

Figure 5.2: Memorandum of Understanding (MOU) Discussion Guide

1. Record the full legal name of each party (organization).

School district: _____ Agency: _____

2. Describe the parties involved in the MOU, including any current *or* historical ties to the project.

School district:

Agency:

3. Describe the intent and role of each party as related to wraparound services.

School district:

Agency:

4. Describe each party's responsibilities. Include the co-location of people, space and equipment requirements, and specialized expertise and services.

School district:

Agency:

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5. Define the terms of the agreement and any notice expected prior to termination or renewal.

6. Record any data-sharing needs or requirements.

7. To develop appropriate practice guidelines, exchange codes of conduct and ethics regarding interaction with students either individually or in groups. Record any items requiring action.

8. Discuss and record funding streams, payments expected, and each party's role and expectations in obtaining funding and sharing costs.

9. Discuss and record any risk-sharing or insurance needs, including minimum liability limits and coverage.

10. Identify proper signatories with the authority to bind each organization.

11. Establish no sharing of employees. Each party retains the responsibility of supervision, training, and certification of its employees. Initial below.

_____ Initial _____ Initial

Date: _____