

**[UNIVERSITY UNIT]
AND
[COMMUNITY PARTNER ORGANIZATION(S)]**

MEMO OF UNDERSTANDING

I. Partnership Vision

This agreement is made this ____ day of _____ between the [UNIVERSITY UNIT] at the University of Notre Dame (hereinafter [ND UNIT ABBREVIATION]) and [COMMUNITY PARTNER ORGANIZATION] located at [COMMUNITY PARTNER ORGANIZATION PHYSICAL ADDRESS] (hereinafter [PARTNER ABBREVIATION]). [LIST ADDITIONAL COMMUNITY PARTNER ORGANIZATIONS HERE AS NEEDED]

WHEREAS, the [ND UNIT] and [PARTNER] both desire to positively impact the development of communities in the South Bend area as well as students at Notre Dame; and

WHEREAS, the [ND UNIT] and [PARTNER] recognize [LIST COMMON GOALS AND PERSPECTIVES SHARED BY LISTED ACTORS]; and

[LIST ADDITIONAL COMMON GOALS AND MOTIVATIONS FOR THE COMMUNITY-ENGAGED ACTIVITIES LISTED IN THE AGREEMENT]

NOW, THEREFORE, in the spirit of friendship and with mutual interest in collaboration, the [ND UNIT] and [PARTNER] agree as follows:

II. [ND UNIT] Commitments

A. [LIST ALL SPECIFIC ACTIONS AND RESOURCES UNIVERSITY ACTORS AND UNITS WILL COMMIT TO THE RELEVANT PROJECT. ELEMENTS IN THIS SECTION MAY INCLUDE:

a. STUDENT TIME AND ACTIVITIES

- i. Identify the number of hours students associated with the project will spend on project activities. Address all significant time periods that will require specific attention (e.g., project design activities during the first month of a semester).
- ii. Identify the type, extent, and location of all project-related activities that students will engage in.

b. FACULTY/STAFF TIME AND ACTIVITIES

- i. Identify the number of hours faculty and staff associated with the project will spend on project activities. Address all significant time periods that will require specific attention (e.g., project design activities during the first month a semester).

- ii. Identify the type, extent, and location of all project-related activities that faculty/staff will engage in.
- c. COMMUNICATION SUPPORT
 - i. Identify any messaging that university actors will create, distribute, or otherwise assist with as part of the project. Identify the timing, audience, and goals of all communication activities.
- d. EVENT COORDINATION AND PARTICIPATION
 - i. Identify all events and related activities, including convening, facilitating, and designing events. May include venues, resources, etc.
- e. TECHNICAL SUPPORT
 - i. Identify all tech support. This may include statistical analysis, website design, or other computer support.
- f. FINANCIAL SUPPORT
 - i. Identify all funds that will be used to support the project. Indicate their purpose, source, and required reporting. Consult with and receive the support of all relevant unit administrators before making any commitments that include money.
- g. OTHER RESOURCES
 - i. These may include professional development opportunities. Networking opportunities.]

III. [PARTNER] Commitments

- A. [LIST ALL SPECIFIC ACTIONS AND RESOURCES COMMUNITY PARTNER ORGANIZATIONS WILL COMMIT TO THE RELEVANT PROJECT. ELEMENTS IN THIS SECTION MAY INCLUDE:
 - a. ORGANIZATION STAFF TIME AND ACTIVITIES
 - i. Identify the general hours/availability of staff related to the project.
 - ii. Identify the type, extent, and location of all project-related activities that organizational staff will engage in
 - b. COMMUNICATION SUPPORT
 - i. Logos, etc.
 - c. EVENT COORDINATION AND PARTICIPATION
 - i. Student support, student recruitment, professional development
 - d. TECHNICAL SUPPORT
 - i. Creation of web or other resources
 - e. FINANCIAL SUPPORT
 - f. OTHER RESOURCES
 - i. Networking opportunities, student education materials (original or otherwise)]

IV. Length of Agreement

[SPECIFY THE TIME PERIOD FOR WHICH THE AGREEMENT WILL BE IN PLACE, INCLUDING A TIME IN WHICH ALL ACTORS CAN REVIEW AND RENEW THE AGREEMENT AS NECESSARY]

V. Principal Liaisons

	[PARTNER]	[ND UNIT]
Name		
Title		
Email		
Phone		

VI. General Provisions

- A. [SPECIFY ALL GENERAL PROVISIONS AND POLICIES THAT WILL BE INCLUDED IN THE AGREEMENT. ELEMENTS IN THIS SECTION MAY INCLUDE:
- a. GENERAL LIABILITY
 - b. CONFLICT RESOLUTION PRACTICES
 - c. STUDENT ROLES AND POSITIONS WITHIN THE COMMUNITY PARTNER
 - d. USAGE OF INSTITUTIONAL NAMES, LOGOS, AND IDENTIFYING MARKS
 - e. METHOD TO REVISE THE AGREEMENT]

VII. Specific Terms and Signatures

[LIST THE TIME PERIOD, DATE OF AGREEMENT, AND ALL FINANCIAL RESOURCES INVOLVED IN THE AGREEMENT]

[PARTNER REPRESENTATIVE]

[UNIVERSITY REPRESENTATIVE]

[ADDITIONAL PARTNER REPRESENTATIVE]

[ADDITIONAL UNIVERSITY REPRESENTATIVE--THIS MAY INCLUDE THE COMMUNITY-ENGAGED LEARNING PROGRAM DIRECTOR AT THE CENTER FOR SOCIAL CONCERNS]