

# Memorandum of Understanding Template

A memorandum of understanding or MOU is a document created between two or more parties explaining how they will work together to achieve a common goal. While MOU's vary in complexity and use, the purpose is to help organizations work together and understand one another's perspectives.

The outline highlights the key components of an MOU.

## Section 1. Introduction

This section describes the need, the organizations involved, and why these organizations need to work together. Consider these questions:

1. Why is the MOU being created?
2. What agencies are participating?
3. Why is this MOU necessary?

## Section 2. The Purpose

This portion should briefly explain the goals of the MOU and how and when it will be used. Consider these questions:

4. What are the various goals of the MOU (be specific)?
5. How will these goals be carried out (be specific)?
6. When will these goals be carried out (be specific)?

## Section 3. Roles and Responsibilities

To better collaborate, both sides must understand what the other needs to succeed. Understanding expectations from the beginning will lead to a more aligned and successful experience. Consider these questions:

7. Which duties will each organization take the lead on, and which duties will be carried out collaboratively?
8. Which resources that need to be shared does only one party possess?
9. What do staff members of both organizations need (e.g., resources, training) to effectively carry out the MOU objectives?

## Section 4. Oversight and Terms of Agreement

The MOU should be considered a working document, and this section in particular. Consider these questions:

10. How will both sides measure success?
11. When will both sides amend the MOU if circumstances change?
12. How will initiatives at the local, state and federal levels be incorporated into the MOU?

# Memorandum of Understanding Template

## Memoranda of Understanding Between

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and

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### I. Introduction

This MOU is necessary and has been created to address:

- Item 1: Description
- Item 2: Description
- Item 3: Description

### II. Purpose

The goals of this MOU include:

- Goal 1: Description
- Goal 2: Description
- Goal 3: Description

Goal 1 will be carried out by (how and when) \_\_\_\_\_

\_\_\_\_\_

Goal 2 will be carried out by (how and when) \_\_\_\_\_

\_\_\_\_\_

Goal 3 will be carried out by (how and when) \_\_\_\_\_

\_\_\_\_\_

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## III. Roles and Responsibilities

### Organization 1:

- Role/responsibility 1
- Role/responsibility 2
- Role/responsibility 3

### Organization 2:

- Role/responsibility 1
- Role and responsibility 2
- Role and responsibility 3

### Shared roles and responsibilities include:

- Role/responsibility 1
- Role/responsibility 2
- Role/responsibility 3

## IV. Oversight and Terms of Agreement

### The MOU goals will have been successfully carried out when:

- Goal 1 indicator(s) of success
- Goal 2 indicator(s) of success
- Goal 3 indicator(s) of success

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The MOU will be amended by:

- First check-in date
- Second check-in date

The MOU will be amended when:

- Stipulation one
- Stipulation two

**Agreed:**

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Organization 1 Representative

Date

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Organization 2 Representative

Date