

***Be sure to download and save a copy of this document before completing**

**Memorandum of Understanding between
XX School District and
XX Agency**

The parties of this Memorandum of Understanding (MOU) are the XX School District and the XX Agency hereinafter referred to as the Parties.

XX School District

- Address
- Phone number
- Email address

XX Agency

- Address
- Phone number
- Email address

Purpose: The purpose of this agreement is to ...

Ex: The purpose of this agreement is to establish an afterschool program to serve students in grades 5 and 6 and supports student academic achievement and social development.

Roles and Responsibilities:

Responsibilities of XX School District: *(list all responsibilities necessary to make the program successful)*

- *Example: Provide space for the afterschool program to operate from 3:30 to 5:30 each weekday*

Responsibilities of XX Agency: *(list all responsibilities necessary to make the program successful)*

- *Example: Provide background screening for all staff who enter the school to provide program services prior to any new staff member starting to work for the program*

Start date: This agreement will begin on X, X, 20XX.

End date: This agreement will expire on X, X, 20XX.

Termination: Either party may terminate this agreement for non-performance after first giving written notice of breach to the other part and an opportunity for the other party to respond to the non-performance within XX days of receipt of written notice. Notice shall be deemed effective when delivered via certified mail to addresses noted above.

Signed,

XX School District signee name and title

Date

XX Agency signee name and title

Date