



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.

Screening Date: _____

Screening 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 providing 20 tables and 150 chairs the weekend of the event.
- 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 set-up of Via equipment, as decided at walk-through visit. It is easiest to have teachers and students clear their rooms at the end of the day on Friday.)
- Host is responsible for securing (or removing) any valuables from the rooms that will be used during the screening. Please see page 2 of 2 Host Agreement, updated March 2019
- 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.



Custodial Requirements:

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 6:00pm.

We will need 2 radios that we can use to communicate with the custodian on set-up and screening day
Custodian will help with:

- Opening ALL rooms that we will need access to, including restrooms
 - All rooms must be open BY 12pm at set-up and BY 6:00am on screening day
- Moving any tables and chairs (furniture) in the rooms that we are using (IF they have not already been cleared when we arrive on Saturday)
- Move requested tables and/or chairs to the location(s) noted on Site Set Up Document provided in advance
- Placing and setting up any pop-ups, provided by the site, requested in the Site Set Up Document
- Opening gates to provide all access needed at the school site
- Covering windows that need to be covered for privacy (IF they are not covered when we arrive Saturday)
- Providing ladder and support to hang banners (and remove them at the end of the screening day)
- Opening bathrooms and keeping them stocked and cleaned throughout the day (can be 1,000+ people through the school on screening day)
- Taking Via team member(s) in a golf cart to put signs around the perimeter of the school (to guide volunteers and students). To be done between 6:15-6:30am on screening day
- Taking down all the signs at the end of the screening (to be done at about 3:00pm)
- Remove trash from rooms used
- Locking all rooms at the end of set-up
- Help us with any other needs, which may include (partial list) WiFi, printer access, lighting, heating/cooling

Food for volunteers for day-of screening:

- 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 set-up, clean-up, and staffing of the Volunteer Break Area. We have volunteers who are dairy free, gluten free and/or vegetarian. Please plan accordingly.
- 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. Below are some guidelines for planning purposes.
 - **Breakfast:** Coffee, cups, stir sticks, milk, half and half, soy milk, sugar assortment, orange juice. Bagels, muffins or other breakfast food, breakfast burritos (some vegetarian and vegan), fresh fruit (a lot of fruit is great, this is good for a snack all day)
 - **Lunch:** Sandwiches (assemble your own - or many vegetarian, gluten free, and dairy free options), pizza or pasta and a lot of salad
At least 1/3 to 1/2 vegetarian. Some portion vegan (where cheese is added, such as pasta with tomato sauce, have cheese optional, or some without)
 - **Snacks:** Fresh fruit, granola bars and/or snack bars, gluten free snacks, cookies/small desserts



- **Drinks:** (in addition to coffee and OJ, water (**lots** of bottles of water)), Diet Coke, Coke, sparkling Water
- *Suggested resources for help feeding volunteers:* PTA, booster club, parent groups, rotary clubs, Kiwanis, local fire department, school culinary program, etc.

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/.

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/.

Sponsor:

Host is required to secure a sponsor/s in the amount of \$20,000 (\$25,000 outside of the Bay Area), six months prior to event. Sponsorship funds are due three months prior to the screening date.

Via maintains the right to find additional sponsors above and beyond the host’s requirements.

Suggested resources for finding a sponsor: local healthcare district, nearby hospital, corporations, local businesses, private donors, school district, etc.

If benchmarks and the above requirements are not met, Via Heart Project will 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 750 young people, to include Blood Pressure, Height, Weight, Health History Review, CPR and AED skills, EKGs, and a consultation with a Cardiologist. Many participants will also receive a focused echocardiogram. All services the day of the event are provided free of charge to the participants.

School Name: _____

Print Name: _____

Title: _____

Signature: _____

Date: _____

Via Heart Project

Print Name: Cathy DeCock

Title: Chief Operating Officer

Signature: _____

Date: _____