

**Memorandum of Agreement (MOA)**  
**between Lopez Island Family Resource Center**

**and** \_\_\_\_\_

**I. The Parties of this Memorandum of Agreement**

Lopez Island Family Resource Center hereinafter referred to as **LIFRC**.

\_\_\_\_\_ hereinafter referred to as **PARTNER**.

**II. Purpose**

The purpose of this MOA is to establish an agreement among the above-mentioned parties concerning their respective roles and responsibilities for participation and/or implementation of the Moment of Youth Summit 2026, a youth-led leadership and prevention training designed to inspire, empower, and connect. Created by youth for youth, it offers a dynamic day of networking, skill-building, creative expression, and meaningful conversations that make a lasting impact.

**III. Duration:** The agreement is for a period of April 1, 2026-May 16, 2026 until 3pm.

**IV. Duties of Parties** The Parties agree on the following roles and responsibilities:

**Responsibilities of PARTNER**

- Establish one (1) adult Partner Contact to coordinate and facilitate partnership with LIFRC.
- Communicate with all partner participants, staff and advisors to the rules, expectations, and norms of the Summit.
- Ensure that the Summit honor the No Use Zone (no use of tobacco, alcohol, cannabis, vapes or substances).
- Ensure all adults/advisors attending Summit have an acceptable criminal background check on file. Prohibit any adult with a felony conviction related to their duties from attending the Summit.
- Ensure that all adult chaperones/advisors are at least 25 years of age, arrive prepared to role model participation and prevention practices, understand that this Summit and the entire Camp Moran facility are No Use Zones
- Ensure that adult/youth ratio representing your agency meets at least 1 to 12. If unable to meet this ratio, please contact [satya@lifrc.org](mailto:satya@lifrc.org)
- Ensure that Partner Agency is willing and able to comply with Emergency Protocols as provided by WA State Parks and LIFRC.
- Understand that in case of medical emergency, Orcas Fire & Rescue will be first call made by Summit staff.
- Ensure that all adult chaperones/advisors complete LIFRC's Registration & Waiver
- Recruit and refer youth grades 8-12 to the Moment of Youth Summit.
- Assume responsibility for medication administration or management of chronic conditions for youth registered by the Partner agency.
- Ensure that all youth participants complete LIFRC's Registration & Waiver
- Provide a certificate of insurance that demonstrates liability coverage and lists LIFRC as additionally insured. LIFRC will also list PARTNER as additionally insured and demonstrate liability coverage. If unable to do so, contact [satya@lifrc.org](mailto:satya@lifrc.org)

- Provide transportation for Partner participants to and from Summit at Camp Moran, Moran State Park, Orcas Island WA
- Assign at least one (1) Partner representative to attend pre-summit Partners Meeting on Wednesday, May 6.

### **Responsibilities of LIFRC**

- Communicate and collaborate with all partners about rules, expectations, and norms of the Summit.
- Coordinate and host the event at Camp Moran Environmental Learning Center, Moran State Park, Orcas Island WA
- Ensure No Use Zone is honored.
- Confirm and disseminate Emergency Protocols.
- Provide all lodging, meals, supplies and facilitation for the Summit.
- Hire, supervise, and evaluate the positions of the Project Director and Site Coordinator, kitchen and support staff.
- Assume contractor responsibilities for subcontractors who serve as facilitators or support staff.
- Provide logistical support including office space, telephone use, and computer use for program staff.
- Provide coordinated reimbursement and logistical support for Partner transportation in accordance with allowable grant budget.
- Purchases necessary materials/supplies for designated components in accordance with the MOY budget.
- Provide a certificate of insurance that demonstrates liability coverage and lists PARTNER as additionally insured.
- Develop, disseminate and manage (1) Adult/Chaperone Registration, (2) Youth Registration and (3) Pre & Post Summit surveys
- Lead pre-summit Partners Meeting on Wednesday, May 6.
- Preserve the anonymity of participant identities, including assurance that identifiable data is not released to third parties.
- All confidential data provided by PARTNER will be stored with access limited to the least number of LIFRC staff needed to complete the purpose of the Summit reports to YCCTPP.
- Upon PARTNER request, provide aggregate or anonymous data and survey results from Summit. Individual data from PARTNER agency available upon request. Transfer of data shall be limited to secure transmission.
- LIFRC will utilize data in support of implementation, evaluation, reporting and improvement of the Moment of Youth Summit.
- LIFRC staff shall not disclose, in whole or in part, the data provided to MOY Summit to any individual or agency, unless this agreement specifically authorizes the disclosure.
- Data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this agreement.
- LIFRC shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

**Severance Clause**

If any part of this agreement becomes unenforceable or illegal, then the agreement will continue in force, but the offending provision(s) shall be severed from the agreement and will have no effect on the remaining services agreed to and associated performance.

**Signatures**

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Partner Agency/Organization Representative: Signature

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Partner Agency: Print Name & Title

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Date

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LIFRC Signature

**Barbara Shultheiss, LIFRC Executive Director**

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Date