

MEMORANDUM OF UNDERSTANDING
Between
Kansas Association for Family and Community Education
And
Family and Consumer Sciences,
K-State Research and Extension
Kansas State University

This document has been developed to help communicate and reinforce the relationship between the Kansas Association for Family and Community Education (KAFCE) and Family and Consumer Sciences with Kansas State University Agricultural Experiment Station and Cooperative Extension Service, and the appropriate roles of each in the delivery of KSU educational information.

These guidelines are expected to honor the framework for continuing a mutually beneficial interaction between the two organizations in the state, areas, and counties.

The Kansas Association for Family and Community Education is an independent nonprofit organization. It is comprised of individuals who are interested in continuing their learning and in extending learning opportunities to others through educational programs.

K-State Research and Extension is an outreach function of the land grant university, Kansas State University. K-State Research and Extension is jointly funded by federal, state and county governments and grants. It is committed to the development and delivery of research based educational programs.

This mutually beneficial relationship encourages independence and self-sufficiency of both organizations. This document has been developed in order to meet the ever changing needs of both organizations.

Kansas Association for Family and Community Education Mission

Strengthening individuals, families, and communities through continuing education, developing leadership and community action

K-State Research and Extension Mission

Knowledge for life

Dedicated to a safe, sustainable, competitive food and fiber system, and to strong healthy communities, families and youth, through integrated research, analysis, and education.

K-State Research and Extension Family and Consumer Sciences Mission

Link education with life experience to help people improve their lives, their families and their communities.

Statement of Affirmative Action

All reasonable efforts will be made to ensure that membership and activities are accessible to under served audience's. All available mass media should be used to inform potential participants about programs and activities. In addition, KAFCE should be sensitive to the needs of potential members who are disabled and select meeting locations which can accommodate their needs.

Clarification of Roles and Responsibilities

Kansas FCE Agrees to:

- a. Honor the mission of K-State Research and Extension Family and Consumer Sciences;
- b. Provide educational program committee who will teach the K-State educational information to other groups and individuals;
- c. Obtain approval from State Advisor before utilizing services of K-State Research and Extension state professional and support staff;
- d. Pay all costs associated with printing, duplication, and distribution of Kansas FCE organizational materials;
- e. Distribute Kansas FCE organizational materials (e.g. educational program guides, handbooks, and board minutes) to Board Members, Area Directors, and County Council Chairmen;
- f. Provide copies of Kansas FCE organizational materials to County, Area and State Advisor and Specialists;
- g. Promote and sponsor new Family and Community Education groups.

K-State Research and Extension Family and Consumer Sciences agrees to:

- a. Honor Kansas FCE as an independent organization which partners with K-State Research and Extension and many other organizations;
- b. Communicate and reinforce state and federal Extension and university policies and legislation which impact upon and affect the relationship between Kansas FCE and K-State Research and Extension;
- c. Coordinate the development of educational materials with Kansas FCE and Family and Consumer Sciences Specialists;
- d. Provide training to Kansas FCE educational program committee of K-State Research and Extension educational materials information;
- e. Communicate with Extension faculty regarding educational needs of Kansas FCE;
- f. Advise County Family and Community Education Council, Area Family and Community Education Council, State Board and Committees;
- g. Provide support to Kansas FCE members in obtaining leadership skills;
- h. Provide and deliver copies of Family and Consumer Sciences Annual Series Lessons which have been selected for use by Kansas FCE.

Signed on September 16, 2006 by:

Paula Peters, Assistant Director of Family & Consumer Sciences

Peggy Martens, President of the Kansas Association for Family and Community Education