

**General Memorandum of Understanding (MOU)**

**Name of Institution**

**Name of Program and/or Center**

**Note on the Template: This MOU agreement is designed to execute between any nonprofit, school, or agency that hosts and works with volunteers, including students from the Bonner Program, and the center or office on campus which manages this work. It is especially intended for agencies with which the institution and/or program has a sustained relationship that involves regular student volunteer work and potentially other forms (such as service-learning coursework). Review and modify names, dates, and other details as relevant. This MOU is designed for use with sustained partners with whom Bonner Scholars and/or Leaders are working over multiple terms. This MOU also contains language to address other dimensions of the experience, such as supervision, Title IX and non-discrimination policies. It is based on a model from Earlham College.**

Between *Name of Institution* and (Please type or print legibly) \_\_\_\_\_ (*Name of Agency*)

Agency Address: \_\_\_\_\_

Agency Representative

(must be agency director, board president or employee empowered to enter into this agreement):

\_\_\_\_\_  
(Please Print)

Agency Representative's Position or Title: \_\_\_\_\_

Representative's Phone: \_\_\_\_\_ Representative's email: \_\_\_\_\_

This Memorandum of Understanding (MOU) represents an agreement between the above-named agency and *Name of Institution* to engage *Name of Institution* students and other individuals in ways that further the educational mission of *Name of Institution* and the mission of the above-named agency. This agreement shall remain in effect until an authorized party at *Name of Institution* or the above-named agency notifies the other party in writing that they withdraw from this agreement. Agencies may periodically be requested to sign a new Memorandum of Understanding such as when substantive changes have been made to this document.

This Memorandum of Understanding may be used for an agency providing any type of employment or volunteer opportunity to *Name of Institution* students, including, but not limited to: Volunteer Positions, Federal or Community Work Study, Bonner Program service positions, and Internships. This MOU addresses both in person and remote engagement, recognizing that many agencies may have one or a combination of this work happening in the current context and coming year. We suggest that you review the "General Volunteer Protocol Form" and talk with your campus liaison to identify remote opportunities for students (as well as potential course connections with faculty and staff).

**Please note:** *If your agency plans to engage volunteers in person in 2020-2021, you may wish to consult the General Individual Waiver (in light of COVID-19) and discuss its implementation with all volunteers. Also see additional recommended policies regarding in person travel and work. Because we*

*anticipate that much of community engagement will need to occur remotely or online in 2020-2021, this MOU builds in some suggested roles and checklists related to that work as well.*

**Below are the general stipulations for creating a strong, mutually beneficial, and reciprocal relationship between an agency, institution, and student (or other) volunteers. Please note that most of these may be conducted in person, online, by email, and by telephone.**

**The Agency agrees to:**

- Furnish the *Name of Institution* and *Name of Center/Program* with a certificate of liability insurance coverage.
- Designate a staff member to serve as a liaison with the *Name of Center/Program*
- Provide the *Name of Center/Program* with up-to-date information about the agency and available volunteer opportunities including major duties and a job description for each position.
- Communicate regularly with the *Name of Institution* and *Name of Center/Program* including reporting changes in personnel, hours and other relevant information.
- Interview each potential volunteer before placement, unless other arrangements have been made with *Name of Institution* and *Name of Center/Program*.
- Provide a structured, thorough orientation for volunteers at the beginning of the service / work / internship. Such orientations may be provided online or remotely. Experienced student leaders may be able to help with developing (either in person or remote) Volunteer Orientations. You may consult step-by-step guide resources for this purpose in the Bonner Learning Community platform. Agencies are encouraged to include, at minimum, the following in each orientation:
  - Provide an overview of the agency's mission, history and work.
  - Give the student a tour of the agency including introductions to other staff and volunteers, location of relevant supplies, operation of office equipment or other things the student will need to know to carry out his/her duties.
  - Review agency policies on matters such as lateness and absence, dress code, professional expectations, required background checks, handling of emergencies, appropriate interaction with clients or those being served by the agency, etc.
  - Review expectations related to confidentiality appropriate to the agency and student duties.
  - Establish a regular schedule for the volunteer(s).
  - Exchange full, written contact information including full name, e-mail, phone number(s) and the best method for contacting each other.
- Be familiar with and comply with specific requirements of the Bonner Program (or other campus program) regarding paperwork and duties which can be assigned.
- Meet with the student volunteer(s) on a regular basis to provide guidance, coaching, and feedback. These meetings may be held remotely, on the phone, and online (as well as in person).
- Provide student with dates when the agency will be closed or will have altered hours and request that the student inform his/her supervisor of all breaks and other dates when he/she will not be present (or could possibly work longer hours).
- Provide information about all of the positions or projects available to students and identify how and by when the student will select from among the options, if applicable. (e.g., have the student rotate

among several positions to try them out before deciding or determine a specific assignment during the orientation based on a student's interests and/or agency's needs).

- Keep a record of *Name of Institution* students' hours which will be furnished to the *Name of Center/Program* upon request.
- Agencies are encouraged to require *Name of Institution/Center/Program* students to clock in or otherwise log their hours in the same way that other staff and students at the agency do so to provide an accurate method of independent verification even with students who complete a time slip from *Name of Institution* for the supervisor to sign.
- Provide adequate workspace and supplies for students and other volunteers.
- Supervise all *Name of Institution* students while on agency premises or when carrying out duties on behalf of the agency in another location.
- Provide all *Name of Institution* students with regular evaluations and direct feedback regarding their performance including, as necessary, specific changes needed and consequences that will result if requested improvements are not observed.
- Complete and sign all forms and evaluations for students in a timely manner.

**Student volunteers in the Bonner Program and their site supervisors are required to do the following on a regular basis:**

- Discuss objectives (stated in terms of outcomes the service will help to bring about for those served), duties and projects for the semester within the first two weeks of service
- Complete and print a Bonner Community Learning Agreement stating duties and objectives (student's responsibility) signed by student and supervisor. These are due **September 30** in fall semester and **February 15** in spring semester.
- Verify hours logged monthly by the 10th of the following month (the last day of the semester for the final month of the semester).
- Complete and print service accomplishments (student's responsibility) which describe the major accomplishments of the student for the semester which are signed by the supervisor and student and turned in by the last day of the semester.
- Complete a site supervisor review (supervisor's responsibility) evaluating the students' performance and accomplishments. The student will provide a link to this form and supervisors are asked to complete it within two weeks of the end of each semester. Supervisors can choose whether or not information in the review will be shared with the student.

**Federal or Community Work Study Student employees and their site supervisors are required to:**

- Verify with *Name of Institution* a prospective student worker's eligibility for Federal work study before beginning employment
- Complete time slips (student's responsibility) which are signed by supervisor and student and turned in to *Name of Institution* and *Name of Office* by **Day and Time**.
- Be aware of and adhere to all other processes for student employment set forth by the *Name of Institution* and *Name of Offices*.
- Additional paperwork, such as background checks or forms related to working with vulnerable populations may also be required.**

**Student interns and their site supervisors are required to:**

- Adhere to academic policies accessible in the *Name of Form and/or Website*.
- Not displace regular workers with students secured through internship referral.
- Designate an employee to serve as an Internship Site Supervisor with the responsibilities to help orient the student to the agency and its culture, to assist in the development of the learning objectives, to confer regularly with the student and his/her Faculty Advisor and to monitor progress of the student.
- Provide adequate supervision for the student and to assign duties that are career-related, progressive, and challenging.
- Provide a safe, healthy working environment and make available equipment, supplies, and space necessary for the student to perform his/her duties.
- Notify *Name of College* Personnel of any changes in the student worker's status or performance.
- Participate in a presentation of learning where students share their findings and/or a final work product and receive feedback, if applicable.

**Agencies partnering with Earlham Course-based research, service and other projects agree to:**

- Work with the *Name of Center* and *faculty* teaching the course to develop a document outlining the scope of work, deliverables, sources of funding if applicable and responsibilities of all parties for aspects of the project.
- Designate a specific staff person to serve as liaison to *Name of College* faculty and students throughout the project to facilitate access to information, materials and other resources needed to carry out the project and provide feedback and other support to the project as defined BY THE AGENCY AND *Name of College* staff and faculty (*you may add additional names here*).
- Participate in a presentation of learning where students share their findings and/or a final work product and receive feedback.

***Name of College* and the *Name of Center/Program* Agree to:**

- Carry liability insurance that covers students serving at sites approved as community partners and with whom we have a valid Memorandum of Understanding.
- Provide orientation and ongoing consultation to agency supervisor covering the types of *Name of College* student involvement that is available, ways that *Name of College* students can assist agencies and special requirements of various types of involvement.
- Coordinate recruitment and referral of students and *Name of College* courses. *Name of College* cannot guarantee students will be found to fill all positions or complete all projects at an agency.
- Provide guidance to agency in developing student assignments, student orientation, training, and other project related activities as requested.
- Monitor project activities at the agency to assess and/or discuss the needs of students and the agency as well as evaluate performance of the students and effectiveness of the experience for both the student and the agency.
- Consult with agency on issues related to student supervision and performance
- Maintain statistics on numbers of student hours completed with community agencies.
- NOTE: The supervisor has the right to terminate any student from the agency assignment. The agency should communicate any such decision and the reason for it directly to the student but is also requested to inform the *Name of Center* or designated *Name of College* contact as appropriate.

**Other (Note: you may wish to include or omit these stipulations below, depending on your institutional requirements and advice):**

**Separation from Student Service:** The agency may request the removal of a student. The *Name of Center* or designated *Name of College* may also remove a student (for not meeting program requirements, illness, support, academic, and other reasons). A student may resign from service to an agency or from the program through which they are serving or working. All parties agree to give at least two weeks' notice of any such separation except in the case of illness or another unforeseen circumstance.

**Displacement of Employees:** The *Name of Center* and *Name of College* and the agency will not assign students to any assignment, which would displace employed workers or impair existing contracts for service.

**Non-discrimination:** The agency agrees to comply with all local, state and federal non-discrimination laws in all interactions with *Name of College* students. The *Name of Center/Program* invites agencies to join Earlham College in its commitment, in all its activities and processes, to treat all people equally, without concern for age, gender, sexual orientation, race, nationality or ethnic origin. We ask that agencies inform us of any instances in which their non-discrimination policies differ from *Name of College's* in terms of classes covered or in other respects so that we can inform potential *Name of College* students. *Name of College* is committed to providing an educational environment that is void of any prejudice or discrimination based on race, ethnicity, religion, national origin, etc., and will take complaints made by student or other volunteers seriously, which may result in terminating this agreement and ongoing projects.

**Title IX of the Education Amendments of 1972** states, in part, that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. *Name of College* is a recipient of federal funds and is mandated to comply with Title IX of the Higher Education Amendments of 1972. Title IX prohibits discrimination on the basis of sex in education programs or activities. Sexual assault, sexual violence and sexual misconduct is a form of sex discrimination forbidden by Title IX. This acknowledgement covers, in part, a range of conduct that will not be tolerated at *Name of College*

*Name of College* does not tolerate sexual assault, sexual violence, and unwanted sexual contact committed by any of our members (faculty, staff, regularly enrolled and special students), or against any of our members, on or off campus.

*Name of College* is committed to providing an educational environment that is void of gender based discrimination.

*Name of College* prohibits gender-based harassment, including, acts of verbal, nonverbal physical aggression, intimidation, or hostility based on gender.

*Name of College* commits to pursue sexual assault complaints that violate this policy and/or the principles of the College as represented in the Principles and Practices document, in accordance to the practice of our College Judicial Processes depending on the status of the accused.

You are responsible for reviewing, understanding and adhering to the information and requirements enclosed in the *Name of College* Title IX Student Acknowledgement. *Name of College's* Sexual Assault Policy can be found at *add form or link*.

**Amendments: This Memorandum of Understanding may be amended at any time in writing by concurrence of both parties.**

The following checklist is intended only to ascertain the types of placements the agency feels able to accept. Further discussion and paperwork may be needed to determine whether the agency's opportunities meet specific criteria for some of the categories below and to enter into an agreement allowing placement of specific types of students to go forward.

**Our Agency will accept (check all that apply)**

- Students in the Bonner Program (limited to nonprofit and governmental agencies)
- Other Students (in campus organizations, clubs, etc.) for ongoing assignments
- Short-term volunteers for one-time or periodic projects and events
- Federal Work-Study Students (requires separate contract)
- Interns
- Courses/Classes for mutually beneficial research or projects or those that build the capacity of the agency and/or broader community (i.e., program development, communications, fundraising and resource development, etc.)

Signatures:

Agency Representative: \_\_\_\_\_

Date: \_\_\_\_\_

College and Center/Program Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Please return signed Memorandum of Understanding to:

***Name of Center***

***Address***

***Email***

A copy of the MOU will be provided to the agency for its records once signed.

***Credits:***

This form template was developed by the Bonner Foundation, drawing on an example provided by Earlham College (Indiana).