

Maryland CASH Academy Partnership Agreement

Thank you for your interest in participating in the Maryland CASH (Creating, Assets, Savings, and Hope) Campaign's statewide financial education network, the Maryland CASH Academy. The goal of the CASH Academy is to provide class participants with non-biased, fact based financial education. This agreement is between _____ (organization name) and the Maryland CASH Campaign.

MD CASH Campaign agrees to:

- Market your classes via website, email lists and direct mailings.
- Register students for classes.
- Provide Educators with online tools to access class lists and manage courses.
- Provide access to demographic and outcomes data.
- Provide a standard evaluation.
- Assist in instructor development.

Maryland CASH Campaign adheres to the highest quality and ethical standards and expects the same from partner educators. As a financial education partner in the MD CASH Academy Program, - _____ (organization name) agrees to the following:

1. Partner Role -

- Approve your educators using the MD CASH Academy Educator Agreement.
- Monitor the educators to ensure compliance with the MD CASH Academy standards.
- Assist in marketing of the classes.
- Provide the location for the classes offered by your organization.

2. **MD CASH Academy Educator Role** - The role of the financial educator is to help their students improve their understanding of financial concepts to meet their personal financial goals. Your organization agrees that your Educators meet the following requirements:

- Provide a copy of class agenda/curriculum for each class to MD CASH.
- Work or have worked for an organization or company with ties to the community in which they are teaching (i.e. nonprofit, financial institution, financial planner).
- Ensure that classes are for educational purposes only and do not connect to the purchase of products or services.
- Refrain from giving class participants specific financial advice (such as advising them to invest in a particular stock).
- Have some prior experience and/or training in teaching financial education.
- Offer free or low cost classes to the public.
- Use evaluation tools to ensure efforts have the desired outcomes.

3. **All classes are free or low cost to the student** - All program services and materials are provided free or low cost to MD CASH Academy clients. You should work to keep classes free whenever possible but a small fee may be charged to cover the expense of materials.

4. **Student financial information is confidential** - You may ask your students to share their financial information including credit card statements, loan statements, check stubs, etc. if it is relevant to the class curriculum. All financial materials must be held in confidence and cannot be shared outside of the class. Students may not be mandated to share any information.

5. **No Sales** – You may not attempt to sell your students any products or services while they are participating in the MD CASH Academy program. You must agree to refrain from selling to students for at least **12 months** following your last interaction with them within the context of the MD CASH Academy program. Educators and partners who violate this rule will be removed from the program.

6. **Release of Liability** – As a condition of your participation in the Maryland CASH Academy program, you agree to a mutual release from all known and unknown future liability.

Signature _____

Date _____

Printed Name _____

Organization Name _____

Address _____

Email _____

Phone _____

Organization website _____