**Breathe: Healthy Steps to Living Tobacco Free**

**Memorandum of Understanding**

**Between Funded Partner/Coalition Name and**

**Local Program Name**

The Tobacco Prevention and Cessation Commission (TPC) strives to erase the burden of tobacco use among all Hoosiers, particularly parents and children. As such, its local funded partners and tobacco coalitions seek to engage local organizations actively working to improve children’s health and wellness.

“Breathe: Healthy Steps to Living Tobacco Free” is aimed at helping staff and parents understand the impact of secondhand and thirdhand smoke and the importance of a smoke-free and vape-free environment for their children. Lessening the impact of secondhand and thirdhand smoke is the primary objective of the desired partnership(s) between TPC’s funded partners and local programs serving families throughout Indiana.

This Memorandum of Understanding outlines the partnership between funded partner/coalition name and local program name, and both parties agree to provide the following:

**Local program name**

1. We will utilize local coalition name as a primary, local resource for tobacco-related education and training, for cessation referrals, and for on-going support.
2. We will distribute tobacco education and cessation materials to our staff and families when appropriate and when provided by funded partner/local coalition.
3. We will educate our staff on this memorandum of understanding so that all are aware of the reciprocal relationship.

**Funded Partner/Local coalition name**

1. We will serve as a reference for any tobacco-related education that could supplement the local program’s requirements, including training program staff on “Breathe: Healthy Steps to Living Tobacco Free”.
2. We will provide cessation referrals, including information on the free Indiana Tobacco Quitline, 1-800-QUIT-NOW, to staff and parents.
3. We will provide materials related to tobacco education including Quitline handouts and “Breathe” materials (after staff training is completed).
4. When available, the items mentioned above will be provided free of charge with funding provided through the Tobacco Prevention and Cessation Commission of the Indiana State Department of Health.

This understanding shall go into effect on Month Day, Year, and be re-evaluated in two years. At that time, either partner may offer revisions to this non-binding agreement.

**Local Program Name** **Funded Partner/Local Coalition Name**

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Date Date