

## **Memorandum of Understanding**

### **Between**

Marie Maxey Foundation

### **And**

Centreville Immigration Forum

**Effective Date:** August 1, 2024

### **1. Purpose**

This Memorandum of Understanding (MOU) sets forth the terms and conditions for the Marie Maxey Foundation and Centreville Immigration Forum (CIF) to collaborate in funding and delivering Red Cross CPR AED training classes to underserved communities and creating a sustainable Red Cross-certified Adult CPR AED training capacity for CIF members.

### **2. Background**

The Marie Maxey Foundation is dedicated to helping young Hispanics obtain higher education or opportunities for economic mobility. Centreville Immigration Forum serves a community of low-income immigrants, 98% of whom are Hispanic. Together, they aim to enhance community health and safety through comprehensive CPR training programs and create pathways to work for their participants.

### **3. Objectives**

- To provide CPR training classes to low-income Hispanic immigrants for 12 participants, resulting in a 2-year Red Cross-certified training in CPR and AED for each participant.
- To identify and train at least one candidate to become a certified Red Cross CPR AED instructor.
- To ensure the availability of necessary resources and support for effective training.

### **4. Roles and Responsibilities**

#### **Marie Maxey Foundation:**

- Provide funding for Adult CPR AED training classes for 12 participants in two or more classes, depending on the number of participants in each class. The Marie Maxey Foundation will provide the training expense of \$75 per trainee, for a total commitment of \$900 (this includes instruction, testing, and the award of Red Cross certification to each successful participant in Adult CPR AED training valid for two years).

- Identify and train one candidate to become a certified Red Cross CPR AED instructor. The estimated instructor training and certification cost is \$500, and the Marie Maxey Foundation will cover it.
- Provide the necessary equipment and supplies for the certified instructor to conduct training sessions at CIF of up to six participants per session. The estimated cost of the training equipment is \$1,100, and the Marie Maxey Foundation will purchase and provide it to CIF.
- Monitor and evaluate the use of funds and the impact of the training programs in successfully providing CIF with a pathway to sustainable Red Cross-certified Adult CPR AED instruction in underserved communities.
- Identify other potential candidates to recommend to CIF for future training and certification as Red Cross-certified Adult CPR AED instructors.
- Serve as a reference for other funders, grant applications, or other stakeholders for CIF's work in the community.

#### **Centreville Immigration Forum:**

- Provide a space for Red Cross-certified Adult CPR AED training of up to six participants with AV input, tables, chairs.
- Recruit students from underserved communities to receive this training.
- Promote the training within the community to ensure maximum participation.
- Any funds collected from participants during registration will be used to conduct future training and be restricted funds.
- Report to the Marie Maxey Foundation on the progress and outcomes of the training program, especially regarding long-term job creation.
- Regularly survey members' needs to base the recruitment efforts on needs.
- Evaluate the execution and outcomes of this program in collaboration with the Marie Maxey Foundation.
- Serve as a reference to other funders, partners, or stakeholders for Marie Maxey Foundation initiatives and programs.

#### **5. Funding**

- Marie Maxey Foundation agrees to provide a total funding of \$2,500 to cover costs for this program. These funds will be used to execute the following:
  - Training and Red Cross Certification - Marie Maxey Foundation will cover training and certification costs for 12 participants in a Red Cross Adult CPR AED, valid for two years. The cost of training and certification to be provided by the Marie Maxey Foundation is \$900 (12 participants at \$75 each).

- Instructor Training and Certification—The Marie Maxey Foundation will cover the costs of training one person to become a Red Cross-certified instructor for Adult CPR and AED training classes. The total cost of this activity is estimated to be \$500.
- Training Equipment—The Marie Maxey Foundation will cover the cost of training equipment for an individual associated with the Centreville Immigration Forum once he or she has been certified as a Red Cross instructor in Adult CPR AED training. This equipment will consist of three adult mannequins, three AED trainers, and miscellaneous training supplies, and it is estimated to cost \$1,100.
- Centreville Immigration Forum will charge a small fee upon registering members, this fee will be restricted to use to build permanent programming and capacity for long-term training.
- Centreville Immigration Forum will evaluate capacity in potentially covering costs of additional participants recommended by Maxey Foundation instructors to be trainers.

## **6. Implementation Plan**

1. Plan and Organize the first training session
  - a. CIF will create a shared training document
  - b. CIF will survey community needs
  - c. CIF will work to schedule two trainings in August and September 2024
2. Initial Training Sessions
  - a. Schedule and conduct initial CPR AED training sessions for community members.
  - b. Ensure all participants receive their 2-year Red Cross certification.
3. Instructor Training
  - a. Select a candidate to become a certified instructor.
  - b. Provide the necessary training and certification for the new instructor.
4. Ongoing Support
  - a. Continuous support from the Marie Maxey Foundation will be provided for twelve months to ensure the quality and consistency of training within the defined scholarship levels (12 trainees, instructor certification, and training equipment purchase).
  - b. Periodic reviews and updates to the training program as needed.

## **7. Duration**

This MOU is effective from August 2024 to August 2025 and may be extended by mutual written agreement of both parties.

## **8. Confidentiality**

Both parties agree to maintain the confidentiality of any proprietary or sensitive information shared during the course of this collaboration.

**9. Termination**

Either party may terminate this MOU with 30 days written notice. In the event of termination, Centreville Immigration Forum will ensure the completion of any ongoing training sessions and the proper use of funds provided.

**10. Amendments**

This MOU may be amended by mutual written consent of both parties.

**11. Signatures**

This MOU is agreed to and signed by:

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**Marie Maxey Foundation**



Name: Michael Maxey  
Title: Executive Director  
Date: 7/24/2024  
Signature:

**Centreville Immigration Forum**



Name: Samantha Zaboli  
Title: Interim Executive Director  
Date: 7/24/24  
Signature: