



BKP, 16 Sweeney Ridge Rd., Bedford, MA 01730  
 website: [www.bkpinc.org](http://www.bkpinc.org) email: BKP@BKPinc.org

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into and executed by and between

Requesting Party	Bagong Kulturang Pinoy, Inc. (BKP, Inc.)
Name: [libraryName] Address: [street] [barangay] [city], [province], [region] Philippines	Name: Bagong Kulturang Pinoy, Inc. Address: 16 Sweeney Ridge Road Bedford, MA 01730 USA
Represented by: <i>Note: Two contacts are required. If this request is for a school, one contact must be the school principal.</i> 1. Name: [adminFirst] [adminLast] Phone: [adminPhone] Email: [adminEmail] 2. Name: [PHContactFirst] [PHContactLast] Phone: [PHContactPhone] Email: [PHContactEmail]	Represented by: <i>Note: This section will be completed by the U.S. contact.</i> Name: [USContactFirst] [USContactLast] Phone: [USContactPhone] Email: [USContactEmail]

The [libraryName] has established a partnership with Bagong Kulturang Pinoy, Inc., mutually recognizing the authority and competence of this organization to establish a mini-library and implement a reading program. Training on reading programs such as **FSER** (First Steps in Engaged Reading), **RBP** (Reading buddies Program) and/or **TWR** (Thinking While Reading) that can be incorporated with your existing reading program can be requested and arranged by the applicant and US volunteer sponsor.

[adminFirst] [adminLast] has committed to uplift the quality of education and literacy by seeking financial support locally for the mini-library set-up and implementation of a reading program and by working with the US volunteer.

[adminFirst] [adminLast] has further expressed his/her full support for the same goal by providing a venue for the mini-library that will house the books and provide personnel to act as librarian, as well as a place for books in the classrooms and schedule to implement a reading program.

Now therefore, in consideration of the foregoing premises, Bagong Kulturang Pinoy, Inc., and [adminFirst] [adminLast] agree to be bounded by the following terms and conditions.

## SCOPE OF FUNCTIONS AND RESPONSIBILITIES OF THE PARTIES

### 1. ROLES AND FUNCTIONS OF [adminFirst] [adminLast] and [PHContactFirst] [PHContactLast]

#### 1.1 Responsible for the establishment and operation of the library

- Provide a physical venue for the library
- Designate personnel to manage the library or act as librarian
- Disseminate information to the community about the library
- Establish a system for lending books
- Ensure that the books received from BKP, Inc. will be for the exclusive use of the teachers and students in the reading program

#### 1.2 Ensure effective implementation of the reading program

- Conduct an information campaign on the reading program to children, parents, community workers, LGUs or NGOs in the community and other possible partners and beneficiaries of the program
- Identify and assign teachers, students, social workers and volunteers who will be involved in the program
- Assign at least one or more class periods to read per school week
- Identify and assign replacement for teachers involved in the reading program in case of change of staff due to schedules, promotions, transfers, retirements, etc.
- Submit required reports twice: 5<sup>th</sup> and 10<sup>th</sup> month of each school year

#### 1.3 Ensure effective monitoring of the library and the reading program:

- Submit documentation (email to [lsisonbkip@yahoo.com](mailto:lsisonbkip@yahoo.com)) on the 5<sup>th</sup> and 10<sup>th</sup> month of each school year that includes:
  - ☐ Pictures of:
    - Books when received and books after being read by the students
    - Students reading
    - Activities, projects in the reading program
  - ☐ Copy of school reading evaluation
  - ☐ Name and description of the reading program
  - ☐ Problems encountered and how they were handled
  - ☐ Principal's/ applicant's letter requesting for more books
- Supervise, monitor and evaluate all the volunteers and personnel who are involved in the library operations and the reading program

#### 1.4 Monitor and evaluate the implementation of the program in the library, classrooms

- Provide measures that will ensure that the program is carried out effectively

#### 1.5 Provide some financial support for the library and the reading program

- Providing the means and resources to acknowledge receipt of books from BKP Inc. (contact US volunteer sponsor, postal mail or email)
- Seek or provide financial support for the training, workshop and other activities related to the program and work with your US volunteer sponsor

## 2. ROLES AND FUNCTIONS OF BAGONG KULTURANG PINOY INC.

2.1 Provide training and assistance necessary for the RBP, FSER and/or TWR programs and operation of the library by making a request and arrangements with the US volunteer sponsor.

2.2 Provide books to be used in the reading program and in the library as long as the 5<sup>th</sup> and 10<sup>th</sup> month reports every school year and proper documentations are received with a book request letter, provided books and shipping funds are available.

2.3 Provide support, if necessary, in relation to program planning and implementation.

2.4 Evaluate the program using BKP, Inc. evaluation sheet and the implementation of RBP, FSER and/or TWR Programs and operation of the mini-library, including site visits and meetings.

2.5 In the event that the library and the reading program cease operations, BKP may discontinue shipping books. Should this library be operational again, the school/ community must reapply.

In witness whereof, the parties hereto affix their signatures:

<b>Requesting Party</b>	<b>Bagong Kulturang Pinoy, Inc. (BKP, Inc.)</b>
Printed Name: [adminFirst] [adminLast] Signature: Date:  Printed Name: [PHContactFirst] [PHContactLast] Signature: Date:	Printed Name: [USContactFirst] [USContactLast] Signature: Date: