



AIA
Baltimore



Memo of Understanding (MOU)

_____ Middle (Elementary/High) School, hereafter noted as AS, and

_____ Architectural Firm, hereafter noted as AF, enter freely into the following arrangement as captured in this MOU dated _____.

FAR's "Adopt-A-School" Program Goals

AIA Baltimore's FAR (Future Architects Resources) Committee has been involved in Outreach programs to local middle schools over the past several years. These have been very successful in both increasing students' awareness & appreciation of the Built Environment and introducing Architecture as a potential career path. This "**Adopt-A-School**" program builds on this foundation by creating cooperative partnerships between a specific Baltimore Architectural firm and a particular Baltimore City or low-income, needy county public school (5th to 7th graders). The program's goals include:

- **Building** a longer term relationship between Architects /Designers & students in their community.
- **Scheduling** two or more regular annual activities where Architects introduce our profession and engage students in enjoyable, interactive design related activities.
- **Helping** students learn more about the importance of Architecture in Baltimore & their neighborhoods so as to grow in both understanding & civic pride.
- **Introducing & reinforcing** sustainable practices that promote an appropriate respect for the natural environment and careful, prudent use of global resources.
- **Encouraging** students to expand their horizons & consider career paths in Architecture, Design and related fields.

Duties of the Adopting Firm (AF)

It is understood by both parties that the adopting architectural firm will be responsible for the following items towards maximizing the potential for the success of this program benefitting the students involved and meeting the above stated goals:

1. **Contact-** Identify an AF contact person appointed by a principal of the firm who will communicate with the AS & is empowered to make decisions relative to this program.
2. **Initial-** Arrange a kick-off meeting with the AS contact to obtain needed information from them as outlined in below AS duties.
3. **Schedule-** Identify potential dates for these presentations towards finalizing the same with the AS contact. Also plan to participate in school career day fairs.
4. **Content-** Prepare presentations that address above stated program goals while also coordinating with related STEM, history or art curriculum identified by AS.
5. **Activities-** Make sure that each presentation includes hands on activities that engage & educate students about Architecture and design. Consider an end of year visit to your firm for the best students. AF to provide all materials needed unless otherwise arranged with AS or AIA.
6. **Support-** Share plans created with the Executive Director of AIA Baltimore and request help for items needed to implement this program, that go beyond firm's intended charitable contributions toward Adopt-A-School.

Duties of the Adopted School (AS)

It is understood by both parties that the adopted school will be responsible for the following items towards maximizing the potential for the success of this program benefitting the students involved and meeting the above stated goals:

- A. **Principal-** Obtain the full support of the principal for this cooperative program.
- B. **Contact-** Identify an AS contact person who will communicate with the AF & is empowered to make decisions relative to this program.
- C. **Paperwork-** Provide the AF contact with any administrative paperwork required by the AS or school system for volunteers.
- D. **Curriculum-** Try to integrate these program sessions so that they help to reinforce or enrich related school STEM, history & art based curriculum goals.
- E. **Schedule-** Understand the need for significant lead time & flexibility in scheduling these sessions with the AF to dovetail with their staff's availability and workload.
- F. **Encourage-** Help reinforce to students the value of this partnership with design professionals so that they are encouraged to take advantage of these sessions as a privilege.
- G. **Feedback-** Provide any student feedback to AF so that they can adapt future sessions to more fully engage your students.

TRUST- This MOU encourages a team based and trusting relationship which is the essential foundation upon which this program's success will be built.

RESPECT- Both parties hereby express their profound respect for each other's critical role in this partnership of educators and design professionals with its great potential to inspire students.

COOPERATION- The two parties recognize the clear long-term benefits of this program and agree to work cooperatively towards making this arrangement successful for all involved.

DURATION- There is no fixed time period for this MOU but it is hoped that this might become an ongoing partnership over many years. Either party can terminate this arrangement at any point by providing written notice to the school's principal, a principal of the architectural firm & AIABaltimore.

FUTURE- This MOU has, at its core, a belief that this program can enrich our city and empower young students towards creating a better designed future for themselves & our community.

Principal of Adopted School & Date

Architectural Firm Principal & Date

Designated School Contact Person/Info:

Designated Firm Contact Person/Info:

Please provide a copy of the above completed MOU to:

Kathleen L. Lane, Assoc. AIA, LEED AP
Executive Director
AIABaltimore | The American Institute of Architects, Baltimore Chapter
Baltimore Architecture Foundation
11 1/2 West Chase Street Baltimore, MD 21201
[410.625.2585](tel:410.625.2585) x. 101 klane@aiabalt.com