



VIA HEART PROJECT  
Teen Heart Screening Host Agreement

\_\_\_\_\_ (Host) and Via Heart Project agree that the terms of this agreement are to provide a teen heart screening to children and young adults ages 12–25.

This agreement must be signed by all parties in order to be valid. Any services and/or deliverables not described herein are outside of the scope and the intent of this agreement. This agreement may be signed in two parts and submitted electronically.

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Event Hours: Sunday, 9am to 3pm

**Participating/Host School Requirements:**

- The host will provide at least 40 non-medical volunteers. Volunteers can be school staff, teachers, coaches, athletic trainers, or parents. No more than 20 of the volunteers may be high school students. Volunteers under the age of 14 are not allowed.
- Host is responsible for contacting local medical volunteers and connecting them with Via staff. Via will provide a lead volunteer or staff member for each station to train and manage volunteers.
- Host is responsible for Volunteer Break Area. Responsibilities include providing coffee, juice, water, breakfast foods, snack foods, and lunch for 150–200 volunteers. Host is also responsible for the setup, cleanup, and staffing of the Volunteer Break Area.
- If the food provided by the host is not sufficient to generously feed \*all\* volunteers, Via will have to order additional food and/or drink, and the host will be responsible for reimbursing Via for the full amount of the additional expense.
- Host is responsible for providing 20 tables and 150 chairs the weekend of the event.
- Host is responsible for providing custodial service the day before the event from 12pm to 6pm, and the day of the event from 6:00am to 6:00 pm.
- Host is responsible for having 10 strong helpers at the site for Saturday set-up, normally 12:00pm-3:00pm (time will be verified approximately 2 weeks in advance).
- Host will arrange a walk-through of the proposed screening site with Via staff as soon as this agreement has been signed.
- Host is responsible for clearing the rooms intended for screening use in advance of Saturday set-up, and returning furniture upon event completion. (i.e. Pushing furniture to the sides to allow setup of Via equipment, as decided at walk-through visit.)
- Host is responsible for securing (or removing) any valuables from the rooms that will be used during the screening.



- Host is responsible for providing a secure site for the weekend, where Via’s equipment/signage is safe overnight.
- Host is responsible for checking the site calendar and confirming that **no other events will be taking place at the site during set-up** (Saturday) **or during the screening** (Sunday) that will in any way limit access to the site, including any rooms or parking areas.
- Host is responsible for providing access to WiFi for 30 laptops during set-up on Saturday and during the screening on Sunday.
- Host is responsible for providing Via staff with access to printing and/or copying of documents during set-up on Saturday and during the screening on Sunday.

**Benchmarks**

**Volunteers:**

Host is required to recruit 40 volunteers by three weeks prior to event. No more than 20 volunteers may be high school students.

All volunteers are required to sign up on Via’s website [viaheartproject.org/volunteer/](http://viaheartproject.org/volunteer/).

Walk-in volunteers will not be assigned duties.

**Participants:**

Host is required to have 150 students signed up on Via’s website three weeks prior to event [viaheartproject.org/screenings/](http://viaheartproject.org/screenings/).

**Sponsor:**

Host is required to secure a sponsor/s in the amount of \$20,000, three months prior to event. Via maintains the right to find additional sponsors above and beyond the host’s requirements.

If benchmarks and the above requirements are not met, Via Heart Project will reluctantly consider and has the right to cancel the screening. While we do not wish this to occur, the cost for a screening is substantial, in both dollars and time, and the use of sponsorship dollars and our volunteers’ time must be taken into account. These benchmarks and requirements **MUST** be met in order for a screening to be successful.

Via Heart Project will provide the Host School with a Teen Heart Screening Event for up to 500 teens, to include Blood Pressure, Height, Weight, Health History Review, CPR and AED skills, EKGs, and a consult with a Cardiologist with limited echocardiograms. All services the day of the event are provided free of charge to the participants.

**<Insert Host School/Site Name Here>**

**Via Heart Project**

Print Name: \_\_\_\_\_

Print Name: Cathy DeCock

Title: \_\_\_\_\_

Title: Chief Operating Officer

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_