



Memorandum of Understanding

Between

Indiana Parenting Institute

AND

Indiana Civil Rights Commission

Indiana Parenting Institute (hereinafter “IPI”) is a non-profit organization aimed at delivering parenting education programs, services, support resources, and public awareness initiatives that educate and engage parents and the community in advocating for the prevention of parental maltreatment of children.

The Indiana Civil Rights Commission (hereinafter “ICRC”) is the State of Indiana’s agency for the enforcement of and education about state civil rights laws. ICRC is tasked with collaborating with local organizations to increase compliance to these laws and inform individuals about their rights and responsibilities related to housing, education, and employment.

IPI’s target client demographic allows ICRC a unique opportunity to make contact with and provide services and information to hard-to-reach populations in a geographically important area of the state. ICRC will make available manpower and resources to help bolster IPI attendance and programming in exchange for a vehicle through which to access this community, and mutually beneficial relationship that can be renewed on a yearly basis.

Both parties have agreed to enter this Memorandum of Understanding (hereafter “MOU”) for the period of June 1, 2012 to April 30, 2013. The items below detail the responsibilities of each partner.

In view of the above, the Parties have agreed as follows:

- To work co-operatively during this program to help participant families gain a better understanding of their role in the education of their children, garner tools to help them better engage with their local schools and their officers, and educate them about the discrimination and accommodation protections available to them through Indiana’s civil rights laws.
- To maintain communication through phone and E-mail.

- To explore joint opportunities for earned and paid media through which both ICRC and IPI can publically discuss common goals, important issues, and topics relative to the work of both agencies.

IPI will strive to:

1. Provide at least two opportunities of reasonable length during each series of classes of both the Birth2Eighteen and JOY Project programs for ICRC staff to present information on services available through the agency and other services available through State agencies.
2. Keep ICRC staff abreast of community events, workshops, and other potential opportunities for collaboration and local participation through which ICRC can continually provide information to the community of Gary.
3. Collaborate with ICRC on outreach and media opportunities in and around Lake County in an effort to increase participation in IPI programs and awareness of ICRC services, specifically in the areas of fair housing and parental education. This will include working with ICRC staff to identify and contact local media outlets and ensuring that joint messaging is appropriate for the community.
4. Allow ICRC to act as “sponsor” of three major events – Parenting Awareness Month Indiana, the Gary Air Show, and the GCSC Parade for Education. This will include use of logo, live media whenever possible, and joint promotion of events.
5. Provide to ICRC attendance numbers and make-up of ICRC-sponsored events.
6. Provide to ICRC photo documentation of ICRC/IPI’s presence at all ICRC-sponsored events.
7. Make available, whenever possible, not less than one IPI representative to participate with ICRC and its partner agencies on statewide initiatives. These may include targeted workshops, conference, webinars, and other outreach activities.

ICRC will strive to:

1. Provide a total of \$10,000 to IPI, paid in full via direct deposit at execution of this agreement, to offset expenses related to the marketing and promotion of programs, securing of live remote whenever possible, volunteer expenses, and other auxiliary costs associated with IPI programming. A minimum of 20% of funds must be utilized in activities directly related to increasing participation.
2. Provide ICRC staff for IPI program classes who can discuss civil rights topics, including but not limited to fair housing, employment discrimination, disability accommodation, and parental and community engagement in education.
3. Develop messaging for audio/visual and print media to be used for earned and paid media in the Northwest Indiana area in an effort to promote programs and services of both IPI and ICRC.
4. Work, whenever possible, to include IPI representatives in statewide discussions.
5. Provide written materials to be distributed to participants and community members during each of the IPI workshops.

This MOU is agreed to on 18th of May, 2012 and will remain in effect for one year when it will be subject to review.

ICRC Representative



IPI Representative