



College Goal Oregon Site Agreement



This agreement is between the Office of Student Access and Completion, 1500 Valley River Drive #100, Eugene, OR 97401 (hereafter referred to as “OSAC”) and _____ (hereafter referred to as “site”).

I. Term

This agreement shall become effective on _____ and shall continue until terminated, in writing (30-day written notice – See page 2, Section Termination), by one or both parties.

II. Purpose

The purpose of this Agreement is to outline the responsibilities of OSAC and site in conducting the College Goal Oregon (hereafter referred to as “CGO”) program.

III. Statement of Work

A. Responsibilities of Site:

1. Designate one staff person, called Site Supervisor, to coordinate the FAFSA Plus+ Pilot Project and College Goal Oregon program for site. Allow release time for Site Supervisor to attend CGO training and committee meetings as necessary.
2. Be responsible for recruiting volunteers, assigning volunteer duties, and conducting on-site supervision and evaluation of the volunteers. Site is responsible for costs incurred in completing these responsibilities.
3. Bear responsibility for maintaining tort and accident insurance for its volunteers and will, to the extent permitted by law, hold OSAC and its agents harmless from any claims made against the site volunteers.
4. Complete the *Event Date Confirmation* form and return it to OSAC by the required deadline for the event. This date will be used in statewide marketing materials; therefore no changes can be made to the date once it is submitted.
5. Provide event management to ensure a smooth experience for students, families, and volunteers.
6. Assist with the collection of evaluation data, which are completed by students, parents, volunteers, and other attendees of the CGO program. Forward all evaluation data to OSAC immediately following the event.
7. Market the CGO program to the local community, using social marketing principals as well as marketing collateral developed by the College Goal Oregon program.
8. Identify the event as a part of the College Goal Oregon program in all promotions and in all materials.
9. Request training and consultation from CGO staff, as needed.

B. Responsibilities of the Oregon Student Access Commission

1. Provide marketing collateral to site; publicize CGO on a state-wide level.
2. Provide Student, Parent, and Volunteer evaluation forms. Ensure forms are submitted to the grantor.

3. Provide information about the OSAC Scholarship Application for distribution at the CGO event.
4. Maintain and update the College Goal Oregon website www.collegegoaloregon.gov.
5. Provide Site Supervisor training and FAFSA training materials.
6. Administer College Goal Sunday grant(s) and ensure all grant requirements are fulfilled.

IV. Consideration

The mutual obligations of each party herein constitute the consideration for this agreement. In addition, an optional stipend agreement may be included as an Addendum to this agreement if the College Goal Oregon program has been awarded those funds.

V. Termination

This agreement may be terminated immediately by mutual consent of all parties, or by either party upon 30-day written notice and delivered to the other party by certified mail or in person.

VI. Amendment

The terms of this agreement may not be waived, altered, modified, supplemented, or amended in any manner whatsoever, except by written agreement signed by all parties to this agreement.

*Name of Site as it will appear in all College Goal Oregon Promotional Materials
(Please print)*

Campus President, Principal, or organization's Chief Financial Officer (Please print)

Signature, Campus President, Principal, or organization's Chief Financial Officer _____
Date

College Goal Oregon Site Coordinator, email address, phone number (Please print)

Signature, College Goal Oregon Site Coordinator _____
Date

Vic Nunenkamp

OSAC College Goal Oregon Representative, Vic Nunenkamp (Please print)

Signature OSAC College Goal Oregon Representative, Vic Nunenkamp _____
Date