Memorandum of Understanding

I. General Provisions
This Agreement signifies a non-legally binding collaboration between the ____________ (Community Partner) and the Max Shacknai Center for Outreach, Volunteerism and Education’s (COVE) _______________ (Max Shacknai COVE Team).

Terminology
Community Partner Staff: Employees or volunteers recruited by the Community Partner.
Max Shacknai COVE Staff: Paid employees or volunteers working with the Max Shacknai COVE.
Team Leader: The Colgate student overseeing the work of the Colgate volunteers.
Team Members: Individuals volunteering with Team.
Participants: Any individual involved in the Partnership’s implementation, delivery, and/or benefit.

II. Purpose
The Agreement serves to clarify the roles and responsibilities of the parties involved, but it does not affix any legal responsibility to them. The Community Partner and Max Shacknai COVE Team enter into this Agreement with the shared mission of providing _____________________________

(describe shared objectives of the partnership)

III. Administrative Provisions
A. This Agreement will come into effect on _________________ (start date) and will remain in place until _________________ (end date). Any modifications to the Agreement after that should be arrived at by both parties and finalized in writing.

B. The Team Leader, working with the appropriate Community Partner Staff and Max Shacknai COVE staff, agree to assume the following responsibilities:
   1) Treat all of the Community Partner staff and Participants with respect.
   2) Work with Community Partner and Participants in creating a vision for the Partnership.
   3) Notify Max Shacknai COVE Staff and Community Partner if any changes related to the Partnership arise.
   4) Notify Max Shacknai COVE Staff and Community Partner immediately if an emergency situation arises.
   5) Meet weekly with Max Shacknai COVE Staff.
   6) Meet with Team Members and Community Partner Staff serving as the principle contact for the Max Shacknai COVE Team.
   7) Coordinate Team Member training and orientation necessary for work with the Community Partner
   8) Coordinate transportation arrangements to the service site.
   9) Coordinate system for logging service members and hours.
   10) Set protocol for selecting new leadership.

C. Team Members, working with the Community Partner Staff and Team Leader, agree to assume the following responsibilities:
   1) Treat with respect all of the Community Partner staff and Participants.
   2) Follow through with their commitments to the Community Partner and Max Shacknai COVE Team.
   3) Notify Max Shacknai COVE Staff and Community Partner if any changes related to the Partnership arise.
4) Notify Max Shacknai COVE Staff and Community Partner immediately if an emergency situation arises.
5) Attend Team meetings to reflect/assess, plan service and events, and discuss the social issues being addressed by the Partnership, including the orientation meeting.
6) Arrive at service site(s) with adequate time to set-up and prepare for work.
7) Log service hours, tasks, and number of participants of the project after each session.

D. Community Partner Staff, working with the Team Leader, Team Members, and Max Shacknai COVE Staff, agree to assume the following responsibilities:
1) Treat all of the Participants and Team Members with respect.
2) Supervise and provide feedback to Team Members.
3) Provide safe conditions under which Team Members will volunteer.
4) Notify Max Shacknai COVE Staff if any changes related to the Partnership arise.
5) Notify Max Shacknai COVE Staff immediately if an emergency situation arises.
6) Meet with Team Leader to assess Partnership and provide support.
7) Provide an orientation about the Community Partner and the issues surrounding the Community Partner’s work to the Team Members.
8) Work with Max Shacknai COVE Staff and Team Leader to troubleshoot any issues arising in the Partnership.

E. The Max Shacknai COVE Staff, working with the Team Members and Community Partner Staff, agree to assume the following responsibilities:
1) Treat all of the Community Partner Staff, Participants and Team Members with respect.
2) Notify Community Partner if any changes related to the Partnership arise.
3) Meet weekly with Team Leader to assess service trips and provide information relevant to the work of the Team.
4) Assist in ensuring the Team Members receive appropriate training and orientation.
5) Work with Participants in designing evaluations of the Partnership’s success.
6) Help develop orientation for Team Members.

IV. Liability
The responsibilities outlined above do not constitute an exhaustive list, nor does this document assign or protect anyone from their legal obligations or lawsuits that may arise from the joint work of the Community Partner and Max Shacknai COVE Team. The Agreement is not legally binding to any degree and can be terminated by either party in writing at any time.

V. Signatures supporting this Partnership Agreement

___________________________________________________________  Date_________
Team Leader

___________________________________________________________  Date_________
Team Leader

___________________________________________________________  Date_________
Max Shacknai COVE Staff Member

___________________________________________________________  Date_________
Krista Saleet
Director of the Max Shacknai COVE

___________________________________________________________  Date_________
Community Partner Staff Member