

# INNER CITY OUTINGS AGENCY LETTER OF AGREEMENT

Letter of Agreement with \_\_\_\_\_

Inner City Outings (ICO) is pleased to include \_\_\_\_\_ as a participating agency with our program. The following guidelines have been discussed and agreed upon to establish the responsibilities of each group.

\_\_\_\_\_ agrees to contact the ICO Chair if any circumstances change that would affect this Agreement and/or the information provided in the Agency 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.
4. Supply all necessary equipment (unless otherwise agreed to for a special event).
5. Agree that ICO will work with the agency on a continuing basis and conduct a minimum of four outings per calendar year, pro-rated the first year of the agreement.

## **Inner City Outings Trip Leaders**

1. Pledge to conduct a safe outing.
2. Communicate with the Agency Coordinator.
3. Pursue Agency Coordinator's goals.
4. Conduct pre-trip orientation meetings for youth, parents, and Agency, as needed.
5. Research and plan outings destinations.
6. Coordinate equipment pick-up, cleaning and drop-off with Agency.
7. Coordinate outing transportation with Agency.
8. Coordinate food shopping schedule, if applicable.
9. Discuss any financial issues with Agency Coordinator.
10. Lead outing.

## **Agency**

1. Recruit Agency staff person to take an active role as Agency Coordinator for ICO.
2. Recruit at least one other adult willing to assist the Agency Coordinator with ICO.
3. Communicate regularly with ICO Leader.
4. Recruit and maintain a group of youth who want to participate in the ICO program.
5. Financially cover outing expenses agreed to with ICO. These agreed upon expenses include:  
\_\_\_\_\_  
6. Provide ongoing support for the Agency Coordinator.
7. Agree that the Agency will work with ICO to conduct a minimum of four outings per year.
8. Provide a letter of support for ICO use in fundraising efforts.
9. Allow ICO to use photographs of participants on outings, unless specifically advised to the contrary on an individual outing basis by the Agency.

## **Agency Coordinator**

1. Act as a liaison between ICO and the Agency.
2. Recruit and maintain a group of youth who want to participate in the ICO program.
3. Organize youth before the outing, remind them of meetings, and obtain a completed and signed ICO Participant waiver form for each *youth* participant.

4. Coordinate transportation with ICO Leader.
5. Coordinate food shopping with ICO Leader (if applicable).
6. Attend and participate on outings.
7. Maintain discipline and handle any disciplinary problems with a participant.
8. Abide by all ICO outing guidelines, rules, and ICO Leader instructions during an outing.
9. Obtain completed and signed ICO Participant waiver forms from each *adult* participating on behalf of the agency prior to each outing (forms will be provided by ICO leader).

**Agency Participants**

1. Exhibit responsible, respectful behavior and maintain a positive attitude.
2. Agree to not bring 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.
3. Be an active member of the agency group.
4. Abide by all ICO and Agency guidelines and rules.
5. Take care of and return all ICO equipment.
6. Submit completed, signed ICO Participant waiver forms to participate on each outing.
7. HAVE FUN!

**Participant Forms**

The Agency understands that each participant on every ICO outing must have the 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.

Copies of the following forms will be given to the Agency Coordinator at least two weeks before each outing. The 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 Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Agency Name: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Phone: \_\_\_\_\_ Agency Emergency Phone: \_\_\_\_\_