

**California Lawyers for the Arts and Spotlight on the Arts 2011**  
**MEMORANDUM OF UNDERSTANDING**  
with  
**Spotlight on the Arts Internship Site Providers**

This Memorandum of Understanding (MOU) is entered into by and between California Lawyers for the Arts (C.L.A.) and the undersigned Spotlight on the Arts Internship Site:

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The undersigned internship site agrees to provide the following:

1. To attend a C.L.A. led supervisor orientation meeting;
2. To provide job orientation for interns;
3. To provide adult supervision, preferably by a paid staff member, with no more than a ratio of one adult supervisor to three interns, and a back-up supervisor who will be available any time the regular supervisor is absent;
4. To provide beneficial tasks and training experience;
5. To provide youths with tasks as stated in the Internship Site Application Form;
6. To make no changes that occurs in the number of interns or in their activities or schedules, without prior C.L.A. authorization;
7. To provide sufficient tasks to occupy all participants during scheduled working hours;
8. To provide a supervisor willing to resolve internship-related problems of interns;
9. To maintain complete, accurate, verifiable, and signed time sheets, the forms of which will be provided by C.L.A.
10. To provide written evaluations of interns by the intern supervisor, the forms for which will be provided by C.L.A.;
11. To provide sufficient equipment and/or materials to carry out assigned tasks;
12. To share its services and insights with the Program Director at C.L.A., in order to fulfill the goals of the overall collaboration and to document the success of the program.
13. To provide comprehensive general liability insurance coverage or self-insurance under the Federal Torts Claim Act. Please provide proof of your organization's liability insurance (such as a certificate of insurance) with C.L.A. as the certificate holder upon submission of the MOU form.
14. To fully adhere to all health and safety codes as regulated by the State Division of State Labor Enforcement. Each site will make itself available for safety inspection by C.L.A. staff before the 1st day of the internship.
15. To provide written proof that all staff supervising Spotlight participants have had a background check and been cleared by the Department of Justice in accordance with California Penal Code Section 11105.3. If proof was submitted last year, they are on file. In the event that your organization cannot provide written proof, supervising staff will be asked to be fingerprinted at

the cost of C.L.A.

16. Modification and Conflict Resolution. Any modification of this agreement shall be negotiated mutually and in writing. If the parties to this agreement are unable to resolve conflict themselves, all disputes shall be submitted to mediation with San Francisco Community Boards or other mutually agreed upon provider.

17. Intern hours will be scheduled ideally for 4-hour periods during the week, but this may be varied by agreement with approval of the program director.

18. Internship Site Agency should inform the program director if they would like to participate in the continuation program before the end of the summer, preferably on or before August 1, 2010.

19. Time Sheets. Time sheets will be due by the end of the program.  
The fax number at C.L.A. is (415) 775-1143.

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internship site agency phone number

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signature of authorized representative date

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typed or printed name of authorized representative title

C.L.A. agrees, as follows:

1. To hold an internship supervisor orientation, covering the responsibilities, procedures, and operations regarding this MOU;
2. To provide the internship site with emergency contact form for each intern
3. To be available on an ongoing basis to the internship site supervisor to discuss intern performance including tardiness, absenteeism, and other problems that may arise;
4. To compensate the interns with a stipend at the end of the summer based on hours in attendance. The maximum stipend which may be earned is \$800 for 160 hours of enrichment workshops and internship hours. Interns who complete fewer hours will receive a smaller stipend based on number of hours x 160 hrs x \$800.
5. Modification and Conflict Resolution. Any modification of this agreement shall be negotiated mutually and in writing. If the parties to this agreement are unable to resolve conflict themselves, all disputes shall be submitted to mediation with San Francisco Community Boards or other mutually agreed upon provider.

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California Lawyers for the Arts phone number

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signature of authorized representative date

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typed or printed name of authorized representative title