



MEMORANDUM OF UNDERSTANDING

Bulldogs by the Bay 2008

Sponsored by Yale Alumni in San Francisco

Memorandum of Understanding

In order to specify the expectations and responsibilities of the parties participating in the summer intern program for Yale students, Bulldogs by the Bay (BBB), BBB has prepared this Memorandum of Understanding. IN ORDER FOR YOUR ORGANIZATION TO PARTICIPATE IN BBB, YOU MUST EXECUTE THIS MEMORANDUM OF UNDERSTANDING AND RETURN IT VIA E-MAIL, POSTAL MAIL OR FAX to the address below.

Please review all sections of this form, sign the form, and deliver this form by postal mail, fax or email to:

BULLDOGS

BY

THE

BAY

Gerry

4118

Oakland, California 94611

igbaranano@aol.com

Fax 510-547-4329

Montgomery

Barañano

Street

Program Mission

The mission of the Bulldogs by the Bay ("BBB") program is to attract talented Yale students to the San Francisco Bay Area. BBB will accomplish this by bringing Yale undergraduates for high-quality internships, community introductions, mentorship programs, and social events.

EMPLOYER Responsibilities and Guidelines

EMPLOYERS will have identified within their organizations meaningful full-time work for the entire duration of the internship that will prove to be educational and challenging for the interns, as well as beneficial for their respective organizations. EMPLOYERS will complete the Job Description form with this information and submit to BBB BEFORE posting to the web site for student access. EMPLOYERS will submit to BBB detailed job description no later than December 31st, 2007. Acceptance of job descriptions for posting will be at the sole discretion of BBB. Job Description Templates must be submitted electronically via e-mail.

It is very important that the intern selection process be COMPLETED (with fully executed Commitment Letters on behalf of EMPLOYERS and STUDENTS) as early as possible. Failure to do so may preclude participation, as there are a limited number of positions in the program.

EMPLOYERS and STUDENTS must each complete the Commitment Letter, available on the BBB web site and submit it to BBB. It must be executed electronically by the EMPLOYER from the BBB web site. It is the responsibility of BBB to forward the Commitment Letter to the STUDENT.

BBB makes no assertion or guarantee of STUDENT interest in posted jobs. Please prepare submissions for the web site remembering that you are marketing your position to a college audience.

Selection of a STUDENT shall be made by the EMPLOYER. BBB makes no representations concerning the suitability of any STUDENT for any position.

STUDENTS will not be employees or agents of BBB. STUDENTS will be employees of the EMPLOYER and as such must be:

- paid (if applicable) by the EMPLOYER
- covered by EMPLOYER'S workers' compensation and liability insurance
- considered "at will" employees and thus expected to meet all the standards for employment as other employees, including risk of termination for insufficient or substandard work performance.

The substantial majority of work required from the STUDENT will be during normal business hours (8:00 A.M. to 5:00 P.M.) on weekdays. EMPLOYERS must allow the STUDENTS to be absent from work for up to FOUR specified days with no decrease in their compensation. These four days include the Memorial Day and Independence Day holidays and two other days to be announced by BBB. The two additional days may consist of a combination of full and/or half days and will be used by BBB for programs to introduce the STUDENTS to San Francisco and the surrounding area through special activities.

During the internship, EMPLOYERS can expect that STUDENTS will occasionally require "long lunches" to attend civic clubs, assist in presentations about the Bulldogs by the Bay and the like with no decrease in compensation. BBB will make every effort to limit participation by individual STUDENTS so as not to remove any single STUDENT from work too often.

EMPLOYERS must have e-mail and must be facile enough in its use to conduct practically all hiring discussions and administrative communication concerning this internship by this means. All forms and information will be available at the web site.

BBB Responsibilities and Guidelines

BBB will have the web site up and available for STUDENT mid-January 2008.

BBB will promote the Bulldogs by the Bay program on the Yale campus and encourage STUDENTS to review the web site and apply for positions.

Once the completed Commitment Letter has been submitted by the EMPLOYER to BBB on the BBB website, BBB, at its sole discretion and, in part, based on the number of positions remaining, will determine the final awarding of a position in the BBB program. BBB will forward the completed Commitment Letter to the STUDENT.

STUDENT Responsibilities and Guidelines

STUDENTS may move in to the specified dormitory identified and provided by BBB (if applicable) beginning the Saturday of Memorial Day weekend, and they must leave no later than the Sunday following the second Friday in August.

As ambassadors of Yale University and visitors to the area, STUDENTS are expected to follow the rules and guidelines of the dormitory (if applicable) and employer while participating in the BBB program.

Housing will be paid for by the STUDENTS. The organizers of BBB may arrange housing for the STUDENTS, and will inform students of the location, accommodations, and price of the dormitory at a later date. STUDENTS are encouraged to find housing on their own, using widely available resources, such as Craigslist.

FINANCIAL Considerations

Intern compensation will be determined by negotiation between EMPLOYERS and STUDENTS at a rate acceptable to both parties. EMPLOYERS should keep in mind that STUDENTS on financial aid are required to contribute a minimum of \$3000 toward the cost of their education during the course of the school year. In addition, STUDENTS will incur expenses of approximately \$2000 for housing and travel during the ten-week internship program. In any event, payment to STUDENTS should be in-line with the EMPLOYERS internal pay scales for comparable work. The agreed payment should be made biweekly or more frequently and should be allocated roughly equally over the ten-week period.

KEY DATES

The internship can begin as early as the Tuesday following the Memorial Day holiday and end ten weeks later on the second Friday in August 2008. Arrangements between EMPLOYERS and STUDENTS for a shorter term shall not be permitted without the prior written approval of BBB.

Timeline

November	Meeting with potential new employers
December 31, 2008	Employers submit Memo of Understanding and Job Description
February 4, 2008	Website with job descriptions opens to students
February-March	Students submit applications; Employers interview students as applications are received
By March 28, 2008	Employers select interns and submit Commitment Letter through web site; Students accept positions by signing Commitment Letter
March 31, 2008	Positions are finalized
May 27 – August 8, 2008	Bulldogs by the Bay participants learn about and experience working and living in San Francisco

This Memorandum of Understanding, when executed below, will serve as the agreement between BBB and EMPLOYER.

Employer: _____ BBB _____

By: _____ By: _____

Title: _____ Title: _____

Date: _____ Date: _____