

BASICS TO INCLUDE IN MEMORANDUM OF UNDERSTANDINGS

- A. Purpose of agreement
- B. Parties involved
- C. Goals/Mission- shared vision and goals of parties involved
- D. Methods of cooperation- understandings, agreements, support and resources needed
- E. Scope of Use
- F. Periodic review timeframe
- G. Term of Agreement
- H. Indemnification and hold harmless
- I. Termination
- J. List of Resources with phone numbers