

Terms of the Partnership

The purpose of this document is to cement in writing the terms of the Food Insecurity Partnership with the following stakeholders: FLIP at Columbia, CCSC, ESC, GSSC, SGA and Share Meals.

This is to ensure effective communication among all stakeholders with regards to the implementation and evaluation of all initiatives pursued under this partnership.

❖ Definitions

- I. Initiatives: Projects managed by one or more Parties to the Partnership
 - A. the App: Mobile and web app developed by Jonathan Chin of Share Meals which connects students on college campuses to share meals. All references to “Share Meals” denote the organization behind the App, which is the initiative itself.
 - B. CU Meal Share: Facebook group open to all Columbia students run by FLIP at Columbia. Students post free food events and exchange meal swipes via its public forum or through private Facebook messaging.
- II. Opt-Out: Motion available to Parties in the Renewal Period. Allows a Party to temporarily withdraw its support of the Terms of the Partnership without Pulling Out (See “Pull Out”, Definitions IV). Opting-Out gives the moving Party one week to voice its concerns about the Terms, followed by a one-week deliberation period to resolve movant’s concerns. The Terms of the Partnership remain in effect through both phases of the Opt-Out motion.
- III. Parties to the Partnership (“Parties”): Student groups and outside affiliates agreeing to adhere to the Terms of the Partnership. Include CCSC, GSSC, ESC, SGA, FLIP at Columbia and Share Meals.
 - A. CCSC: Columbia College Student Council. Columbia University group that serves as the governing body for Columbia College.
 - B. ESC: Engineering Student Council. Columbia University group that serves as the governing body for the School of Engineering and Applied Science.
 - C. FLIP at Columbia: First-Generation, Low-Income Partnership at Columbia. Columbia University group that manages CU Meal Share.
 - D. GSSC: General Studies Student Council. Columbia University group that serves as the governing body for the School of General Studies.
 - E. SGA: Student Government Association. Columbia University group that serves as the governing body for Barnard College.
 - F. Share Meals: Organization which produces the Share Meals App (“the App”).

IV. Pull Out: Motion available to Parties to the Partnership throughout the academic year. See Termination of Partnership I.

V. Renewal Period: Length of time starting from the beginning of the Fall semester and ending one month thereafter.

VI. Terms of the Partnership (“Terms”): This document. Created to facilitate collaboration between Parties to the Partnership in implementing food insecurity relief.

❖ **Expectations**

I. General Expectations of All Partners

All partners are expected to:

- A. maintain a cordial and professional attitude in all collaborative activities.
- B. publicize initiatives related to the partnership as mutually agreed upon by the partners.
- C. modify existing Initiatives and/or launch, publicize and implement additional initiatives by consulting the other Partners through an appropriate Channel of Communication.

II. Specific Expectations of FLIP at Columbia

- A. Notify all other partners of personnel changes, changes in existing initiatives such as CU Meal Share, and addition of new initiatives.

III. Specific Expectations of CCSC/ESC/GSSC/SGA

- A. Ensure initiatives are compliant with university policy.
- B. Serve as a liaison between all other Parties and administrators on issues in which other partners have no direct contact.

IV. Specific Expectations of Share Meals

- A. As the only party that is not a Columbia subsidiary, Share Meals will be responsible to uphold the same general policies as the aforementioned student groups, including:
- B. Inform all partners of major changes to the app in a timely manner, including via private channels of communication or at semimonthly Partnership meetings.
- C. Expectations on In-App Surveys
 1. Members of the partnership may conduct surveys on food insecurity individually or jointly by proposing a new survey. Parties

wishing to host a new survey may declare their participation via an appropriate, private channel of communication.

2. Joint/Collaborative surveys may be conducted through any appropriate channel including in-app surveys on Share Meals and CU Meal Share.
3. Costs of joint/collaborative in-app surveys conducted via Share Meals shall be split between participating parties, whom decide on rationing payments. Parties that do not declare their participation in conducting a survey are not obligated to pay any portion of said survey.
4. Costs of running such in-app surveys shall be \$2 per survey response, per unique user (subsequent responses submitted by a familiar user are included in the \$2 fee). Recurring responses are charged this rate once per academic year.
5. A reasonable number of in-app surveys may be designed and conducted over the App each year.
6. Data acquired from these surveys shall be availed to all parties in the Partnership and at Columbia, including but not limited to student groups and administrative offices, who may request it using the appropriate channels.
7. **No personally identifying information from usage or survey data from any food insecurity initiative managed by this Partnership shall be disseminated or made public without the express written consent of the corresponding student.**

❖ **Channels of Communication**

- I. Emails are to be used for formal/important correspondence. Facebook or other messaging apps, having been agreed upon, can be used for quick correspondence.
- II. Each major participating party will appoint a liaison to represent them in ongoing discussions between one another.

Official Reps:

Council Reps: President and VP Policy for each of CCSC, ESC, GSSC, and SGA

FLIP at Columbia Reps: Co-chairs of Food Insecurity Committee

Share Meals: Jonathan Chin

- III. Major problems with either Share Meals, CU Meal Share or Share Meals should be communicated by email to all other partners.
- IV. Significant changes, including updates to the Share Meals App should be communicated to all parties before release.
- V. Partners must inform all other partners about external meetings (including business interactions with other institutions/programs/corporate individuals) if it affects the partnership.
- VI. Share Meals is expected to send usage data to all other partners outlining live and upcoming updates, data on general usage and feedback from users on the effectiveness of the app on a monthly basis, of which the initial date of delivery is left to the Partnership's discretion.

❖ **Monitoring and Evaluation**

The monitoring and evaluation procedures described below are to be used to ensure:

- gradual progress is being made with regards to solving food insecurity in CC, SEAS, BC, and GS.
- major problems with any of the initiatives are addressed quickly.
- transparency and accountability to the students who use these initiatives.
- any partner does not try to excessively micromanage any initiative run by other partners if it does not directly affect the partnership.
- the general effectiveness of all food insecurity initiatives under this partnership.

I. Benchmarks

- A. At the beginning, middle and end of the semester, all partners shall meet to set benchmarks/metrics to use in evaluating the food insecurity initiatives individually and collectively.
- B. All parties shall maintain documents of these set benchmarks/metrics/targets and progress made towards their attainment.
- C. All partners must collect appropriate data on their respective initiatives to ensure the effective monitoring and evaluation of the food insecurity initiatives individually and collectively.

- D. The above mentioned meetings will also be used to evaluate each initiative against the set metrics, craft plans to reach new targets.

II. Regularity of Monitoring Evaluation

- A. Evaluation of general effectiveness of all food insecurity initiatives shall be conducted at meetings at the beginning, middle and end of the semester.
- B. Monitoring of these initiatives shall be conducted on a regular basis. All partners shall update one another on a bi-weekly basis to check in on the status of the initiatives.

III. Modes of Evaluation

- A. Appropriate data analysis tools will be used to keep track of usage, efficiency, effectiveness of, and receptiveness to the initiatives individually and collectively.
- B. Infographics and any other appropriate tools shall be used to communicate benchmarks/metrics regarding these initiatives.
- C. At the start, middle, end of the semester, and at any other point during the semester (if need be), all partners shall set, and/or evaluate benchmarks/metrics to ensure the general effectiveness and sustainability of the initiatives.

IV: Evaluating the Terms of the Partnership

- A. Any article of the Terms of the Partnership can be modified with a $\frac{2}{3}$ majority vote.
- B. Each new set of council leadership, FLIP at Columbia E-Board and Share Meals leadership must review the Terms of the Partnership collectively at the start of each Fall semester or during a major leadership turnover as deemed appropriate by existing parties in order to confirm the Terms.
- C. In the event of any disagreements pertaining to the Terms that occur during the Renewal Period, Parties may choose to Opt-Out of the terms to deliberate these disagreements further.

❖ Mutual Promotion

- I. All partners are expected to promote all initiatives under this partnership (Share Meals, EMF, and CU Meal Share currently and any other initiatives to be added in the future) via
 - a. Social media
 - b. Mass Emails
 - c. Partner Websites

- d. Flyers
- e. Copyrights/mentions (if and when necessary)
- f. Any other appropriate marketing material.

II. Press:

- A. In taking interviews, partners may promote their individual initiatives (depending on the circumstances) but are advised to avoid mischaracterizing the partnership or any other initiatives run by other partners.
- B. Partners are to agree, when necessary, what issues/information to keep confidential and all partners are expected to maintain this confidentiality. This applies to issuing press releases, and setting open or closed door meetings.
- C. Press releases/op-eds regarding the entire partnership must be reviewed and approved by all parties before publication. Partners must ensure their individual press releases reflect the true state of the partnership and confidentiality agreements.

❖ Termination of Partnership or Violation of Terms

I. Single Party Pulling Out of Partnership

- A. If a party wishes to pull out of the partnership, they must communicate why they want to pull out of the partnership via appropriate Channels of Communication and their preferred timeline for the pullout. The notice period for a Party wishing to pull out of the partnership shall be no less than 2 weeks. All other parties may deliberate on whether a solution could be pursued to avoid the pullout. If all attempts fail, a definite date shall be mutually agreed upon to officially announce the pullout of the said party.

II. Termination of Entire Partnership

- A. If a party wishes to move for the termination of the entire partnership, they must convey in writing to all other parties, their reasons for requesting the termination of the partnership. All parties shall deliberate on ways to address the concerns raised. If no mutual solution is reached, the dissatisfied parties may give a 2 week notice for the partnership to be officially terminated [*in case of a violation of this contract, the timeline for terminating any party's involvement must account for the severity and urgency of contract violation*].

- B. In case of a serious irreconcilable violation of the terms of this partnership, any partner may give a notice of reasonable timeframe for the partnership to be officially terminated.
- C. All partners may mutually agree to end this partnership if food insecurity on campus has been reduced to a bare minimum through food insecurity initiatives and other institutional measures.
- D. In the event that Dining Services creates or expands a Dining Advisory Board to address food insecurity on campus that significantly diminishes the effectiveness of this partnership, partners may mutually agree to end this partnership and join that Advisory Board as individual stakeholders if that promises a more sustainable approach to solving food insecurity on campus.
- E. In all these cases, a date shall be mutually agreed upon by all parties to officially announce the termination of the partnership.

III. Re-establishment of terms after partner(s) pull out of partnership

- A. Whenever a partner(s) pull out of the partnership, these terms shall be renegotiated and readopted as deemed appropriate.

IV. These terms of agreement must be renewed during the Renewal Period.

❖ **Signatures**

_____	_____	_____	_____
<i>Signature</i>	<i>Initials</i>	<i>Name (Printed)</i>	<i>Date</i>
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