

*LULAC Institute and Televisa Foundation*

# LETTER OF AGREEMENT:

**Intel She Will Connect: Technolochicas Lift**

This Letter of Agreement ("LOA") is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and among the LULAC Institute, Inc. ("LULAC") and Televisa Foundation with Tucson Unified School District, Gridley Middle School ("Awardee").

Pursuant to this LOA *all parties* agree to collaborate on a project whereby there will be active work to create positive change from within Latino communities by providing Technology, Engineering and Computer science (TEC) curriculum to young girls in middle school.

This LOA sets forth the understanding and arrangements of the parties to empower middle school girls to pursue a TEC career in order to both close the gender gap and increase the number of Latinas in the technology sector.

## **I. Responsibilities of the Parties**

A. LULAC and Televisa Foundation will provide the following listed below for the awardee:

- disburse the *grant award of \$13,500* to the Awardee. Program curriculum;
- Spark Fun maker kits;
- Co-branded banner and t-shirts;
- Reporting links which must be used to keep uniform student records or the purpose of reporting to LULAC and the Televisa Foundation;
- All necessary reporting documents for both students and coordinators;
- Sample templates;
- Program guidelines that the organization must adhere to (in this LOA and updates throughout the program);
- Program oversight, data collection coordination, and other technical assistance for the duration of initiative.
- Attend, recruit and ensure student participation on filming of success stories towards the end of the program.

B. Awardee will:

- Utilize funds to meet the outlined program objectives and meet all expected program benchmarks:
  - Provide a 3 - 5 month computer science program;
  - Host at least three parent/guardian sessions, including the mandatory parent orientation.

- Provide a total of at least 25 hours of programming; and
- Engage a cohort of 25 middle school girls.
- Use the provided TECHNOLOchicas LiFT curriculum. Sites should request permission from LULAC and the Televisa Foundation to make alterations to curriculum materials (including graphics, copyright notices, and content) with advance written permission from LULAC.
- Pitch program to local media to secure television, radio, online, or print coverage.
- Provide an updated weekly schedule outlining your planned activities for the duration of this initiative in accordance with the approved Intel project timeline;
- Provide to LULAC all mandatory program reports and data in a timely fashion;
- Work with LULAC, Televisa Foundation and Intel Foundation for marketing and outreach activities;
- Display signage provided by LULAC and Televisa Foundation in a conspicuous place to highlight Televisa Foundation, LULAC and Intel Foundation's support of the program and distribute other promotional materials associated with the program;
- Participate in conference calls and other meetings as they arise;
- Provide the physical space to host the LiFT program;
- Utilize the organization's relationships with local schools and/or the local community to recruit students to enroll in the program.

## **II. Other Terms of the Initiative**

LULAC and Televisa Foundation maintains the right to discontinue use, revise, update, or otherwise change the curriculum materials, as LULAC and Televisa Foundation deems necessary or desirable.

## **III. Public Relations:**

The parties acknowledge that Initiative is funded by a grant from Televisa Foundation and LULAC. The parties further agree that throughout the terms of this LOA marketing and public announcements are to be coordinated and agreed to by LULAC and Televisa Foundation.

Awardee shall explicitly recognize LULAC and Televisa Foundation in all materials, website content, brochures, press releases, and all other material issued concerning Initiative.

## **IV. Budget and Reporting Processes**

The schedule below provides the timeline for reporting and disbursement of funds for the program period of January 1, 2018 – June 15, 2018. Repeated reporting delinquency or failure to meet expected outcomes set forth in this LOA may result in dissolution of partnership,

including but not limited to revocation of unpaid funding installments and repayment of disbursed funds.

**A. Budget:**

The grant may be used towards the following expenses:

- Staffing
- Overhead expenditures
- Computers for instruction
- Student incentives such as: snack/meals and promotional items
- Promotional materials (a banner will be provided by LULAC / Televisa)
- Cost of broadband internet

**B. Reporting Schedule**

Activity	Date Due	Person Responsible
Return Signed LOA to LULAC and Televisa Foundation	November 30, 2017	Local Program Coordinators
Training Day 1 Training Day 2	November 28, 2017 November 29, 2017 or December 1, 2017	Televisa Foundation Program Officer & LULAC National Program Manager Local Program Staff
1st Funding Installment Released to Local Sites (\$13,500)	Upon Signing LOA	LULAC Programs Coordinator, LULAC Fiscal Officer
Parent Orientation	Before sites first session	Local Program Coordinators
Local Sites Launch	January 1, 2018	Local Program Coordinators
Beginning of Program Report Due	January 31, 2018	Local Program Coordinators
Program Concludes	June 15, 2018	
End of Program Report Due	June 9, 2018	Local Program Coordinators
Last Funding Installment Released to Local Sites	Upon Submission of Reports	LULAC Programs Coordinator, LULAC Fiscal Officer

**A. During the program partnership:**

Provide LULAC and Televisa Foundation with all required reports via email in a timely manner.

- At the beginning of the program you may be asked to provide the following:
  1. Program Coordinator Survey
  2. Parent/Guardian Orientation Information
  3. Parent/Guardian Permission Slips
  4. Parent/Guardian Media Release forms
  5. Student Applications
- At the middle of the program provide:
  1. Student Midterm Surveys
  2. Sign-in sheets for sessions hosted
  3. Pictures and/or videos of sessions
- At the end of the program provide:
  1. Program Coordinator Survey
  2. Sign-In sheets
  3. Student Exit Survey
  4. Additional items should include: pictures, videos, anecdotes
- Attend Technolochicas LiFT Event
- Participate in focus group if requested by LULAC and Televisa Foundation

**V. Legal Relationship of Parties**

The relationship among LULAC and all the other parties participating in Initiative described in this LOA is not that of partners or joint ventures and nothing in this LOA shall be deemed to constitute or create an association, partnership, or joint venture among them **or** any agency or employer-employee relationship other than as defined by this LOA. No party is granted, nor shall it represent that it has been granted any right or authority to assume or create any obligation or responsibility, expressed or implied, on behalf of, or in, the name of another party, or bind another party in any manner other than as defined by this LOA.

By executing this Agreement, LULAC and the Awardee, pledge to work together to empower Hispanic America through access to and instruction on computer science in regard to education purposes.

To signify approval of the foregoing and acceptance of the terms and conditions of this contract, please sign and return the original contract to:

**Sindy M. Benavides**  
Interim Chief Operating Officer  
League of United Latin American Citizens  
1133 19th Street NW, Suite 1000  
Washington, DC 20036  
(202) 734-6678  
[SBenavides@LULAC.org](mailto:SBenavides@LULAC.org)

\*Please carbon copy (CC) Ylenia Aguilar on the email at [Yaguilar@LULAC.org](mailto:Yaguilar@LULAC.org)

**Mariana Rios Palafox**  
Program Officer  
Televisa Foundation  
+52 (1)55 1906-0580  
[mariana.rios@televisafoundation.org](mailto:mariana.rios@televisafoundation.org)

APPROVED AND ACCEPTED:  
**Gridley Middle School**

By:

(Signature)

(Date)

Dr. Gabriel Trjuillo  
Superintendent  
Tucson Unified School District  
1010 E. Tenth Street  
Tucson, AZ 85719

APPROVED AND ACCEPTED:  
**LULAC INSTITUTE, INC:**  
By:

(Signature)

(Date)

Mr. Brent A. Wilkes  
Chief Executive Officer  
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