

**Tan Kap Vini**  
Memorandum of Understanding  
*President*  
Fall 2020 - Spring 2021

Position Responsibilities

Within this position, you are responsible for the:

- TKV
  - Knowing and guiding TKV towards its overall mission and goals
  - Creating and leading an open, accepting, and forward-thinking environment for the organization as a whole
  - Oversight of TKV as a whole unit
    - Knowledge and understanding of each role and how they feed into TKV's larger picture goals and vision
- Executive Board
  - Ensuring necessary information is discussed
  - Mediating any necessary conversations
  - Knowledge of roles and responsibilities of E-Board members
  - Creating and leading an open, accepting, and forward-thinking team environment
- Outside Partnerships
  - Creating and maintaining all necessary partnerships with outside organizations, including Elon Homes & MCFAPA
  - Sitting on the MCFAPA Advisory Board as a Member at Large, and attending bi-monthly meetings
- Faculty Partnerships
  - Creating and maintaining partnerships with all faculty in partnership with TKV
  - Meeting with faculty advisor, as needed and agreed on, throughout the year
- Meetings
  - Meet with all Lead Tutors and Tutor Chairs as needed throughout the semester
  - Meet with the heads of Elon Homes and MCFAPA *at least* twice per semester, usually recommended at the start and end of each semester

Executive Board Member Responsibilities

- Attend board meetings from start to end. If unable to attend, notify board as soon as possible
- Be an active participant in decisions made by the Board
- Stay up to date on what is discussed
- Fulfill assigned tasks thoroughly
- Help fill roles, as deemed necessary, in the tutoring program
- Assist in the preparation of the annual Learner Celebration
- Be in regular communication with other members of the board and community partners

Advisor Signature \_\_\_\_\_

Incoming Board Member Signature \_\_\_\_\_

**Tan Kap Vini**  
Memorandum of Understanding  
*Co-Vice Presidents*  
Fall 2020 - Spring 2021

Position Responsibilities

Positions are flexible in terms of division of labor. However, vice presidents are essentially outward facing representatives of the organization. Vice presidents are responsible for:

- TKV End of the Year Celebration
  - Coordinating donations
  - Coordinating logistics
  - Coordinating keynote speaker
  - Coordinating decorations
  - Coordinating fundraising
  - Coordinating volunteers
- Workshops
  - Coordinating speakers
  - Finding and booking space
  - Ensuring parents/ partners know about the workshop
- Parents Night Out
  - Setting dates/ time
  - Coordinating food, drink, etc.
  - Setting up themes, games, schedule
  - Coordinating volunteers
  - Communication, check in, and follow up with parents
- Fundraising
  - Setting up fundraisers
  - Encouraging outside donors/relationships
  - Encouraging participation
  - Managing volunteers

Vice presidents are also tasked with maintaining partner relationships, developing new relationships, and supporting the President with tasks as they arise. These responsibilities can be divided amongst two parties however the two see fit.

Executive Board Member Responsibilities

- Attend board meetings from start to end. If unable to attend, notify board as soon as possible
- Be an active participant in decisions made by the Board
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- Fulfill assigned tasks thoroughly
- Help fill roles, as deemed necessary, in the tutoring program
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Advisor Signature \_\_\_\_\_

Incoming Board Member Signature \_\_\_\_\_

**Tan Kap Vini**  
Memorandum of Understanding  
*Co-Tutoring Chair*  
Fall 2020 - Spring 2021

Position Responsibilities

Within this position, you are responsible for the:

- Learners
  - Make sure that they are able to come tutoring
    - On time and ready
  - Make sure that they are focused and engaged within the tutoring session
    - Ensure that they feel secure and safe
  - Access and supervise the environment around learners to ensure safety
  - Ensure that they are picked up and dropped off with proper supervision
- Tutors (Reserve and Regular)
  - Make sure that they are able to come to the tutoring session
    - On time and ready to start tutoring
  - Make sure that they are on task
    - Engaging with the learner
    - Allow breaks when deemed necessary
    - Engage with the parents at the designated pick up/drop of site
    - Fill out the weekly update form
    - Communicate and stay informed regarding meetings, events (fundraising/big end of the year event)
      - Email/GroupMe/Personal Phone Number
      - Note: Tutors are required to attend ALL meetings within a semester in order to continue being a tutor/reserve tutor
  - Make sure they have the necessary resources and training to properly serve their learners
- Parents
  - Make sure that they are able to come to tutoring
    - On Time
      - Note: We have a very important attendance policy that is placed on parents → we need a notice of any absences at least 2 hours ahead of time
        - More than 3 absences will result in removal from active tutoring and placement on the waiting list
  - Make sure that they are updated with their child's progress
    - Absences
    - Struggles
  - Make sure that their child's tutor is engaging with them
    - Make sure interactions occur so that both sides can understand what is progressing

- Find a formal method of contacting them when communicating any event/tutoring session
  - Email is the number one method where you need to be formal and must make sure to 'cc' the President within each communication
  - Phone number is another method that can be also used if parents prefer
    - Note: You are not responsible for any reminders for tutoring via phone number.
- Providing a tutoring schedule each semester.
- The Organization
  - Engage within the meetings
    - Provide insight about the tutoring sessions
    - Work with the Exec Board on achieving set goals
  - Engage with other tutoring co-chair
    - Make sure to thoroughly communicate any issues and tasks to ensure proper results
      - Figuring out tutoring schedules, tutoring applications, etc.
    - Discuss and communicate on the division of labor
  - Engage with Events
    - Help achieve the goals set for any events of the year/semester

Executive Board Member Responsibilities

- Attend board meetings from start to end. If unable to attend, notify board as soon as possible
- Be an active participant in decisions made by the Board
- Stay up to date on what is discussed
- Fulfill assigned tasks thoroughly
- Help fill roles, as deemed necessary, in the tutoring program
- Assist in the preparation of the annual Learner Celebration
- Be in regular communication with other members of the board and community partners

Advisor Signature \_\_\_\_\_

Incoming Board Member Signature \_\_\_\_\_

**Tan Kap Vini**  
Memorandum of Understanding  
*Secretary*  
Fall 2020 - Spring 2021

Position Responsibilities

There are two primary mediums with which you will have to work:

- Online
  - Email/Google Drive
    - Write and send out the weekly email updates, if required
    - Organize inbox into monthly folders
      - Do not delete
    - Send out reminders about meetings and events
    - Keep the Drive updated and organized
      - Delete old, unneeded information
    - Maintain the Drive calendar with events
- Offline
  - Exec Board Meetings
    - Take meeting notes (if required)
    - Contribute to the team effort by accomplishing related results as needed
  - General Body Meetings
    - Take meeting notes (if required)
    - Take attendance
    - Collect membership forms
  - Paperwork
    - Keep the membership forms organized and updated in the binder

Executive Board Member Responsibilities

- Attend board meetings from start to end. If unable to attend, notify board as soon as possible
- Be an active participant in decisions made by the Board
- Stay up to date on what is discussed
- Fulfill assigned tasks thoroughly
- Help fill roles, as deemed necessary, in the tutoring program
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Advisor Signature \_\_\_\_\_

Incoming Board Member Signature \_\_\_\_\_

**Tan Kap Vini**  
Memorandum of Understanding  
*Treasurer*  
Fall 2020 - Spring 2021

Position Responsibilities

- Collect dues
- Keep track of dues
- Keep track of expenses on Google Drive
- Organize and keep lockbox
- Keep track of bank account
  - Deposit cash as necessary
  - Ensure that no bank fees are incurred
- Big Event, fundraisers, and other events
  - Track budget and fees

Executive Board Member Responsibilities

- Attend board meetings from start to end. If unable to attend, notify board as soon as possible
- Be an active participant in decisions made by the Board
- Stay up to date on what is discussed
- Fulfill assigned tasks thoroughly
- Help fill roles, as deemed necessary, in the tutoring program
- Assist in the preparation of the annual Learner Celebration
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Advisor Signature \_\_\_\_\_

Incoming Board Member Signature \_\_\_\_\_

**Tan Kap Vini**  
Memorandum of Understanding  
*Resource Coordinator*  
Fall 2020 - Spring 2021

Position Responsibilities

Lead tutors focus on improving the quality of the tutoring program. Your responsibilities include, but are not limited to:

- Lead tutoring sessions
  - Creating fun/interactive mini activities such as icebreakers or movement activities to present during the first 5 minutes of tutor sessions
- Manage updates on the TKV website
- Evaluations
  - Ensure all tutors are filling out weekly update forms
    - Weekly review of “Weekly Update Forms”
    - Follow-up with tutors as necessary
  - Create the progress reports for Learners and Tutors after each semester
- Member Training Session
  - Must hold 2 training sessions per semester
    - COVID circumstances
      - Manage the Training Quiz to check for member completion
  - Update the General Body Training session task (document located in the TKV drive)
- Communication
  - Board at least a semester
  - Tutoring Co-Chairs at least once a month
  - Other Lead Tutor monthly
  - Reminder texts must be sent out to parents 30 minutes to 1 hour before tutoring sessions begin
- Must be a reserve or regular tutor during the occupancy of executive board position

Executive Board Member Responsibilities

- Attend board meetings from start to end; If unable to attend, notify board as soon as possible
- Be an active participant in decisions made by the Board
- Stay up to date on what is discussed
- Fulfill assigned tasks thoroughly
- Help fill roles, as deemed necessary, in the tutoring program
- Assist in the preparation of the annual Learner Celebration
- Be in regular communication with other members of the board and community partners

Advisor Signature \_\_\_\_\_

Incoming Resource Coordinator Signature \_\_\_\_\_

**Tan Kap Vini**  
Memorandum of Understanding  
*Campus Outreach Chair*  
Fall 2020 - Spring 2021

**Position Responsibilities**

In this position, please mindful of the following:

- Campus outreach chair work with the co-VPs to coordinate and execute events.
- Position and responsibilities may grow or change as the role develops.

As a result, within this position, you are responsible for:

- Mission and goals of Tan Kap Vini (TKV):
  - Understand and actively progress the organization forward in its overall mission and goals of supporting the foster communities of Charlotte
- Representation of Tan Kap Vini
  - Emulate professionalism in email etiquette as well as conduct with those affiliated with Tan Kap Vini including but not limited to faculty advisors, Tan Kap Vini executive board and general members, and those holding interest for the organization
  - Advocate for the purpose and mission of Tan Kap Vini to establish education as a continuing priority within the foster community
  - Perform social media duties through routinely posting about Tan Kap Vini events, advocacy for education within the foster system, and other items requested by executive board members
- Conduct of Tan Kap Vini events
  - Execution of communication regarding events held by Tan Kap Vini including the volunteer sign-ups, event details confirmation, reminder emails, and publications
    - Events include, but not limited to Parent's Night Out, Parent's Workshop, Fundraising events, and tabling sessions
  - Record the proceedings of an event including a headcount of attendees, volunteering members, and the success of an event marked by a list of pros and cons as well as improvements to be made.
- Communication
  - Attend Executive board meetings at the beginning and end of a semester
  - Contact Co-Vice Presidents with updates twice a month through scheduled phone call or email; updates include feedback on fundraisers and campus events.

Advisor Signature \_\_\_\_\_

Incoming Campus Outreach Chair Signature \_\_\_\_\_



**Tan Kap Vini**  
Memorandum of Understanding  
*Member*  
Fall 2020 - Spring 2021

**Position Responsibilities**

In this position, please mindful of the following:

- Members are an integral part of TKV. The organization is only capable of how much the members are willing to participate, and do.
- Members have an active role in the organization to progress it forward in its mission of supporting foster families as well as producing social good through engaging with and providing stability for Learners.
- E-board members are here to support members, so always come to organizational functions ready to question, comment, and engage.
- ALL members are required to complete minor policy certification, payment of a one time fee of 10.00, and a signed MoU form.

As a result, within this position you are responsible for:

- Mission and goals of Tan Kap Vini (TKV):
  - Understand and actively progress the organization forward in its overall mission and goals of supporting the foster communities of Charlotte
- Participation
  - Attend 3 of the 5 meetings within the semester. You are granted at least 2 excused absences with the completion of meeting review, and meeting absence form. If these are not conducted, you will be asked to meet with an e-board member.
  - Attend 2 events throughout the semester whether that be of advocacy, parent's night out, fundraising, parent's workshop, or the big event.
- Requirements
  - Minor policy certification
  - One time payment of 10.00
  - Signed MoU
- Tutors (if applicable)
  - Complete member requirements
  - Complete Tutor training
  - Complete weekly update forms immediately following each tutoring session
  - Attend tutoring sessions per the following:
    - Regular tutor: every tutoring session. If you are unable to attend a session, please contact your respective tutoring chair as soon as possible. Preferred is 1-2 days prior to the respective tutoring day.
    - Reserve tutor: as requested. A co-tutoring chair will reach out to you as soon as a tutor notifies us of their absence.
- Committee members (if applicable)
  - Complete member requirements
  - Attend committee meeting by respective board member(s)
  - Actively participate in committee proceedings

Advisor Signature \_\_\_\_\_

Incoming Campus Outreach Chair Signature \_\_\_\_\_

**Tan Kap Vini**  
Memorandum of Understanding  
*Community Partner - Foster Village*  
Fall 2020 - Spring 2021

This document serves to be a living, breathing document listing and establishing the guidelines between the partnership between Tan Kap Vini and the community partner of Foster Village. Below, the document outlines the agreements to be held by each party in the partnership.

Tan Kap Vini

- Mission and Goals
  - The mission of Tan Kap Vini is to support the foster communities of Charlotte through three goals including maintenance of a free 1:1 tutoring program, advocacy for families and Learner through community building events, and conduct of parent workshops with College of Education faculty at UNC Charlotte.
  - Within this partnership, Tan Kap Vini and Foster Village are to enhance and uplift the mission of Tan Kap Vini through the collaboration of resources and events.
- Communication
  - Communication through Tan Kap Vini to Foster Village will be conducted through three means including that of in-person and online meetings, emails, and phone calls.
  - In-person meetings are set for twice a semester, and online meetings are as requested.
- Resources
  - Tan Kap Vini is to serve those within the Foster Village community through free 1:1 tutoring, community building events, parent workshops, and academic mentorship.
  - For 1:1 tutoring, Learners are to be assigned to a tutor who is knowledgeable about the coursework of the respective learner. Tutoring schedules are sent at the beginning of the semester, and held weekly.
  - For community building events, Tan Kap Vini holds semesterly Parent Night Out as well as fundraising events throughout the semester to raise funds for academic supplies and the Big Event.
    - The Big Event is an annual event held by Tan Kap Vini to celebrate members, Learners, families, and community partners. All expenses are taken care of.
  - For parent workshops, faculty within the College of Education at UNC Charlotte conduct semesterly meetings to equip parents with academic knowledge, information pertaining to the foster care system, or a topic of interest shown throughout the semester.
  - For the 2020 - 2021, it is the hope of Tan Kap Vini to implement a holistic approach to Education. As a result, there are to be workshops held by those in Tan Kap Vini to promote mentorship and agency within Learners. Workshops include college preparation, career exploration, and healthy choices.
- Community Support
  - Tan Kap Vini is to aid Foster Village in its endeavors through providing the means of volunteers.

Community Partner Representative Signature \_\_\_\_\_

TKV President \_\_\_\_\_

**Tan Kap Vini**  
Memorandum of Understanding  
*Community Partner - Congregation for Kids (CFK)*  
Fall 2020 - Spring 2021

This document serves to be a living, breathing document subject to change and establishes the guidelines between the partnership between Tan Kap Vini (TKV) and the community partner of Congregation for Kids (CFK). Below, the document outlines the agreements to be held by each party in the partnership.

Tan Kap Vini

- Mission and Goals
  - The mission of Tan Kap Vini is to support the foster communities of Charlotte through three goals including maintenance of a free 1:1 tutoring program, advocacy for families and Learner through community building events, and conduct of parent workshops with College of Education faculty at UNC Charlotte.
  - Within this partnership, Tan Kap Vini and Congregations for Kids are to enhance and uplift the mission of Tan Kap Vini through the collaboration of resources and events.
- Communication
  - Communication through Tan Kap Vini to Congregations for Kids will be conducted through three means including that of in-person and online meetings, emails, and phone calls.
  - In-person meetings are set for twice a semester, and online meetings are as requested.
- Resources
  - Tan Kap Vini is to serve those within the Congregations for Kids community through free 1:1 tutoring, community building events, parent workshops, and academic mentorship.
  - For 1:1 tutoring, Learners are to be assigned to a tutor who is knowledgeable about the coursework of the respective learner. Tutoring schedules are sent at the beginning of the semester, and held weekly.
  - For community building events, Tan Kap Vini holds semesterly Parent Night Out as well as fundraising events throughout the semester to raise funds for academic supplies and the Big Event.
    - The Big Event is an annual event held by Tan Kap Vini to celebrate members, Learners, families, and community partners. All expenses are taken care of.
  - For parent workshops, faculty within the College of Education at UNC Charlotte conduct semesterly meetings to equip parents with academic knowledge, information pertaining to the foster care system, or a topic of interest shown throughout the semester.
  - For the 2020 - 2021, it is the hope of Tan Kap Vini to implement a holistic approach to Education. As a result, there are to be workshops held by those in Tan Kap Vini to promote mentorship and agency within Learners. Workshops include college preparation, career exploration, and healthy choices.
- Community Support
  - Tan Kap Vini is to aid Congregation for Kids in its endeavors through providing the means of volunteers.

Community Partner Representative Signature \_\_\_\_\_

TKV President \_\_\_\_\_

**Tan Kap Vini**  
Memorandum of Understanding  
*Community Partner - Elon Homes and Schools*  
Fall 2020 - Spring 2021

This document serves to be a living, breathing document subject to change and establishes the guidelines between the partnership between Tan Kap Vini and the community partner of Elon Homes and Schools. Below, the document outlines the agreements to be held by each party in the partnership.

Tan Kap Vini

- Mission and Goals
  - The mission of Tan Kap Vini is to support the foster communities of Charlotte through three goals including maintenance of a free 1:1 tutoring program, advocacy for families and Learner through community building events, and conduct of parent workshops with College of Education faculty at UNC Charlotte.
  - Within this partnership, Tan Kap Vini and Elon Homes and Schools are to enhance and uplift the mission of Tan Kap Vini through the collaboration of resources and events.
- Communication
  - Communication through Tan Kap Vini to Elon Homes and School will be conducted through three means including that of in-person and online meetings, emails, and phone calls.
  - In-person meetings are set for twice a semester, and online meetings are as requested.
- Resources
  - Tan Kap Vini is to serve those within the Elon Homes and Schools community through free 1:1 tutoring, community building events, parent workshops, and academic mentorship.
  - For 1:1 tutoring, Learners are to be assigned to a tutor who is knowledgeable about the coursework of the respective learner. Tutoring schedules are sent at the beginning of the semester, and held weekly.
  - For community building events, Tan Kap Vini holds semesterly Parent Night Out as well as fundraising events throughout the semester to raise funds for academic supplies and the Big Event.
    - The Big Event is an annual event held by Tan Kap Vini to celebrate members, Learners, families, and community partners. All expenses are taken care of.
  - For parent workshops, faculty within the College of Education at UNC Charlotte conduct semesterly meetings to equip parents with academic knowledge, information pertaining to the foster care system, or a topic of interest shown throughout the semester.
  - For the 2020 - 2021, it is the hope of Tan Kap Vini to implement a holistic approach to Education. As a result, there are to be workshops held by those in Tan Kap Vini to promote mentorship and agency within Learners. Workshops include college preparation, career exploration, and healthy choices.
- Community Support
  - Tan Kap Vini is to aid Elon Homes and Schools in its endeavors through providing the means of volunteers.

Community Partner Representative Signature \_\_\_\_\_

TKV President \_\_\_\_\_

**Tan Kap Vini**  
Memorandum of Understanding  
*Community Partner - FAPA CLT*  
Fall 2020 - Spring 2021

This document serves to be a living, breathing document subject to change and establishes guidelines between the partnership between Tan Kap Vini and the community partner of FAPA CLT. Below, the document outlines the agreements to be held by each party in the partnership.

Tan Kap Vini

- Mission and Goals
  - The mission of Tan Kap Vini is to support the foster communities of Charlotte through three goals including maintenance of a free 1:1 tutoring program, advocacy for families and Learner through community building events, and conduct of parent workshops with College of Education faculty at UNC Charlotte.
  - Within this partnership, Tan Kap Vini and FAPA CLT are to enhance and uplift the mission of Tan Kap Vini through the collaboration of resources and events.
- Communication
  - Communication through Tan Kap Vini to FAPA CLT will be conducted through three means including that of in-person and online meetings, emails, and phone calls.
  - In-person meetings are set for twice a semester, and online meetings are as requested.
- Resources
  - Tan Kap Vini is to serve those within the FAPA CLT community through free 1:1 tutoring, community building events, parent workshops, and academic mentorship.
  - For 1:1 tutoring, Learners are to be assigned to a tutor who is knowledgeable about the coursework of the respective learner. Tutoring schedules are sent at the beginning of the semester, and held weekly.
  - For community building events, Tan Kap Vini holds semesterly Parent Night Out as well as fundraising events throughout the semester to raise funds for academic supplies and the Big Event.
    - The Big Event is an annual event held by Tan Kap Vini to celebrate members, Learners, families, and community partners. All expenses are taken care of.
  - For parent workshops, faculty within the College of Education at UNC Charlotte conduct semesterly meetings to equip parents with academic knowledge, information pertaining to the foster care system, or a topic of interest shown throughout the semester.
  - For the 2020 - 2021, it is the hope of Tan Kap Vini to implement a holistic approach to Education. As a result, there are to be workshops held by those in Tan Kap Vini to promote mentorship and agency within Learners. Workshops include college preparation, career exploration, and healthy choices.
- Community Support
  - Tan Kap Vini is to aid FAPA CLT in its endeavors through providing the means of volunteers.

Community Partner Representative Signature \_\_\_\_\_

TKV President \_\_\_\_\_