Memorandum of Understanding between
Harrisburg (PA) Alumni Kappa Foundation of Kappa Alpha Psi Fraternity, Inc.
and
Susquehanna Township School District

Preamble

This Memorandum of Understanding (MOU) establishes the partnership between the Harrisburg (PA) Alumni Kappa Foundation of Kappa Alpha Psi Fraternity, Inc. ("Foundation") and the Susquehanna Township School District ("District") to implement the Guide Right Mentoring Program. The program aligns with both organizations' shared commitment to supporting youth through mentorship, academic enrichment, leadership development, and mental health awareness.

Through this partnership, the Foundation will work through the Harrisburg (PA) Alumni Chapter of Kappa Alpha Psi ("Alumni") to provide structured mentoring opportunities on Saturdays for up to fifty (50) middle and high school students at Susquehanna Township High School. Our program aligns with both local and state goals to foster personal growth, develop leadership skills, encourage academic excellence, and promote emotional well-being. It particularly supports the Susquehanna Township School District Portrait of a Graduate, PDE's Act 158 Pathways to Graduation, and the state's mandatory Civics exam.

Purpose

The "Guide Right" mentoring program is a developmental initiative that fosters a leadership culture by building upon students' natural strengths to help them reach their fullest potential. The program ensures that students feel valued and supported throughout their educational journey. With a strong emphasis on equitable practices, this leadership model aims to foster student growth by providing a respectful and proactive approach to addressing behavioral challenges, thereby promoting the overall success and well-being of all learners. This MOU aims to outline both parties' roles, responsibilities, and resource commitments to ensure the effective implementation of the Guide Right Mentoring

Program. This program will:

1. Provide academic and emotional support through trained mentors.
2. Offer college and career exploration opportunities aligned with the PDE Act 158 Pathways to Graduation. This includes intentional alignment with all five Act 158 pathways to graduation (Keystone Proficiency, Keystone Composite Score, Alternate Assessment, Evidence-Based, and CTE Pathway), ensuring that mentoring activities support students in demonstrating readiness through multiple avenues.
3. Promote character development, citizenship, and leadership skills to support the state's mandatory Civics exam. This will include structured activities such as guest speakers on government and civic life, mock civics exam preparation, and civic engagement projects to ensure students are well-prepared.
4. Address mental health needs by integrating wellness, team building, and life skills activities and resources.

The District will pay the Foundation up to $10,000 to support the program, with funds allocated

toward mental health initiatives, leadership training, and career/college readiness experiences that are aligned to both local and state goals (Appendix A)

Roles and Responsibilities

Harrisburg (PA) Alumni Kappa Foundation of Kappa Alpha Psi Fraternity, Inc. will:

Administrative Oversight

1. Receive and administer funds to support the Guide Right Mentoring Program activities
2. Make disbursements, track expenditures, and maintain records to support the program
3. Prepare such reports as may be required by the District, at a minimum, an end-of-the-school-year report

Harrisburg (PA) Alumni of Kappa Alpha Psi, Inc. will provide the following deliverables:

Program Delivery

1. Plan and execute the Guide Right Mentoring Program, a structured curriculum aligned to meet up to fifty (50) students' social, emotional, and academic needs.
2. Ensure mentors are trained and equipped to foster positive engagement with students.
3. Incorporate college tours, guest speakers, career panels, and leadership workshops throughout the program.

Use of Facilities

1. Coordinate using classroom space, the library, the gymnasium, and equipment to deliver specific activities such as tutoring, study sessions, physical activities, and workshops.
2. Request facility access and communicate any special requirements to the District liaison.

Clearances

1. Ensure all program staff and volunteers comply with the District's background clearance policies (including Pennsylvania state and federal clearances).

Program Objectives

1. **Self-Identity and Purpose**
    - To foster self-awareness by helping participants identify their personal values, strengths, and aspirations.
    - To encourage self-confidence and a sense of purpose, empowering participants to pursue meaningful goals and navigate their personal and professional lives.
2. **Training and Development**
    - To equip participants with essential skills through workshops, mentorship, and practical training.
    - Support academic and career readiness by developing critical competencies for success in varied environments.
3. **Competition**
    - To instill resilience, teamwork, and self-discipline through healthy academic, artistic, and athletic competitions.
    - To boost confidence and self-worth by providing participants with opportunities to showcase and refine their talents.
    -

4. **Social and Emotional Development**
    - Enhance emotional intelligence by focusing on empathy, self-regulation, and social awareness.
    - To promote positive interpersonal relationships and a supportive community environment for mental well-being.
5. **Health and Education**
    - Encourage informed health choices and behaviors, enhancing participants' physical well-being and health literacy.
    - To support academic achievement by promoting habits that contribute to both mental and physical health.
6. **Economic Development**
    - To introduce financial literacy concepts, including budgeting, saving, and investing, to help participants manage their finances.
    - To provide entrepreneurial skills and knowledge that foster economic self-sufficiency and community development.
7. **College and Career**
    - To prepare participants for post-secondary education and career pathways by guiding college planning, career exploration, and internship opportunities. The program will align with PDE's Career Readiness Indicators (Future Ready PA Index), ensuring students develop artifacts, career plans, and evidence of exploration experiences that can be documented and reported.
    - To build practical skills, such as resume writing, networking, and interview techniques, necessary for career readiness.
8. **Showcase and Leadership Development**
    - To recognize and celebrate the achievements of senior participants in a culminating showcase event.
    - To develop leadership skills and peer mentoring experiences that encourage seniors to serve as positive role models for younger participants.

Program Monitoring

1. Track student attendance, behavior, grades, and participation data.
2. Provide periodic updates to the District on program outcomes and activities.
3. Submit an end-of-year financial report detailing how the funds were used and provide a presentation to the school board.

Susquehanna Township School District

Facility Access

1. Provide access to designated classroom space, the library, the gymnasium, and other necessary school facilities for program sessions on the 2nd and 4th Saturdays.
2. Make equipment such as projectors, computers, and sports equipment available, subject to District policies

Funding

1. Provide up to $10,000 in support of the Guide Right Mentoring Program, with funds allocated toward program activities, mental health initiatives, leadership development, and college/career experiences.
2. Payment will be made by check submitted to the Harrisburg (PA) Alumni Kappa Foundation, P.O. Box 60215, Harrisburg, PA 17106.

Student Recruitment

1. Promote the program to middle and high school students and support recruitment efforts.
2. Assist in identifying students who would benefit from the program.
3. Collaborate with the MTSS and PBIS teams to identify learners who will benefit from the Guide Right program.

Clearance and Compliance

1. Ensure all the Foundation mentors and volunteers meet District clearance requirements before program engagement.
2. Guide clearance submission and any relevant compliance issues.

District Liaison

1. Designate a staff liaison to coordinate communication between the Foundation and the District and ensure smooth program implementation.
2. Assist with scheduling and troubleshooting issues related to facility use and student needs.

Programming:

1. The Program will commence as of the Effective Date of this Agreement and will continue through June 30, 2026.

2. Either Party may terminate this Agreement without cause by giving the other Party written notice at least thirty (30) days before the termination of the Agreement, unless there is a material breach of this Agreement by either Party, in which case the non-breaching Party may immediately terminate this Agreement.

Insurance:

Throughout the term of this Agreement and whenever the Harrisburg (PA) Alumni Chapter of Kappa Alpha Psi Fraternity, Inc. provides services to the School District, the Foundation shall maintain insurance coverage. The Foundation will submit a Certificate of Insurance (attached) to the School District upon request. As permitted by law, Harrisburg (PA) Alumni Chapter of Kappa Alpha Psi Fraternity, Inc. will (1) designate the School District as an additional insured on each policy and (2) ensure all policies are primary and non-contributory. The Foundation shall promptly supply updated Certificates of Insurance to the School District upon significant policy changes. If any material changes occur, including cancellations or limitations of coverage, the Foundation will immediately notify the School District in writing.

This partnership reflects the commitment of both the Harrisburg (PA) Alumni Kappa Foundation of Kappa Alpha Psi Fraternity, Inc. and the Susquehanna Township School District to empower students through mentorship, leadership development, and mental health awareness. Both parties agree to act in good faith to ensure the program's success and create an environment conducive to student growth and well-being. Both parties affirm their commitment to equity and access, ensuring that students of all backgrounds, including historically underserved populations, have equal opportunities to participate and benefit from this program.

ACKNOWLEDGED AND AGREED by and between the parties as of September 23, 2025.

Signatures

Harrisburg (PA) Alumni Kappa Foundation of Kappa Alpha Psi Fraternity, Inc.

Signature: 

Name: JEAN-PAUL WRIGHT

Title: GUIDE RIGHT CHAIR

Date: 09.23.2025

Susquehanna Township School District

Signature: 

Name: Tamara Willis

Title: Superintendent

Date: 09-22-25

APPENDIX A

Category	Cost	Description & Justification
Facilitators/Speakers/ Career Panel	$1,000	Contract 4-5 facilitators for gender-specific topics and mental well-being and career panel
Program Materials	$500	Materials for leadership activities, mental well-being journaling, vision boards, and career exploration, and books
Incentives/Rewards	$1000	Small prizes (gift cards, books) for participation and progress (e.g., attendance or leadership awards).
Trip 1 & 2 (Social/Mental Well Bring & Team Building)	$2000	Local trips include transportation and snacks (e.g., college or company tour).
Trip 3 (Technical School and Military Base Visit)	$500	Local trips include transportation and snacks (e.g., college or company tour).
Trip 4 (College Tour)	$2000	Cultural/college visits with transportation, lunch, and entry fees.
Trip 5 (College Tour)	$1500	Cultural/college visits with transportation, lunch, and entry fees.
End of Year Showcase	$1500	End of the year program, including food and decorations.
Total	**$10,000**	

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/02/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Holmes Murphy 13810 FNB Parkway Omaha NE 68154	CONTACT NAME: Brandon Ell PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: bell@holmesmurphy.com
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A : Admiral Insurance Company — 24856
INSURED Kappa Alpha Psi Fraternity, Inc. 2322-24 North Broad Street Philadelphia PA 19132	INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES BF **CERTIFICATE NUMBER:** Cert ID 16714 (1) **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR			CA000014870-16	04/01/2025	04/01/2026	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ Excluded
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
								$
								$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is an insured under the above policy.

CERTIFICATE HOLDER

All recognized undergraduate chapters, graduate chapter, region / province, volunteers acting on behalf of Kappa Alpha Psi Fraternity, Inc.

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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