



Community Partner Agreement

This Agreement is made between ALZHEIMER'S ORANGE COUNTY (hereinafter AOC) and _____, 2019. (hereinafter COMMUNITY). This agreement is effective _____, 2019.

The parties agree as follows:

Memories in the Making® is the signature art program of Alzheimer's Orange County (AOC). The program allows individuals with dementia to express themselves through the process of creating original artwork according to specific guidelines. To ensure the integrity of the program, the participating community will conduct the program according to the guidelines set forth by AOC.

AOC will:

1. List COMMUNITY on AOC's website as a partner offering Memories in the Making®.
2. Provide a host site certificate that can be posted at COMMUNITY's place of business which acknowledges this partnership. Memories in the Making logo may be requested for marketing purposes.
3. Offer four Memories in the Making® facilitator trainings per fiscal year at an AOC designated site.
4. Provide an on-site visit within the first month of the first class to provide further support.
5. Provide ongoing telephone and email consultation and conduct an annual on-site visit.
6. Coordinate all aspects of the annual Art Exhibition.
7. Store and maintain permissions and legal releases signed by families, or a legal representative, of art used for any purpose including art receptions, shows, auction, and reproduction. This will include the use of the artists' names, biographical information, and photographs, only as the family permits.
8. Maintain sole discretion regarding the use of any art or artist's names for public release or sale.
9. Retain fundraising rights for all artwork submitted to AOC.

COMMUNITY will:

1. Commit to having a core group of at least five participants in the program and not more than twelve (per art facilitator), which meets at least twice per month.
2. Provide a quiet room with one or more large tables and easy access to water for the purpose of conducting the program.

3. Provide appropriate quality and quantity of art supplies for the program.
4. Participate in the annual Art Exhibition by submitting Memories in the Making[®] art.
 - A. Utilize standardized Memories in the Making[®] records, forms and descriptions.
 - B. Provide AOC with contact information for the artist's family or legal representative and obtain donation paperwork, releases, and biographical information.
5. Promote and market the program to clients, residents and families.
6. Provide AOC with attendance information and an annual evaluation of the program as requested.
7. Use the Memories in the Making[®] logo for program events, communications and marketing. The use of the logo is only permitted if classes are held weekly or bi-weekly and artwork is submitted annually. If these terms are not met, AOC may terminate this agreement. Releasing the logo or name to a third party is strictly prohibited.
8. Designate one staff person to be responsible for the program and serve as the liaison with AOC. Staff must also ensure all persons involved in the program receive Memories in the Making[®] training provided by AOC.
9. Notify the Memories in the Making Coordinator within 30 days of any updates or changes that may affect the implementation and/or progress of the program.
10. Register the COMMUNITY with the Memories in the Making[®] Program Coordinator by providing the following information:

a. COMMUNITY NAME:

b. Address:

c. Designated Contact :

d. Title (e.g. Executive Director, Activity Director, Program Assistant):

e. Phone number: _____

f. Email address: _____

AOC reserves the right to terminate this agreement at any time, if the terms are not fulfilled by the COMMUNITY.

Signature, for Community:

_____ Date: _____

Signature, for Alzheimer's Orange County:

_____ Date: _____