



EXCHANGE

THE NATIONAL EXCHANGE CLUB
America's Service Club

Exchange Parent Aide Program Agreement

National Exchange Club

The Exchange Club of _____ *Name*

Organization _____ *Name*

PURPOSE

This Agreement is made and entered into by and between The National Exchange Club hereafter referred to as "NEC", the Exchange Club of _____, hereafter referred to as "Exchange Club", and the *Organization*: _____, hereafter, referred to as _____. This Agreement is made for the purpose of describing the partnership between the aforementioned parties effective _____. The term of this Agreement shall be for one year and shall be automatically renewed each year thereafter. Any of the parties may terminate this Agreement at any time by giving the other parties 90 days written notice of termination.

_____ *Organization's* **EXCHANGE PARENT AIDE PROGRAM**

The Exchange Parent Aide Program is implemented through the *Organization* _____, and supported by the Exchange Club of _____, and the NEC. The Program provides the components described in the NEC's Exchange Parent Aide Training Manual and meets the requirements of the NEC's Standards of Operation and Practice for Exchange Parent Aide - 2023.

THE EXCHANGE CLUB ASSURES AND/OR AGREES TO:

1. That club members are available to serve on the *organization's* _____ advisory board if requested.
2. Adopt the Exchange Parent Aide program as a club child abuse prevention program.

3. Raise or designate an amount or percentage from fund raisersp or alternate support to the Exchange Aide Program as necessary to administer and conduct a viable service. This amount will be established in the annual Exchange Club budget.
4. Allocate all funds designated for the Exchange Parent Aide Program to *Organization* to administer and conduct the program until this Agreement is ended or changed.

ORGANIZATION ASSURES AND/OR AGREES TO:

1. That it is an incorporated non-profit organization with federal income tax-exempt status from the Internal Revenue Service pursuant to Section 501(c)(3) of the Internal Revenue Code.
2. Provide to the NEC:
 - A. Proof of Insurance, including Directors and Officers, Professional and General Liability, Property, Crime, Automobile, and Fiduciary.
 - B. Annually, a copy of the audited financial statement at the close of *Organization's* fiscal year.
3. Implement the Program Practices as prescribed in the NEC's Standards of Operation and Practice for Exchange Parent Aide – 2023.
4. Maintain accurate and complete client records and service plans meeting the NEC's Standards of Operation and Practice for Exchange Parent Aide – 2023 and needs of the Organization's.
5. Submit monthly statistical and other reports and inform the NEC of changes in staff composition or program location
6. Participate in program evaluations required by the NEC and act on recommendations as agreed to for best practice.
7. Comply with all laws, regulations of federal, state, and municipal authorities and at their own expense, shall obtain and maintain all required licenses or permits for the conduct of services and protection of their employees, clients, and invitees.
8. Utilize all funds allocated for the Exchange Parent Aide Program to administer and conduct the Program, including any amount raised and designated by the Exchange Club.
9. Designate a Program Director/Manager/Supervisor for the Program and as staff representative to the Exchange Club.

THE NATIONAL EXCHANGE CLUB ASSURES AND/OR AGREES TO:

Provided the obligations of the Exchange Parent Aide Program, pursuant to the terms of this Agreement, continue to the satisfaction of the NEC's Board of Directors, the NEC agrees to:

1. Provide orientation to the Program Director.
2. Provide technical assistance, consultation, and program monitoring of the Exchange Parent Aide Program.
3. Provide Exchange Parent Aide training.

4. Provide the annual NEC Prevention of Child Abuse Symposium.
5. Develop and provide materials for volunteer recruitment and training for the Program.

EXCHANGE CLUB AND ORGANIZATION ASSURE AND/OR AGREE TO:

1. The Exchange Parent Aide Program will adhere to the principles, philosophy and goals of the NEC, to wit:
 - A. To diminish child abuse and neglect by providing parent aide and auxiliary services to families with risk factors for child abuse and neglect.
 - B. To increase public awareness of child abuse and its tragic effects on children, their families and communities by disseminating information on child welfare to the public.
 - C. To enhance child and parent relationship, whereby families are strengthened and healthier.
2. Adhere to Standard of Operation and Practice for Exchange Parent Aide 2023, of the National Exchange Club.
3. Determine which party is responsible for the following fees to be paid to NEC for implementation and support of the Exchange Parent Aide program:
 - \$800 Initial Fee
 - \$1500 Training Fee (travel, hotel and staff time)
 - \$150 Accreditation Fee at time of accreditation and re-accreditation
 - \$2500 Annual Fee
4. Inform in writing and secure written approval from the NEC for any major program modifications, additions, or deletions prior to their implementation.

THE NEC, ORGANIZATION, and EXCHANGE CLUB ASSURE AND/OR AGREE TO:

1. The parties represent that they are agents of one another and that each party is independent of the other, including their officers, agents, or employees.
2. Hold the others harmless in the conduct of their respective responsibilities to provide the Exchange Parent Aide Program. Each party is not liable for injury or damage to person or property unless caused by or resulting from its own negligence.
3. This agreement constitutes the entire and complete agreement between the Exchange Club, Organization, and the NEC.
4. No amendments or variations of the terms and conditions of this Agreement shall be valid unless the same are in writing and signed by all the parties hereto.
6. This agreement shall be construed and enforced pursuant to the laws of the State of _____, and the Courts within the State of _____ shall have exclusive jurisdiction over any controversy between the parties hereto.

7. Give ninety days written notification by any party to the others, to terminate this Agreement. In the event of disputes, each party will negotiate with the others in good faith to resolve the dispute, utilizing the signers of the agreement or designees, or other means as agreed upon to mediate.

INWITNESS WHEREOF, the undersigned officers, being legally authorized by their respective Board of Directors to enter into this Agreement, have hereunto set their hands on behalf of the NEC, Exchange Club, and *Organization*.

For the National Exchange Club: _____
Tracey Edwards, Executive Vice President Date

For the Exchange Club: _____:
President Date

For the *Organization*: _____
President/CEO Date

