

Southwest Philadelphia Supported Partner Agreement

This Partnership Agreement is made and effective this *[Date]* until *[Date]*. Each Partner agrees to the following terms and conditions:

A Supported Partner is an organization that offers literacy classes for residents of Philadelphia, and receives technical and financial support in the amount agreed upon, from the Office of Adult Education.

The Office of Adult Education is pleased to partner with _____ to facilitate:

- Enrollment of learners through the *myPLACE*SM program.
- Development of an adult literacy program serving the residents of southwest Philadelphia, with the intention of creating a sustainable program after the first year.

The Office of Adult Education agrees to:

1. Provide support in the amount of \$000.00 to *[organization]* within 30 days of receiving this signed agreement.
2. Facilitate pre-assessment and enrollment of learners in Supported Partner classes.
3. Provide volunteer trainings, professional development opportunities, training and technical support.
4. Organize and host meetings.

The Supported Partner, _____, agrees to:

- Have an adult literacy program offering classes within two weeks of receiving program support.
- Have two administrators committed to serve the literacy program for at least one year. This includes regular contact with OAE; attending quarterly Southwest Adult Education meetings; submitting two program reports with detailed updates and analysis on volunteer recruitment, retention & training and adult learner recruitment, retention and outcomes for adult learners.

Program report 1 is due 6 months from start of support

Program report 2 is due 12 months from start of support

- Have identified at least two teachers/tutors who have committed to at least one year of volunteer teaching or tutoring in our organization's literacy program.
- Any volunteers recruited to teach or tutor will complete OAE's volunteer training.
- All money will be used as listed, unless approved in writing by OAE staff.
- Items purchased with program support funds will remain within the organization and will be used for the purposes outlined in the request.
- The program will use the online Student Assessment System (ASAP) to register and track students and volunteers.
- Program support will not be used for salaries or wages, space rental, or utilities.
- The program will incorporate digital literacy skills into instruction.
- The program will provide at least three hours of instruction per week to learners.

Southwest Philadelphia Supported Partner Agreement

- Classes will be taught in English.
- The program will provide at least 50 hours of instruction for at least ten learners per year. All learners in the program will be assessed at a *myPLACE*SM campus, including any learners currently in an existing program. Administrators will schedule appointments for learners to be post-tested at a *myPLACE*SM campus or at the partner site after 45 hours of instruction. Post-assessments will be done with a standardized assessment tool that corresponds to the pre-assessment.
- If the Supported Partner stops the program during the one-year period, it agrees to return any hardware or equipment purchased, as well as any unspent funds, with OAE funds to OAE.
- Supported Partner organization will become a member of the Philadelphia Adult Literacy Alliance, and attend Alliance quarterly meetings.
- Administrators, teachers and tutors will attend designated professional development sessions.

SUPPORTED PARTNER

Administrator 1

Signature: _____ Date: _____

Name: _____

Title: _____

Administrator 2

Signature: _____ Date: _____

Name: _____

Title: _____

OFFICE OF ADULT EDUCATION

Program Director

Signature: _____ Date: _____

Name: _____

Title: _____

Program Coordinator

Signature: _____ Date: _____

Name: _____

Title: _____