



**Letter of Commitment between \_\_\_\_\_ (School Name) and  
 \_\_\_\_\_ (Applicant Organization) for  
 2025-2026 School Year Related to a School-Based, NAZA-Funded Afterschool Program**

The Nashville After Zone Alliance (NAZA) invests funding in out-of-school time (afterschool and summer) programs in an effort to increase youth access to inspiring Out-of-School-Time (OST) learning experiences that help youth thrive. NAZA is a partnership between the Nashville Public Library (NPL), Metro Nashville Public Schools, Mayor’s Office, and more than 20 youth-serving organizations that are all working collaboratively to improve the learning experiences of youth in OST programs throughout our city—NAZA mobilizes and leverages resources for the betterment of youth through these partnerships.

\_\_\_\_\_ **(Applicant Organization)’s Commitments (during non-emergency time):**

In following, \_\_\_\_\_ **(Applicant Organization)** is applying to receive funds from NAZA to provide afterschool programming to \_\_\_\_\_ **(# of youth)** at \_\_\_\_\_ **(School Name)** that incorporates a positive youth development approach as well as creative and innovative learning strategies. Should the organization be approved for funding, \_\_\_\_\_ **(Applicant Organization)** agrees to partner with \_\_\_\_\_ **(School Name)** and commit to the following (amongst many other commitments required of NAZA-funded organizations):

- ▶ Operate afterschool programming at \_\_\_\_\_ **(School Name)** Monday through Thursday during the fall semester (September 2 to December 12, 2025) and spring semester (January 7 to May 8, 2026), on days when MNPS is in session. Program time typically spans approximately 2 hours.
- ▶ Recruit youth for programming and promote consistent participation/retention levels by contacting each family/youth before programming begins, whenever absences begin to develop a pattern, and to confirm an exit/withdrawal if appropriate.
- ▶ Ensure that youth receive a healthy snack or meal every day of programming.
- ▶ Supervise youth at all times including facilitating bus pick-up and car pick-up at the end of programming.
- ▶ Maintain a staff: youth ratio not to exceed 1:15 at all times by establishing and maintaining a mechanism for substitutions.
- ▶ Engage youth in learning experiences that enable youth to cultivate positive relationships, develop life skills, inspire a love for learning, and feel empowered.
- ▶ Communicate and collaborate with school staff on an ongoing basis in an effort to enhance youth learning and engagement. For example, by engaging in:
  - Meaningful conversations around youth-level data to benefit youth.



- Activities that will contribute to the surrounding school and/or community culture.
- Meetings with principals and staff to address strategies for program recruitment, retention, and making meaningful connections to the school day.
- ▶ Engage in family outreach.
- ▶ Receive an external evaluation of their program quality as well as lead an internal evaluation of their program’s quality.
- ▶ Administer a one-time survey to enrolled youth at each site during the 2025-2026 school year.

As a signatory for \_\_\_\_\_ **(Applicant Organization)**, I agree to adhere to the abovementioned commitments in the event that our organization’s application for NAZA funding is approved.

<b>Name of Signatory</b>	<b>Title of Signatory</b>
<b>Applicant Organization</b>	<b>Date</b>

\_\_\_\_\_ **(School Name) Commitments (during non-emergency time):**

In agreeing to host \_\_\_\_\_ **(Applicant Organization)’s** NAZA-funded program, \_\_\_\_\_ **(School Name)** commits to provide the following support to the \_\_\_\_\_ **(Applicant Organization)** to help facilitate a successful partnership:

- ▶ Provide staff with the school’s emergency policies/plan well in advance of the start of programming
- ▶ Provide a designated location/classroom:
  - Where their afterschool programming will operate every Monday through Thursday during the fall (September 2 to December 12, 2025) and spring semester (January 7 to May 8, 2026), on days when MNPS is in session, for approximately two hours each day.
  - \_\_\_\_\_ **(School Name)** agrees to work in good faith to secure the most suitable and sizeable space(s) for afterschool learning
  - To briefly store reading materials that are dropped off or are to be picked up by Nashville Public Library through the *Limitless Libraries* program.
- ▶ Ensure that youth and afterschool program staff can access the cafeteria immediately after school in the event that the school offers afterschool meals to youth.
- ▶ Ensure that applications for NAZA-funded afterschool programs are stored in a designated location that is easily accessible for youth and their families to pick up and submit applications.
- ▶ Provide a main and secondary point of contact from an administrator and/or lead teacher
- ▶ The designated point of contact(s) are asked to assist with the following:
  - Supporting the recruitment of youth for their afterschool program (i.e. notifying the organization about upcoming school events, parent meetings, or other opportunities where staff can make announcements and recruit youth for their program).



- Requesting to use a space other than the designated program space for some program activities (i.e. the library, gym, auditorium, computer lab, cafeteria etc.)
- In the event that:
  - A program spaces is locked after school.
  - A medical emergency occurs after school.
  - A serious altercation occurs among the youth after school.
- Notification of cancelled programming
- ▶ Ensure that program youth can access MNPS computers with internet access one time per year (during the window of November 2<sup>nd</sup>-17<sup>th</sup>) to complete a youth-level survey
- ▶ Share school resources that could be beneficial to youth in the afterschool space (e.g. school garden, classroom technology, library, STEM labs, etc.)
- ▶ Introduce afterschool staff to school staff including, but not limited to:
  - The Cafeteria Manager: this will enable the afterschool staff to work closely throughout the year to ensure that youth have snacks or meals every programming day.
  - The School Librarian: this will enable the afterschool staff to better promote literacy.
  - A staff member from the front office that can support afterschool staff in communicating needed messages to youth or their families.
  - A school representative, including a Community Achieves Coordinator (if available in the school) that can help program staff access youth data.
  - A facility manager that can help program staff with issues related to daily operations.
- ▶ Communicate and collaborate with afterschool staff in an effort to enhance youth learning (see examples on page 1).

As a signatory for \_\_\_\_\_ (School Name), I agree to adhere to the abovementioned commitments in the event that \_\_\_\_\_ (Applicant Organization)'s application for NAZA funding is approved.

\_\_\_\_\_  
Name of Signatory

\_\_\_\_\_  
Title of Signatory

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Date

<b><u>Please list points of contact:</u></b>	
Main: _____	_____
Name	Email
Secondary: _____	_____
Name	Email