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Memorandum of understanding template nonprofit pdf

MEMORANDUM (Concise, direct text)
TO: [Insert name of person and/or agency]
FROM: [Insert name of person and/or agency]
DATE: [Insert date]
SUBJECT: [Insert subject]
[Insert body text]
[Insert signature line]
[Insert name and title]
[Insert date]

SAMPLE TEMPLATE

MEMORANDUM OF UNDERSTANDING (MOU) between

_____ [insert name of Party A]

and

_____ [insert name of Party B]

This is an agreement between "Party A", hereinafter called _____ and "Party B", hereinafter called _____.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to....

In particular, this MOU is intended to:

Examples:

- Enhance
- Increase
- Reduce costs
- Establish

II. BACKGROUND

Brief description of the parties involved in the MOU with mention of any current/historical ties to this project.

III. [PARTY A] RESPONSIBILITIES UNDER THIS MOU

[Party A] shall undertake the following activities:

Examples:

- Develop
- Deliver

County Health Rankings & Roadmaps—A Healthier Nation, County by County

Community Economic Development Vision
To improve the quality of life in this County by fostering a collaborative environment focused on cultivating innovation, nurturing a business-friendly culture, promoting sustainable growth and creating a safe, inclusive, vibrant and healthy community.

Background
On April 22, 2010, Council adopted Resolution 119 which was a significant step toward acknowledging that both community and economic development are inherently related and must be cultivated together to grow a vibrant and sustainable community. This is the foundational principle of Community Economic Development (CED). A strong community is required to build a solid community and nurture an active community to support a vibrant economy. They are two halves of the same coin, each equally responsible for strengthening the other. In that vein, the proposed CED Plan will identify the needs of both community and economic development objectives to ensure a vibrant, achievable and equitable community. To achieve this, it is clear that government cannot bring about change in isolation. It will be paramount to involve our citizens, including key private, public and non-profit sectors of the economy, towards a set of common goals. Developing partnerships will be critical to jumpstarting the process, as well as introducing a measure of consensus-driven decision making.

To achieve the broad goals of the CED plan, an organization will be formed that fosters the development of each of these objectives to ensure balanced community growth. Each will be given priority representation so that any interested community member/group can thereby access a more dynamic and flexible organization which is better able to respond to these specific interests. (See diagram below)

- Anchor Members: There are four recommended permanent Anchor members who will be asked to provide funding support for the initiative and serve on the Board.
- Community members will include a wide range of public representatives including business, service clubs, non-profit organization and citizens at large. These members would be invited to an Annual General Meeting, once a year and will have voting rights.
- Partnering Members: These will include organizations that may participate with the CED organization on specific initiatives. They would not have voting rights.
- Staff of the organization, a series of working committees would be organized to address the specific objectives/needs.

The working committees and/or task forces will be authorized to accomplish the specific priorities and goals. Consistent with the other organizational structure, the organization will be formed to create a non-profit organization that is unique to the County. This group will partner with and have participation decision-making, like an advisory committee with public representatives and provide more significant and meaningful collaboration through its authoritative design. While the City will hold a permanent position on the board along with a corresponding vote, it would also function in a more advisory capacity, similar to its

[YOUR LOGO] Letter of Agreement

Between [Your Organization] and
[Name of Volunteer, Role Title]

[Date]:
This form constitutes an agreement between [Your Organization] and [Name of Volunteer] for the services described in the included deliverables. The terms and conditions as set out herein are not subject to any other written or verbal condition, qualification or agreement.

Terms:
The term of the agreement shall be from [project start date] to [project end date] for an estimated [number] hours of work, executed in person, via telephonic and electronic consultations and independently. The end date of the agreement is subject to flexibility, with two weeks' notice.

Talent Deliverables:
[Name of Volunteer] will be responsible to [Your Organization] for deliverables as outlined originally in the Position Description or Terms of Reference. These deliverables include:

- Include the deliverables from the original role description if you created one. You will also have other, more specific deliverables and timelines that are appropriate to add here.
- Be very specific about the tangible outputs you expect and list them individually.
- Think about this as project planning – outline the steps required for the volunteer to successfully complete the project/role.
- What other specific tasks with deadlines are there that may not be in the project plan? Program or organization documents to review for background? Meetings to attend? Reporting requirements? Specifics give volunteers clarity, just as a clear job description gives your staff clarity to successfully execute their role.

SCHOOL BOARD MEMO 2012-14
DATE: 04/26/12

TO: MEMBERS OF THE SCHOOL BOARD
FROM: DR. DAVID COHEN, SHERIFF AND JAMES HENRY
RE: MEAL PRICES FOR 2012-14
FOCUS: APPROVE THE PRICES FOR BREAKFAST AND LUNCH IN ACCORDANCE WITH THE MEMORANDUM DATED 07/20/11

On March 20, 2012, the Board of the District of Columbia and the National Director of the Social Development / Caritas Network (NDC) met to discuss the District's 2012-14 meal prices for the school year. The Board of the District of Columbia and the NDC agreed to review the District's 2012-14 meal prices for the school year. The Board of the District of Columbia and the NDC agreed to review the District's 2012-14 meal prices for the school year. The Board of the District of Columbia and the NDC agreed to review the District's 2012-14 meal prices for the school year.

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This guide and template have been prepared to help facilitate the development and documentation of a broad understanding between two partners: a CRS CRS (CP) program and the Catholic Church of the country (represented by the Episcopal Conference or the National Directorate of The Social Development / Caritas Network). It is expected that only one Memorandum of Understanding (MOU) of this type between the PC and the Church of the country, and that other types of agreements are developed (project, subsidization, sub) with diocese, commissions, etc. In the framework of this MOU. In some cases, a PC may decide that a memorandum of understanding of this type is developed bilaterally with individuals or individual commissions; in such cases, it is recommended to adapt said memorandum of understanding (paying special attention to clauses 1.4, 4.2 and 4.5). By the non-profit Risk Management Center a Memorandum of Understanding (MOU) Effective avoids misunderstandings and disputes by clarifying the expectations of the partners. The process of elaboration of a memorandum of understanding is an instructive and potentially inestimable experience in terms of association. You will learn how receptive your partner will be. Are your calls returned punctually? Does your partner give the Association the attention and seriousness it requires? You can also learn how your partner reacts when you are disagreeing on a topic. In many cases, you will learn vital information such as: the corporate structure of your partner (do not assume it!); if your partner has responsibility and other types of insurance; what the partner is willing to promise (ambitious projections can dissipate as his partner undertakes something realistic); What aspects of the project are willing to assume its responsibility; How each organization will evaluate the success of the project; and his partner the general commitment of the partner with the project, the refusal to put anything in writing is a warning signal and can be Reason not to proceed with the arrangement. There are a number of elements that must be contained in a typical memorandum of understanding: Since each project and its partners are unique, the following suggestions are provided as an example. As with any contract, it is essential to obtain a legal advisor before obliging its non-profit organization. General intention: Many MOOs begin with a brief description of the general intention of the parties, such as "the mission of the mission which we care is to provide hot meals to homeless people living in the District of Columbia, and the mission of The mission of the Mission is to deliver foods to homeless people living in the District of Columbia, organizations agree to collaborate in the development of an integrated food and food delivery system " - comprising September 1, 2008. "The general intention clause should reflect with precision when the parties are the intention of doing. The subsequent reasons do not take place in effective associations. The Parties: The next clause in a MOU describes The parts of the Agreement. In general, it must be specific to indicate the types of organizations ("a non-profit corporation based in the District of Columbia"). The period: Specify a Perá Time-time for the association with start and end dates. Assignments / Responsibilities: This important section of the MOU describes the duties and responsibilities of each partner. In general, it is more effective to describe the responsibilities of each organization separately, starting with the articles that are the exclusive responsibility of an organization. List of the only responsibilities of each group, followed by a description of shared responsibilities, where appropriate. In many cases, this section of the agreement will be the most detailed and long. Clarifying responsibilities is the proposition number one of an agreement by Liability downloads: Many MOUS will contain one or more exemplary responsibility, including one that indicates that employees of organization A should not be considered employees, rendered or otherwise, from B and vice versa. It can also be worthwhile to eliminate what the association is not intended to do, guarantee or create. Financial Agreements: A typical association will have financial implications. These must be detailed in detail, including which the entity will pay for each article and when it should be paid and who. Share Risks: Another critical element of a MOU is a description of who will support the risk of a setback. And if something goes wrong? What happens if the activities of the Association result in injury, death or financial loss? An important principle of risk management is that an organization should never assume responsibility for something about which it has no control. For example, a non-profit organization that rents a building to celebrate a meeting of dinner should not assume responsibility for the damaged damages a é

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