

**Kate Marshall**  
State Treasurer



Steve George  
Chief of Staff

Mark Mathers  
Chief Deputy Treasurer

STATE OF NEVADA  
OFFICE OF THE STATE TREASURER

**NEVADA COLLEGE KICK START SAVINGS PROGRAM  
MEMORANDUM OF UNDERSTANDING**

For the *Nevada College Kick Start Program* to succeed, local support is vitally important. A survey of parents conducted by the EARN Research Institute found that “*teachers and school principals are cited as the most trustworthy sources of information...*” This program cannot succeed without your school and your staff’s support. We need you to serve as local ambassadors and as our “boots on the ground” at your school and in your community as the Treasurer’s Office simply does not have sufficient staff to serve our pilot program area.

The purpose of this Memorandum of Understanding is to solidify in written agreement the parameters and responsibilities of the Nevada State Treasurer’s Office, individual schools, and individual school districts that must be met to serve the kindergarten students and families this pilot program is aimed at assisting.

**Section 1: Term**

This MOU shall be effective from the date of authorized signature by both parties through July 1, 2014 unless the MOU is terminated earlier by either party. This MOU may be terminated by either party with 30 days advance with written notice, for any reason or for no reason. In the event of termination, the terminating party agrees to use best efforts to plan for the transition of the program, if requested by the non-terminating party. This MOU is contingent upon the funding of accounts annually through the College Savings Plan of Nevada budget.

**Section 2: Roles and Responsibilities of the Nevada State Treasurer’s Office**

- 1) The Treasurer’s Office will:
  - a. Establish, fund, and maintain each *Nevada College Kick Start* account with an initial deposit of \$50 or other amount as determined by available budget.
  - b. Maintain the confidentiality of all student information provided to the Treasurer’s Office under this MOU. All student information shall be treated as confidential in conformity with the Family Educational Rights and Privacy Act, and will not be released to any other parties. Student information will only be used for purposes of the *Nevada College Kick Start Program*.

**CARSON CITY OFFICE**  
State Treasurer  
101 N. Carson Street, Suite 4  
Carson City, Nevada 89701-4786  
(775) 684-5600 Telephone  
(775) 684-5623 Fax

**STATE TREASURER PROGRAMS**  
Millennium Scholarship Program  
Nevada Prepaid Tuition Program  
Unclaimed Property  
Nevada College Savings Plans  
Nevada College Kick Start Program

**LAS VEGAS OFFICE**  
555 E. Washington Avenue, Suite 4600  
Las Vegas, Nevada 89101-1074  
(702) 486-2025 Telephone  
(702) 486-3246 Fax

- c. Create and supply all collateral advertising and information materials to participating schools which have returned a Memorandum of Understanding. Collateral materials may include brochures, fliers, postcards, posters, or any other items deemed appropriate.
- d. Create and maintain a dedicated *Nevada College Kick Start Program* web page for use by school officials, teachers, parents, and children.
- e. Create a Frequently Asked Questions section which will be available on the dedicated website.
- f. Communicate with the parents of enrolled program participants through emails and regular mail, as necessary, including the delivery of quarterly statements.
- g. Supply participating schools with Financial Literacy information and lessons plans relating to the *Nevada College Kick Start Program*, which schools will be free to use as learning tools for students and parents.

### **Section 3: Roles and Responsibilities of Individual Schools and/or School Districts**

- 1) Individual schools/school district offices must agree to:
  - a. Electronically or through a method agreed upon by both parties, supply the Treasurer's Office and our College Savings Plans of Nevada program manager, Upromise Investments, Inc., with the following student data for all kindergarten students for the 2013-14 school year, unless a parent or legal guardian has completed an Opt-Out form
    - Student Name
    - Student DOB
    - Student ID number
    - Nevada Department of Education School ID number
    - Student Gender
    - Student Address
    - Student Phone
    - Parent/legal guardian Name
    - Parent/legal guardian Address
    - Parent/legal guardian Phone
    - Parent/legal guardian email address
  - b. If a parent chooses to "Opt Out" of the program, the student's information will be removed from the Program.
  - c. Act as ambassadors for the program by supplying teachers and parents with information about the program, establishing a link on their school's/school district's web page, and by promoting the program at various school functions. Information may include how parents and other family members can increase these accounts with monthly deposits, how this money can grow over time, and how this savings account can help parents meet the rising cost of college tuition.

Before students from an individual school are included in the *Nevada College Savings Kick Start Program*, a signed original copy of this Memorandum of Understanding must be received by the Nevada State Treasurer's Office.

The parties below agree to abide by the Roles and Responsibilities as outlined in this Memorandum of Understanding:

SCHOOL NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PRINCIPAL'S NAME \_\_\_\_\_

PRINCIPAL'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**STATE TREASURER'S OFFICE**

\_\_\_\_\_

DATE \_\_\_\_\_

Kate Marshall  
Nevada State Treasurer