**Checklist for Partner MOUs**

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| **General Information** | | **Not Yet Addressed** | **Under Discussion** | **Finalized** | **Notes** |
| ☐ | General statement of agreement’s purpose |  |  |  |  |
| ☐ | Partner’s affiliation and legal status |  |  |  |  |
| ☐ | Contractual period |  |  |  |  |
| ☐ | Contract amendments, renewal and termination procedures |  |  |  |  |
| ☐ | Designated school and partner supervisor of program |  |  |  |  |

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| **Partnership Responsibilities** | | **Not Yet Addressed** | **Under Discussion** | **Finalized** | **Notes** |
| ☐ | Trainings and professional development for partner staff |  |  |  |  |
| ☐ | Staff assigned to support program: both school and partner supplied |  |  |  |  |
| ☐ | Staff schedules and contact information |  |  |  |  |
| ☐ | Number of children served: hours, days, weeks of service |  |  |  |  |
| ☐ | Supervision of staff: at the partner and school level |  |  |  |  |
| ☐ | Responsibilities and expectations of staff |  |  |  |  |
| ☐ | Partner assessment procedures |  |  |  |  |
| ☐ | Staff absence procedures and substitution policy |  |  |  |  |
| ☐ | Meetings required to ensure collaborative practice between school and partner |  |  |  |  |
| ☐ | Student attendance and participation tracking |  |  |  |  |
| ☐ | Process for background screenings for all participating staff |  |  |  |  |

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| **Funding/Resources** | | **Not Yet Addressed** | **Under Discussion** | **Finalized** | **Notes** |
| ☐ | Total cost of services per program session |  |  |  |  |
| ☐ | Resource, material and staff commitments of each partner |  |  |  |  |
| ☐ | Payment procedures |  |  |  |  |
| ☐ | Contingencies (child enrollment, etc.) required by partner for payment |  |  |  |  |
| ☐ | Space-sharing agreement signed |  |  |  |  |

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| **Systems/Communications** | | **Not Yet Addressed** | **Under Discussion** | **Finalized** | **Notes** |
| ☐ | Establish an on-going communication process between school and partner |  |  |  |  |
| ☐ | Protocols of student information sharing, confidentiality |  |  |  |  |
| ☐ | Parent communications |  |  |  |  |
| ☐ | Dispute resolution procedures |  |  |  |  |
| ☐ | Parent permission procedures |  |  |  |  |
| ☐ | Transportation & travel policies |  |  |  |  |
| ☐ | Liability/insurance |  |  |  |  |

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| **Scope and Statement of Work** | | **Not Yet Addressed** | **Under Discussion** | **Finalized** | **Notes** |
| ☐ | Objective of program: explanation of what students are expected to learn |  |  |  |  |
| ☐ | List of activities students will participate in |  |  |  |  |
| ☐ | Measures of program’s success |  |  |  |  |
| ☐ | Organization’s contact information |  |  |  |  |
| ☐ | Program facilitator’s information |  |  |  |  |