Ignite: Engaging Humanity Through Education

Memorandum of Understanding

(ICF Chapter Name)

and

(Partnering Organization Name)

This Memorandum of Understanding describes the responsibility and expectations between *ICF Chapter* (Lead organization) and (Partnering Organizations), *Community Organization Partner*, regarding the spirit of partnership and cooperation which works towards build capacity within *Community Organization Partners*, to ensure inclusive and quality education for all and promote lifelong learning. This partnership will include Pro Bono Coaching services that are no more than 10 sessions per employee, not lasting more than 6 months.

**Responsibilities and Expectations**:

For the Ignite: Engaging Humanity in Education initiative, *ICF \_\_\_\_\_\_\_\_\_Chapter* serves as the “lead organization”. As the lead organization, *ICF \_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter* is responsible for the following:

* Maintaining and implementing the Pro Bono Program;
* Providing ICF Credentialed Coaches for the Pro Bono Service to Community Organization;
* Reporting the results of partnership accomplishments through determined measurements.

Under this Agreement, *Community Partner Organization*, agrees to:

* Share relevant information and resources with the *ICF\_\_\_\_\_\_\_\_\_\_Chapter*;
* Actively participate in the pro bono initiative, assessments and evaluations;
* Provide an organization point of contact to work with the *ICF \_\_\_\_\_\_\_Chapter* for matters related to facilitating and liaising;

**Time period**

This agreement covers from XX/XX/2018 thru XX/XX/2018. If the program is extended for any period of time, an agreed modification will be signed by the two parties.

**Termination**

*ICF\_\_\_\_\_\_\_\_\_ Chapter* may terminate this agreement, in whole or in part, with or without cause, if the terms and conditions of the present MoU are not met. The parties have a right to terminate the MoU by giving a one-month notice in writing with no responsibilities or obligation, neither work nor financially, immediately or extended.

**Communication**

Partner Organization grants the ICF Chapter, ICF Foundation and ICF Global to use their organization name/title in publicity on the Ignite Initiative, including but not limited to, website, social media, press releases, white paper reports.

The present MoU shall come into action upon signature. IT shall remain valid until the parties have fulfilled all their mutual obligations hereunder or terminated in written above.

Signed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_, in two original copies in English language, one copy for each party.

For *ICF \_\_\_\_\_\_\_\_Chapter* For *Community Partner Organization*

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Ignite Project Manager Organization Executive Director