Revision 11.30.2021

Learning opportunities are hosted by providers that serve youth in our community. Identified milestones are designed to promote the professional growth and development of the participant through practical and hands-on tasks, projects, and applications. The participant and the career coach will collaboratively complete this learning agreement, with input from the provider supervisor, to determine the goals and expected professional development of the participant. At scheduled intervals, the career coach will assess what milestones the participant has achieved.

CONTACT INFORMATION

PROVIDER AGENCY	LEARNING OPPORTUNITY START DATE	LEARNING OPPORTUNITY END DATE
PROVIDER SUPERVISOR	PROVIDER EMAIL	PROVIDER PHONE
COACH	COACH EMAIL	COACH PHONE
PARTICIPANT	PARTICIPANT EMAIL	PARTICIPANT PHONE

LEARNING OPPORTUNITY MILESTONES

MILESTONE ACTIVITY	LEARNING OBJECTIVE	MEASUREMENT	STIPEND	DATE COMPLETED	COACH INITIALS	Payment Requested Date
EverFi Financial Literacy Course	*Gain knowledge of common financial skills, such as bank accounts*	*Email coach proof of completion*	*$100*			

IF NEEDED, LIST ADDITIONAL MILESTONES ON PAGE 3

LEARNING OPPORTUNITY REQUIREMENTS

MAX # OF MILESTONES		**MAX AMOUNT OF STIPEND**	$
Participant may not complete more milestones than listed here. Participant will not be compensated for milestones beyond the number listed here.		*The total stipend the participant receives may not exceed the dollar amount listed here.*	
PARTICIPANT WILL DO REQUIRED WEEKLY CHECK-IN ON:		**PARTICIPANT WILL CHECK-IN USING:**	
❑ Mondays ❑ Tuesdays ❑ Wednesdays ❑ Thursdays ❑ Fridays		❑ Email ❑ Text ❑ Phone Call ❑ Blog Response ❑ Online Form	
SPECIAL UNIFORMS, TOOLS & EQUIPMENT			
SPECIAL RESTRICTIONS/CONDITIONS			

Additional special restrictions include compliance with COVID-19 executive orders issued by Governor of State of Oregon; no lobbying or political activities; and no required participation in religious activities.

THE PARTICIPANT AGREES TO ACCEPT THE FOLLOWING RESPONSIBILITIES:
1. Maintain 90% attendance.
2. Check in with Provider Supervisor weekly at designated time using designated method.
3. Communicate absences to Provider Supervisor and coach at least one hour prior to scheduled start time.
4. Complete no more than the maximum allowable milestones.
5. Accurately report completed milestones to Provider Supervisor.
6. Participate in check-ins and evaluations required by the Provider Supervisor.
7. Report any changes that may affect commitment to this learning opportunity to coach.

LEARNING OPPORTUNITY AGREEMENT CANCELLATIONS

Failure on the part of the undersigned parties to meet their obligations under this agreement may result in suspension or termination of the agreement. All parties retain the right to terminate this agreement within 10 days of written notice. Agreement may be unilaterally terminated immediately due to lack of funding or violation of any applicable Federal, State, or Local laws or in cases where Worksystems deems it necessary to protect the interests of the participant(s). Termination of this agreement for any cause shall be without prejudice to any obligation or liabilities of either party accrued prior to or because of such termination.

This agreement will not be valid until the Provider Supervisor returns a copy with a signature of approval and an authorized starting date.

PARTICIPANT SIGNATURE	DATE	COACH SIGNATURE	DATE
PROVIDER SUPERVISOR SIGNATURE	DATE		

LEARNING OPPORTUNITY MILESTONES, CONT.

MILESTONE ACTIVITY	LEARNING OBJECTIVE	MEASUREMENT	STIPEND	DATE COMPLETED	COACH INITIALS	Payment Requested Date