



Letter of Agreement: 2008-2009

Grant Period: 9/2/08 - 6/12/09

The following is a Letter of Agreement between **Willow Tree Center** and (**Randolph Middle School**) for a maximum amount of \$2,000.00 to implement the REBEL2 Tobacco Prevention Program for the period of **September 2, 2008 – June 12, 2009**.

The REBEL2 Mission Statement:

REBEL2 (**Reaching Everyone By Exposing Lies**) is a statewide, anti-tobacco middle school movement in which students learn to educate their peers and New Jersey's elementary school students to make healthy lifestyle choices.

The goal is to maintain a minimum of 15 students in each REBEL2 chapter.

All parties involved in the REBEL2 Program must agree to support and further the following goals of New Jersey's Statewide Comprehensive Tobacco Control Program (CTCP) and REBEL within their school chapter:

CTCP Goals:

- Decrease acceptability of tobacco use among all people.
- Decrease the number of youth under 18 and young adults that start smoking..
- Reduce tobacco use among different population groups.

REBEL2 Goals:

- FY 08-09 Primary Short-term Outcome: Implementation of 100% comprehensive school policies within participating REBEL schools. The grantee will work to promote and facilitate the adoption and/or implementation of effective tobacco-free school policies.

In order to start or continue your REBEL Chapter for the 2008 – 2009 school year, the following needs to be read and signed stating agreement.

WILLOW TREE PROGRAMMATIC RESPONSIBILITIES:

The Willow Tree Center (to be known as "The county agency") will:

- Coordinate **two meetings** with all the middle school advisors.
- Provide on-going **technical assistance** to each REBEL2 chapter.
- Provide a **bi-monthly status report** on each REBEL2 school chapter via the REBEL Monthly Report.

WILLOW TREE FINANCIAL RESPONSIBILITIES:

- Begin to distribute REBEL funds totaling \$2,000.00 once the school advisor has:
 - Submitted a Letter of Agreement to Agency signed by the school administrator or the district business administrator.
 - Attended the REBEL Advisor Training.
 - Attended the first of two Advisor meetings.

SCHOOL PROGRAMMATIC REQUIREMENTS:

The School Will:

- Identify an appropriate **staff person** who will:
 - Serve as the school advisor for this program
 - create and sustain a youth-led tobacco prevention group in your school.
- **Notify Willow Tree Center** of any **changes** in REBEL2 school advisor on a timely basis.
- **Provide** in school **space** for the chapter meetings and activities before, during, or after school.
- **Support the program** to the best of their ability. This includes:
 - Granting permission for advisors and youth to attend off-site REBEL2 events;
 - Providing administrative support for REBEL2 events and activities that fall within school guidelines;
 - Making school resources (such as meeting space and transportation) available to the REBEL program/ advisor/County Youth Coordinator; and
 - Backing the REBEL program goals and objectives

Sign and return the Letter of Agreement to Willow Tree Center in order for your school to maintain a REBEL2 chapter for the 2008-2009 grant year.

SCHOOL FINANCIAL REQUIREMENTS:

The School Will:

- **Use the funds** provided to pay a minimum advisor stipend of \$2,000.00

REBEL CHAPTER REQUIREMENTS:

The Chapter Will:

- Consist of a group of **15 students** or more.
- Hold chapter meetings regularly throughout the school year (minimally, one meeting per month) to implement REBEL activities. Meetings may be held as often as each individual chapter agrees upon. However, the one mandatory monthly meeting must be held on a regularly scheduled date such as the 3rd Wednesday of every month at 3pm (with the exception of unexpected school closings)
- Focus all events, activities, and meetings on **tobacco prevention only**.
- Attend county youth events.
- *Learn and deliver the required two interactive presentations to fourth/fifth graders within the district. These presentations will be in accordance with the Guide to REBEL2 interactive Presentations curriculum*
- **Collaborate** with the Morris County Youth Coordinator and other REBEL/REBEL2 school chapters on county-wide activities.

The Advisor will:

- Understand and implement a youth-led movement to change social norms regarding tobacco use.
- Attend REBEL2 Advisor Training.
- Request technical assistance from the County Youth Coordinator if needed.
- Submit the Monthly meeting schedule for the remainder of the school year by October 10, 2008. Notice of all events will be submitted to the Youth Coordinator to ensure your event/activity finds a place in the REBEL newsletter. This newsletter is distributed throughout the State.
- Attend two county advisor meetings.

The Advisor will: (Con't)

- Ensure that flyers, agendas, minutes, sign- in sheets, press releases, initiative worksheets, and any other requested documentation is provided to the County Youth Coordinator in the timeframe requested.
- Support the program to the best of their ability. This includes: obtaining permission for youth to attend off-site REBEL events, providing administrative support for REBEL2 events and activities that fall within school guidelines, and securing school resources such as meeting space and/ or transportation for REBEL activities/events.

Guidelines for Funding

Appropriate expenses to be covered by this letter of agreement include the Advisor stipend only.

We agree to the above Letter of Agreement and guidelines for funding.

Failure to fulfill the above may result in loss of current funding and the potential for future funding.

THIS LETTER OF AGREEMENT MUST BE SIGNED AND RETURNED TO (Willow Tree Center), IN ORDER FOR THE SCHOOL TO MAINTAIN A REBEL2 CHAPTER FOR THE 2008-2009 GRANT YEAR.

Authorized Administrator's Signature

Title

Print Name

Date

Checks should be made out to: Randolph Township
(School or School District)

Mail check to: _____

Attn: _____

Official Use Only:

Willow Tree Center

415 Speedwell Ave.

Morris Plains, NJ 07950

Phone #: (973) 682-8733 Fax #: (973) 682-8734

Sue Nollman

10/7/08

Executive Director's Signature

Date