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: ________________________________