

Checklist

Sample Memorandum of Understanding

Directions: A Memorandum of Understanding can help set expectations for after-school partners. The following sample memorandum can be adapted to help you outline who will be responsible for what activities. It is particularly helpful to avoid misunderstandings and to ensure continuity if there is turnover in either the school or the community-based organization. Make sure that the signers are people with authority to commit the time or resources of each entity.

_____ (CBO) will partner with the
_____ (names of schools) participating in the
_____ (program name) and commits to do the following with:

1. If the organization is committing volunteers, list the number of volunteers it is willing to commit, how many hours per week, and for how long. If you will provide some training for those volunteers, list it here as well; for example: “The CBO Organization commits to provide 5 hours of volunteer service per week. Volunteers will go through a brief reading tutoring program offered by Neighborhood School.”
2. If the organization is committing supplies, list that commitment here if known; for example, “Organization will provide extra paper and other office supplies to the Program as they are available.”
3. If the organization is committing time by providing one of its representatives to sit on your Advisory Board and attend all meetings, list that commitment here.
4. List any other commitments that each partner is willing to make to the after-school program. These commitments could include advertising, community relations, and solicitation of further funding opportunities.

_____ (CBO/school) sees its role as assisting
_____ (program name) in reaching its goals and will be as flexible as possible to accommodate any special needs or changes.

In turn, _____ (program name) will be flexible in accommodating the concerns of
_____ (CBO/school)

Signed this _____ day of _____, 20____:

Agency/Organization Representative

School/Program Representative

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