

Solidifying corporate partnerships with MOUs

Below is a template for a Memorandum of Understanding (MOU) between your organization and a potential corporate partner. An MOU is used to stated agreed upon objectives and is NOT a formal contract. This is only and example, and your MOU should reflect the needs and requirements of your own organization. For more information, discuss with your manager.

Example MOU

This Memorandum of Understanding (“MOU”) establishes a partnership between, Inc., a non-profit organization with offices located at

(“”) and _____, a corporation/limited liability company with offices located at (“Partnering Organization”). The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

I. MISSION & PROGRAM

II. PURPOSE AND SCOPE

partners with many corporations to provide an effective, flexible way to launch employee volunteerism programs or to expand current programs. ’s experienced team creates targeted and strategic partnerships that meet Partnering Organization’s goals, leverage Partnering Organization’s core competencies and make a difference in the community in which the Partnering Organization operates.

Corporate Partners support financially with a 100% tax-deductible contribution and offer mentoring as an employee volunteer opportunity. Benefits include:

- Providing Employees with a World-Class Volunteer Experience Partnering with provides employees with a meaningful volunteer experience. Employees will see themselves as better leaders and communicators. They will be more engaged, happier in their jobs and be more committed to their workplace.
- Improving Partnering Organization’s Bottom Line: Corporate Social Responsibility (CSR) programs add value. CSR programs have measurable benefits for employees, the company and the community. A partnership with will help improve brand visibility, build goodwill and develop community loyalty.
- Building Stronger Communities where Partnering Organization Operates: Partnering with will enable Partnering Organization to have a direct impact on critical educational challenges facing communities where the company operates. As citizens across the country are focused on solving educational challenges, is leading the way in increasing students’ academic engagement.

Together, and Partnering Organization enter into this MOU to mutually promote the goals of

employee volunteerism/engagement and support 's mission to be the leader in high quality and effective mentoring in .

Accordingly, and Partnering Organization, operating under this MOU agree as follows:

III. RESPONSIBILITIES

and Partnering Organization each appoint a person to serve as the official contact and coordinate the activities of each organization in carrying out this MOU. The initial appointees of each organization are:

Contact

Title

Phone number or email address

Partnering Organization

Name of Contact

Title

Contact information

The organizations agree to the following tasks for this MOU:

A. Corporate Partnership Support

agrees to provide the following services:

- Community Impact Report & Quarterly Reports will provide Partnering Organization with quarterly updates on employee participation and volunteer hours committed. will also provide a Community Impact Report detailing employer specific impact, which is a truly powerful report that few organizations offer.
- Recognition & Visibility: 's team will work with Partnering Organization to develop a tailored strategy to ensure that the corporation's recognition and visibility goals are met. Supporting will provide Partnering Organization with visibility and exposure as a socially responsible business that is making an impact on the community in which it operates. Through multiple channels, the story of Partnering Organization's generous support will be relayed to some of the most well-connected business leaders, philanthropists, and politicians in and across the country.

Partnering Organization agrees to the following:

- Support Financially: Partnering Organization agrees to provide financial support toin the

amount of \$_____. This amount shall be paid within **thirty days** of signature on this MOU. Partnering Organization's generous level of support is at the **Signature/Platinum/Gold/Silver Level** and entitles Partnering Organization to the additional level of services listed below. **[In order to enable to reliably budget for its programs, the amount committed is not affected by the actual amount of mentor participation.]**

- **Promote**: Partnering Organization will assist staff members in advertising and promoting the volunteer opportunity.
- **Information Session & Train Potential Mentors On-Site**: If desired, Partnering Organization will provide space for an information session and an on-site mentor training. In order to hold an on-site training, a minimum **of 20 employees** are required.

As a supporter, Partnering Organization will receive the following additional level of support from (NOTE: choose one and delete others):

Level 1 <\$AMOUNT>

- Naming Opportunities
- On-site Lunch & Learn to be given by's staff representative.(assists with logistics and planning)
- On-site mentor training
- Community Impact report based on employer specific participation
- Quarterly updates on the number of participating employees and the number of volunteer hours committed
- Recognition in 's annual report and on the website, including a link to Partnering Organization's website
- Profile on 's website, blog, e-newsletter and in social media outlets

Level 2 <\$AMOUNT>

- Assistance in organizing a Lunch & Learn for employees to learn abouts unique mentoring model
- On-site mentor training
- Community Impact report based on employer specific information
- Quarterly updates on the number of participating employees and the number of volunteer hours committed
- Recognition in 's annual report and on the website, including a link to Partnering Organization's website
- Profile on 's website and e-newsletter

Level 3 <\$AMOUNT>

- Assistance in organizing a Lunch & Learn for employees to learn abouts unique mentoring model
- On-site mentor training
- Community Impact report based on employer specific information

- Quarterly updates on the number of participating employees and the number of volunteer hours committed
- Recognition in 's annual report and on the website
- Profile on 's blog and in social media outlets

Level 4 <\$AMOUNT>

- Assistance in organizing an information session employees to learn about's unique mentoring model
- Community Impact report based on employer specific information
- Quarterly updates on the number of participating employees and the number of volunteer hours committed
- Recognition in 's annual report & on the website

Level 5 <\$AMOUNT>

- Mentor recruitment materials and assistance with outreach to employees
- Recognition in 's annual report & on the website
- Community Impact report based on employer specific information
- Bi-annual reports on the number participating employees and the number of volunteer hours committed

B. Programmatic Support

agrees to provide the following services:

- Mentor Recruitment and Training: 's volunteer team conducts outreach to employees, with support from our Corporate Partners. will provide all materials needed for outreach. Training can be offered on-site depending on Partnering Organization's partnership level.
- Mentor Screening and Background Investigations: conducts rigorous screening of all mentors. Mentors are interviewed and conducts state/federal criminal background checks on all mentors to ensure that mentees are mentored in safe and constructive environments.
- One-to-One Matches: matches Partnering Organization's employees in 1-to-1 relationships with mentees based on shared personal, academic and career interests. This model provides employees with a high-impact, high-engagement volunteer program that builds leadership skills and civic engagement.
- Individualized Support: 's program staff directly support each mentor-mentee pair.
- Access to 's Core Curriculum: trains and supports Partnering Organization's employees in utilizing 's core curriculum. This includes the writing prompts used during weekly sessions, which are crucial to supporting mentees and mentors in writing substantive, outcomes-based emails.
- Invitations to -Sponsored Mentor-Mentee Events: will invite Partnering Organization's employees to -sponsored events. Events are crucial to building strong relationships and help expose mentees to diverse facets of . Participants do not pay for events, which include food and drink, tickets to shows, and transportation, if necessary.

IV. TERMS OF UNDERSTANDING

The term of this MOU is for a period of one year from the effective date of this agreement and may be extended upon written mutual agreement. In the event that this MOU is extended, it shall be reviewed annually to ensure that it is fulfilling its purpose and to make any necessary revisions.

Either organization may terminate this MOU upon thirty (30) days written notice without penalties or liabilities.

Authorization

On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

:

NAME

TITLE

PHONE NUMBER or EMAIL

Date:

Partnering Organization:

Name

Title

Contact Information

Date:
