

**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)*