

**WORKSHEET FOR CREATING A MEMORANDUM OF UNDERSTANDING (MOU)**

1. Project Name:
2. Who the agreement is between:
3. Description of project and/or goals and objective of the project:
4. Roles of School Policy Coordinator and the Principal/School
5. Description of program activities
6. The School Policy Coordinator agrees to: (describe in detail what you will do)
7. The Principal/School agrees to: (describe in detail what you will do)
8. Signature statement: We, the undersigned, approve the proposed project as outlined in this MOU.

Signatures: (Signed by School Policy Coordinator and Principal)