Receive referrals from ALP for students who are ready to enter CCR.
- (2) Provide additional support services as needed and applicable which include but are not limited to Human Resource Development (HRD) and Career Exploration classes.
- (3) Provide ALP with current literature on their services for distribution and publicity for residents of Cumberland County.
- (4) Exchange educational information i.e. assessment/placement information, instructional materials, and education plans, but any such exchange will occur only after the student whose information is to be exchanged has provided the Fayetteville Technical Community College signed written consent which complies with the requirements of the Federal Educational Rights and Privacy Act.
- (5) Follow up on enrolled students in CRC programs as defined until goal or program completion.

4. Points of Contact

- a. The points of contact for the Adult Literacy Program are: the Program Director of Adult Literacy and the Program Coordinator of Adult Literacy.
- b. The points of contact for Fayetteville Technical Community College are: the Director of College and Career Readiness and designated Program Coordinator.

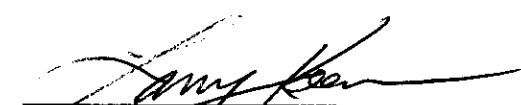
5. Implementation/Termination of Agreement:

This MOU is effective upon the signature of approving officials: the Executive Director of FUM and the President of FTCC.

This MOU shall remain in effect for a period not to exceed two years with joint review annually. It can be terminated prior to this period by either party upon written notice to the other party.



Johnny Wilson, Executive Director
Fayetteville Urban Ministry



Dr. Larry Keen, President
Fayetteville Technical Community College