

[insert school entity letterhead]

[Date]

Dear [Applicant Agency]

We are excited about the prospect of working with you on the child sexual abuse prevention pilot project, Project Safe and Smart supported by the Pennsylvania Commission on Crime and Delinquency (PCCD) and the Child Maltreatment Solutions Network at the Pennsylvania State University (PSU).

We understand local efforts will be overseen by [INSERT AGENCY NAME], who will be our local contact regarding the implementation of the Safe Touches curriculum. Trained facilitators will deliver Safe Touches to all second-grade classrooms in our district, such that each classroom receives the curriculum once over the two-year period of this pilot project (i.e., the 2022-2023 and 2023-2024 academic years). We are excited to know that Safe Touches may be delivered either in-person or virtually for each classroom, which will allow us to efficiently reach our second-grade students. At this time of writing, we have [insert #] second graders enrolled in the 2021-2022 academic year.

We also understand in Year 2 of the project (2023 – 2024), [INSERT AGENCY NAME] will also implement a parent-focused prevention education program which is meant to complement what the students learn in *Safe Touches*. We will enthusiastically help facilitate communications with parents notifying them of this opportunity. We believe it is important that parents be just as prepared as their children to prevent child sexual abuse.

As outlined in this letter of agreement, [school entity] agrees to the following required implementation procedures for Project Safe and Smart:

1. **Assist with scheduling.** Administrative professionals within the schools will work with the [AGENCY] to coordinate workshop scheduling. This will include, if necessary, providing alternative accommodations for children without permission to participate in the workshop.
2. **Provide classroom time for:**
 - a. Facilitators to deliver the Safe Touches workshop (45-minutes) and post-workshop program evaluation survey (15-minutes) to each classroom.
 - b. We will make this available to our classrooms to accommodate either delivery mode (in-person or virtual) and will coordinate with you about this as we schedule the workshops.
3. **Facilitate communication with Parents.** We will facilitate communications with parents and caregivers about the parent-focused prevention education program in the 2023-2024 academic year.
4. **Available for questions from PSU.** We will make ourselves available for any implementation related questions from the PSU research team.

In return for our cooperation and participation, we understand that in collaboration with PCCD and CMSN, we will receive annual aggregate data from program evaluation surveys. These data will reflect all students who received the *Safe Touches* workshop delivered by your agency under this project.

[Signature]