

## INSPIRING CONNECTIONS OUTDOORS PARTNER LETTER OF AGREEMENT

Inspiring Connections Outdoors (ICO) welcomes [REDACTED] as a participating youth partner with our program. The following guidelines have been discussed and agreed upon to establish the collaborative nature of the partnership.

[REDACTED] **Person(s) committed to communicate** agrees to contact the ICO Coordinator if any circumstances change that would affect this Agreement and/or the information provided in the Partner Application.

### *Expectations and Responsibilities of the ICO Program*

1. Provide trained, reliable trip leaders.
2. Maintain comprehensive liability insurance for ICO leaders and supplemental accident/medical insurance for leaders and participants.
3. Establish *safety* as a primary concern on all outings (physical & social emotional).
4. Supply all necessary equipment (unless otherwise agreed to for a special event).
5. Agree that ICO will work with the youth partner on a continuing basis and conduct a minimum of \_\_\_ outings per calendar year.

### *Inspiring Connections Outdoors Trip Leaders*

1. Lead a welcoming, safe, inclusive outing.
2. Communicate with the Partner Coordinator.
3. Pursue Partner's goals & work collaboratively with Partner to co-create outings.
4. Conduct pre-trip orientation meetings for partner staff, & youth, parents as needed.
5. Research and plan outings destinations & logistics.
6. Coordinate outing transportation with Partner Agency.

### *Partner Agency*

1. Recruit staff person (if it's not you) to take an active role as Partner Coordinator for ICO.
2. Recruit at least one other adult willing to assist the Partner Coordinator with ICO.
3. Communicate regularly with ICO Coordinator & ICO Leader.
4. Recruit and maintain a group of youth who participate in the ICO program.
5. Agree to work with ICO to conduct outings & submit any additional post-trip feedback.
6. Financially cover outing expenses agreed to with ICO. These agreed upon expenses include: \_\_\_\_\_
7. Provide a letter of support for ICO use in fundraising efforts.
8. Allow ICO to use photographs of participants who have signed photo waiver on outings, unless specifically advised to the contrary on an individual outing basis.

### *Partner Agency Coordinator*

1. Act as a liaison between ICO & the youth partner agency
2. Recruit and maintain a group of youth who want to participate in the ICO program.
3. Organize youth before the outing to prep when needed, and obtain a completed and digitally signed ICO Participant waiver form for each *youth & adult* participant prior to each outing (forms will be provided by ICO leader).

4. Coordinate logistics with ICO Coordinator or Leader (transportation, food, etc.)
5. Attend and participate on outings (if any equipment is used, take care & return).
6. Handle any behavioral concerns with participants.
7. Abide by all ICO outing guidelines and ICO Leader instructions during an outing.
8. All participants should be an active member of the Partner group & refrain from bringing any of the following on an ICO outing: cigarettes or tobacco products of any kind, alcohol, non-prescription drugs, knives or weapons of any kind.

***Participant Forms***

Each participant (adult & youth) on every ICO outing must have ICO Participant forms **completed and signed** by the participant's parent or legal guardian before they may participate on each outing. A photograph waiver is included in the forms.

The partner agency understands that when there is **more than one family member** going on an outing, the forms must be completed and signed for *each* participant.

- ***Trip and Participant Information Form***
- ***Acknowledgment of Outing Member Responsibility, Express Assumption of Risk, and Release of Liability and Permission to Participate.***

**SIGNED:**

ICO Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**Partner Representative:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Partner Agency Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Partner Agency Emergency Phone:** \_\_\_\_\_