MEMORANDUM OF UNDERSTANDING
BETWEEN

the ___________________________ and the ___________________________

(Name of Organization)

Preamble
The ___________________________ and the [INSERT NAME OF PARTNER] enter into this Memorandum of Understanding (MOU) for the purpose of implementing the ___________________________ Program serving students from ___________________________.

The planning process for this proposal has included representation from participating schools, parents, students, community organizations, local government agencies, and the private sector. Together the alliance has met regularly since Winter 2004 and has engaged in a thorough needs assessment process to ensure that after school programming will meet the needs of ___________________________ students and build on the strengths of a diverse range of stakeholders. The goals of the ___________________________ Program are directly aligned with the State of California’s 21st Century Community Learning Center Program. These include:

✓ Assisting children in developing the basic academic skills necessary to succeed in school;
✓ Engaging children in diverse enrichment activities to encourage the development of well-rounded individuals;
✓ Providing children and their families with literacy skills necessary to build successful futures.

The [NAME OF PARTNER] is committed to realizing the goals of the ___________________________ Program. In furtherance of this effort, this MOU establishes the framework for a formal working relationship between the parties to this agreement and specifies the services and resources that each commits to the program.

[NAME OF PARTNER], acting as lead agent, will work with ___________________________ partners to coordinate and ensure the overall success of the after school program activities. This will include recruiting student participation, implementing systems and procedures to comply with state grant requirements, and, in general, working to establish quality after school activities that are integrally linked to each school’s regular day program and the academic and social goals being promulgated by participating ___________________________ schools.

Roles and Responsibilities
[Name of Partner]
The [NAME OF PARTNER] is committed to the successful functioning of the ___________________________ Program and to the realization of the outcomes it seeks. The [NAME OF PARTNER] specific commitments of financial, personnel and/or in-kind resources include the following:

1. [NAME OF PARTNER] will actively participate in ___________________________ Program activities and will have representation at all alliance meetings.
2. The [NAME OF PARTNER] will supervise all of its staff and consultant positions in the program, guaranteeing close coordination with ___________________________ Program staff and activities.
3. The [NAME OF PARTNER] will participate in program evaluation processes as required by the California Department of Education and the Program by maintaining records of activities and services and engaging in data collection as required.

4. Desk space for the CBO Site Coordinator and adequate storage for supplies and materials reasonably related to the Program, and access to a phone, and utilities to support the Program and Parking.

5. Access to and use of multi-purpose room and restrooms for Program participants, Program staff and volunteers throughout the duration of the Program.

6. Use of two to four age and task appropriate classrooms from the end of the school day until 6:00 PM, Monday through Friday.

7. Use of outdoor facilities (blacktop, play structure, turf area) from the end of the school day until 6:00 PM, Monday through Friday.

8. Assistance in compiling standardized test scores and/or grades, as required by the California Department of Education.

9. Assistance in recruitment and hiring of the Site Coordinator.

10. A key or other means of access to the Site Coordinator to the portions of the School facility mentioned herein.

11. Custodial services and custodial supplies needed as a result of Program.

12. The [NAME OF PARTNER] will provide a custom-designed [NAME/TYPE OF PROGRAM] for the after school program at [INSERT NAMES OF PROGRAM SITES]. This program provides a ________ (tutor/coach/professional artists, etc.) to ________ (e.g. teach, tutor) a ________ (daily/weekly/series, etc.) of classes times a week for ______ hour sessions for ______ weeks for a maximum of ______ students per day. This program will include such [academic/enrichment] activities as:

This work will be executed subject to the award of grant funding and the negotiation of a specific contract.

The [DISTRICT NAME] School District will:

1. Assume lead and fiscal agency responsibilities for the Program including all aspects of 21st Century Community Learning Center contract implementation and development.

2. Work with participating schools and [PROGRAM NAME] to link Program services to other appropriate community, school, and district activities.

3. Cause to be submitted all necessary reports to the California Department of Education.

4. Contract with community based organizations and other entities involved in the implementation of Program and activities.

5. Work closely with the Program in the development of a sustainability plan to ensure the ongoing viability and development of after school programs.

Terms of Agreement:

The terms of this MOU shall be from August 20, 2004 to June 30, 2009, subject to annual evaluations, and may be extended by written agreement of both parties. Either party, upon 30 day written notice to the other party, may terminate this agreement.
Agreed:

[Signature]  
State Administrator  
School District  
[Date]

[Signature]  
(NAME & TITLE)  
(NAME OF ORGANIZATION)  
[Date]