

**APPENDIX K
SAMPLE MEMORANDUM OF UNDERSTANDING**

**MEMORANDUM OF UNDERSTANDING
BETWEEN
[EARLY CHILDHOOD EDUCATION AND CARE CENTER]
AND
[PARTNER COMMUNITY PROGRAM]**

The purpose of this Memorandum of Understanding (MOU) is to establish a working arrangement between [Early Childhood Education and Care Center] and [Partner Community Program] to [agreed-upon activity].

Background

[General statements (two or three) regarding why the partnership is important.]

Roles and Responsibilities

The [Early Childhood Education and Care Center] is responsible for:

- [List primary responsibilities as pertinent to the agreement.]

The [Partner Community Program] is responsible for:

- [List primary responsibilities as pertinent to the agreement.]

Funding

This Memorandum does not involve an exchange of funds between [the partners].

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from [list partners]. It will remain in effect until modified or terminated by either of the partners. The MOU will be reviewed and revised as needed by the [the partners] on an annual basis.

Contact Information

Partner Name: _____ Partner Name: _____

Partner Representative: _____ Partner Representative: _____

Position: _____ Position: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

E-Mail: _____ E-Mail: _____

[Organization]
[Name, Position]

_____ Date: _____
(Signature)

[Organization]
[Name, Position]

_____ Date: _____
(Signature)