



MEMORANDUM OF UNDERSTANDING (MOU)

I, on behalf of _____, as an authorized decision-making representative, commit to continue or join the **ya es hora ¡CIUDADANIA!** campaign to promote U.S. Citizenship and/or assist eligible permanent residents in applying for naturalization.

About the Campaign:

ya es hora is an unprecedented national civic engagement campaign coordinated to inform, educate and motivate Latinos to participate in the American political process. Nationally, the campaign is spearheaded by an unprecedented partnership between national Latino organizations including Mi Familia Vota, the NALEO Educational Fund, the National Council of La Raza and Spanish language media companies Entravision Communications, ImpreMedia and Univision Communications, and driven by efforts of local partners whose contributions are highlighted by the campaign.

As a Partner Organization, I understand and agree to support the following goals and principles of the campaign.

Principles:

- The *ya es hora ¡CIUDADANIA!* campaign is a public service campaign coordinated between Spanish language media (herein Media Partners) and community based organizations aimed at making the process of citizenship something more readily accessible and understandable for the Latino community.
- The *ya es hora ¡CIUDADANIA!* campaign is dedicated to promoting U.S. Citizenship and assisting eligible permanent residents in applying for naturalization to the Latino community, through the media and community based organizations.
- The *ya es hora ¡CIUDADANIA!* is lead by three national coordinators and Spanish language media partners.
- In every local market, official *ya es hora ¡CIUDADANIA!* activities are coordinated collaboratively by Media Partners and 501(c)3 nonprofit community organizations who have executed a *ya es hora ¡CIUDADANIA!* Memorandum of Understanding.
- Official *ya es hora ¡CIUDADANIA!* activities are collectively determined by media partners, national coordinators, and local partners.

Our Commitment to Our Partners:

By signing below, the *ya es hora ¡CIUDADANIA!* campaign commits to assist local partners with the following

- Hotline: List of partner citizenship events and service provider information to be disseminated via 1-888-VE-Y-VOTA Hotline.
- Website: List of partner events and service provider information to be disseminated via www.yaeshora.info website.
- Directory: Partners serving as Centros de Ciudadania or Information Centers will be listed on both www.yaeshora.info and 1-888-Ve-y-Vota
- U.S. Citizenship Guide: *ya es hora ¡CIUDADANIA!* U.S. Citizenship Guides and/or a print ready version of the Guides will be made available for all participating partners.
- Toolkit: Partners will be provided with an electronic *ya es hora ¡CIUDADANIA!* Workshop Planning Toolkit which will guide them through the planning, budgeting, promotion, and coordination process of a *ya es hora ¡CIUDADANIA!* Workshop.
- Technical Assistance: Partner organizations will receive technical assistance with workshop coordination and production including volunteer training manuals, media outreach kit and assistance, *ya es hora ¡CIUDADANIA!* flyer and volunteer registration templates, assistance with legal expert recruitment strategies, media promotion where available, and access to *ya es hora ¡CIUDADANIA!* experts available to assist partner staff.

Goal:

Assist eligible legal permanent residents get on the path towards U.S. Citizenship

Objectives

- Motivate and assist eligible legal permanent residents (LPR's) in applying for U.S. citizenship.
- Provide accessible information on the naturalization process.
- Educate eligible permanent residents on the benefits of obtaining U.S. citizenship.

ya es hora ¡CIUDADANIA! Agreement:

By signing below, our Partner Organization agrees to participate in the *ya es hora ¡CIUDADANIA!* campaign and agrees to the following, as it pertains to our participation with the campaign:

Conduct of Activities:

- Be a full participating member of the campaign from date of execution of this document throughout the course of the campaign, however, partner organization is free to sign-off during the course of the campaign as long as they have informed their respective campaign lead person;
- Allow my organization/facility(ies) to be promoted as a *ya es hora ¡CIUDADANIA! Centro de Ciudadanía* or *Centro de Información* in any public communication or via media outlets including print, radio and television through the support of *ya es hora* national media sponsors;
- Coordinate, support, and/or volunteer (e.g. recruit, in-kind service, outreach) in at least one of the national citizenship workshops.
- Make N-400 forms and citizenship guides (provided by the campaign) available free of charge to the community. *ya es hora ¡CIUDADANIA! U.S. Citizenship Guides* will be distributed to various communities. A free print ready public version of this guide will also be made available for local reproduction.;
- Assist applicants with basic inquiries related to U.S. Citizenship, including specific questions about the Naturalization process, eligibility and fees. We will refer persons to **1(888) VE-Y-VOTA / 1(888) 839-8682** for inquiries that we cannot answer. A checklist of common questions can be made available when requested; and
- Provide sign-in sheets from all *ya es hora ¡CIUDADANIA!* activities to track organization's success and the overall success of the campaign. Organization must provide campaign lead with a workshop sign-in sheet; in turn their national lead will provide local organization with an electronic version of the list.

Partner Organization Role (select one of the following):

Centro de Información- My organization is not a Naturalization Form Assistance Provider:

My organization does not have experience in assisting applicants with the N-400 form, but we are interested in participating in the campaign by:

- Making Naturalization information and *ya es hora ¡CIUDADANIA! U.S. Citizenship Application Guide* available free of charge to the community
- Make USCIS study material available at our office
- Referring persons to 1(888) VE-Y-VOTA for naturalization inquiries.
- Include *ya es hora ¡CIUDADANIA!* promotional material in office waiting area or reception area.

Centro de Ciudadanía- We are a Naturalization Provider,

My organization has staff experienced in helping applicants complete the N-400. We agree to assist applicants with their N-400 application and prepare applications for submission to the USCIS with assistance from an attorney or BIA accredited representative.

- My organization may provide N-400 services free of charge.

FEES FOR SERVICE:

- My organization will not charge more than _____ to assist persons in completing the N-400 application. This Fee includes the following:

1. _____
2. _____
3. _____
4. _____

Please be aware that fee information will be published on *ya es hora ¡CIUDADANIA!* directory, website, and hotline as it appears on this agreement.

Additional Services: In addition to N-400 assistance my organization may also provide assistance with the following:

- N-600 Application for Certificate of Citizenship
- I-90 Application to Replace Permanent Resident Card
- N-565 Application for Replacement of Naturalization/Citizenship Document
- Other: _____

ya es hora ¡Ciudadania! Workshop

My organization would like to coordinate, help coordinate, or host a Naturalization workshop in the following capacity:

- Lead and coordinate workshop organizing committee
- Participate in workshop organizing committee
- Making our facilities available for N-400 assistance workshops
- Organize a Citizenship Information forum
- Recruit / provide volunteers for N-400 assistance workshops.

FEES AT WORKSHOPS: Most N-400 assistance workshops are free of charge to the public. However, local partner tables may decide on a fee, not to exceed **\$50.00** to cover overhead costs of assisting applicants with the N-400 at a YEH workshop.

Permissions and Liabilities:

- Partner Organization is solely responsible for its activities related to this MOU;
- Signing organization agrees to hold *ya es hora* National Coordinators and Media Partners harmless for the signing organization's activities. Similarly, signing organization shall not be liable nor responsible for the actions and/or conduct of the *ya es hora* National Coordinators, or Media Partners.
- Partner Organizations act as individual organizations during and after *ya es hora ¡CIUDADANIA!* activities; Partner Organizations shall be civilly or criminally liable for their own actions; Any Partner Organization or the *ya es hora* National Coordinators and Media Partners shall not be civilly or criminally liable for the actions or conduct of other Partner Organizations; Similarly, signing organizations should not be liable for actions of National Partners.
- Partner Organization agrees to allow its *ya es hora* Media Partners to film and broadcast, recorded or live images and audio of Partner Organization's campaign activities;
- Signing this MOU does not guarantee that Media Partners will promote or provide media coverage of the Partner Organization's activities or events.
- This agreement does not entitle this Partner Organization to engage in any fundraising activities under the *ya es hora* brand without prior authorization from national coordinators;
- Partner Organization shall not use the *ya es hora* or *ya es hora ¡CIUDADANIA!* brand or logos for any event or promotion other than an officially sanctioned *ya es hora ¡CIUDADANIA!* event or without the express permission of the National Coordinators and Media Partners; and
- This MOU shall expire immediately and Campaign membership will be revoked if the partner organization violates any of the terms of this agreement or if the partner organization decides to terminate agreement.

My organization would also like to participate in the *ya es hora ¡Ve y Vota!* Voter Engagement Campaign

We enter into this agreement with our fellow campaign members in the spirit of collaboration and with the common goal of helping eligible Latinos to participate and incorporate civically.

Print Name/Title

Signature

Date

Information as it will appear in the *ya es hora ¡CIUDADANIA!* directory:

Name of Organization/Facility: _____

Address: _____ City _____ State _____ Zip _____

Office phone: _____ Fax: _____ Email: _____

N-400 Assistance Fee: \$ _____ Our organization offers ESL Classes (select one) Free or Fee \$ _____

**PLEASE FAX COMPLETED MOU TO THE NALEO EDUCATIONAL FUND AT 213.747.7664 OR
E-MAIL TO JGUTIERREZ@NALEO.ORG.
FOR MORE INFORMATION, PLEASE CONTACT JULISSA GUTIERREZ 917.634.5564**