

Memorandum of Agreement

Agency Name

We are pleased that _____ (name of school) agrees to partner with _____ (agency name) to address the following identified need: _____.

Program Specifics (Program Name/Service Description):

Population Served (e.g., parents, students, teachers): _____

Grade Levels: _____

Room #: _____

Date(s): _____

Times: _____

Outlined below are the responsibilities our agency will fulfill in working with your school:

Agency Responsibilities

- Participate in a pre-service meeting to review program goals and objectives
- Arrive prior to scheduled presentations to allow sufficient time for set-up and coordination
- Maintain a consistent schedule for the provision of services
- Promptly communicate any unanticipated changes to program schedule
- Use professional and age-appropriate language during all presentations
- Be willing to discuss with teachers or parents ways to adapt our program content to better meet the needs of your school
- Be aware of the cultural diversity of your school
- Cooperate with school personnel to handle classroom disruptions, and
- Dress in appropriate business-casual apparel

School Expectations

- Create a feasible schedule for providing services
- Identify the appropriate students and/or families to participate in the agency's services
- Facilitate the collection of relevant program evaluation feedback
- Provide adequate space and equipment for service provision
- When necessary, collect signed parental consents that allow students to participate in an agency program

Signatures

Agency Staff

Phone

Date

Principal/ School Staff

Phone

Date