

**MEMORANDUM OF UNDERSTANDING**

**with**

*A Community-Based Non-governmental Organization*

This Memorandum of Understanding (MOU) dated this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between Northern Virginia Community College (NOVA), an educational institution of the Commonwealth of Virginia, located in Northern Virginia, and \_\_\_\_\_ (name of NGO) \_\_\_\_\_ (hereinafter “NGO”), a community based organization located in Northern Virginia, providing \_\_\_(kinds of services)\_\_\_\_\_ to \_\_\_(name population)\_\_\_\_\_.

**RECITALS**

WHEREAS NOVA and \_\_\_\_\_ share a common interest in addressing community needs through educational and related support services; and

WHEREAS NOVA wishes to enhance its program offerings through the implementation of a service learning curriculum to prepare its students for a lifetime of employment and community service; and

WHEREAS \_\_\_\_\_ serves clients with transportation and other accommodations to overcome barriers to obtaining and maintaining employment; and

WHEREAS NOVA and \_\_\_\_\_ wish to expand their mutual capacities to assist students and clients in meeting educational and occupational goals through collaboration on the “Drive to Employment” service learning grant program funded by the Corporation for National and Community Service;

**ACCORDINGLY, THE PARTIES AGREE TO THE FOLLOWING:**

NOVA will:

1. Develop a curricular framework which will allow students to gain practical experience and to acquire an ethic of community service.

2. Provide curricular-based automotive services to low-income clients as such services apply to course learning objectives, class schedules, and student capabilities.
3. Provide a “Drive to Employment” program liaison to assist \_\_\_\_\_ representatives and service learning clients with scheduling automotive and other academic based learning services.
4. Provide student guidance and supervision in the performance of student service learning activities.
5. Maintain necessary insurance coverage to effectively perform the contractual activities.
6. Provide due diligence in attempting to resolve service learning client concerns arising as a result of service learning activities.
7. Facilitate the meeting of “Drive to Employment” stakeholders and seek continuous program improvement through an inclusive process.

\_\_\_\_\_ will:

1. Promote “Drive to Employment” service learning activities as a potential resource to low income clients.
2. Refer clients to NOVA’s program liaison based on a confirmed or perceived belief that clients are unemployed, or underemployed, and could benefit from low or no cost student service learning activities.
3. Track and report service learning impact on clients, such as whether vehicle repairs helped provide clients with transportation to existing or new employment.
4. Track and report service learning impact on expanding \_\_\_\_\_ capacity to serve clients.
5. Participate in NOVA’s “Drive to Employment” advisory board and/or contribute to a process of continuous program improvement.

Both parties, subject to appropriate funding and resource availability, agree to mutually develop community college-based service learning and volunteer opportunities that will expand student learning opportunities, expand community organization capacity to meet community needs, and provide necessary services to low-income populations in the Northern Virginia area. Further, the parties agree to work together to develop additional funding and resources to promote the related work under development to date.

This MOU will become effective as of the date first noted above and shall continue in full force and effect until:

- a) it is superseded by a written agreement signed by both parties, or
- b) three years from the effective date of this MOU, unless terminated sooner by either party in writing at least ninety (90) days prior to the end of three years from the effective date.

Signed:

By: \_\_\_\_\_

**Miguel Angel Garcia, NOVA Vice President of Finance and Administration**

\_\_\_\_\_  
**Name and title of signature authority at NGO**