

Memorandum of Understanding

This cooperative agreement is entered into by the Alignment Bay County Early Education Alignment Team and _____ on _____ for the purpose of outlining our roles and responsibilities as they relate to the Community Calendar implemented in Bay County on _____, 2016. This agreement will remain in force until either party chooses to amend or cancel the agreement.

Roles and responsibilities of the Alignment Bay County Early Education Alignment Team are:

- To provide a hosting site for the community calendar as well as a designated collection page/spreadsheet for attendance counts to be entered by event.
- To provide a social media platform that can link to activities on the calendar, and/or the sites of calendars hosted by partner organizations.
- To recognize partner organizations on this effort within the ABC portal and in other marketing materials as developed for this project.
- To assist your organization with technical assistance related to registering in the portal, uploading events onto the calendar and tracking attendance and events
- To provide at a minimum an annual report for the attendance at all events where data was provided by organization.

Roles and responsibilities of _____

- To select a team member to become a user in the ABC portal for the main purpose of placing events on the calendar that will be appropriate for families of young children.
- To provide participation data for those events in terms of how many attended into a Google document.
- To link to the calendar from our organizations website to the calendar when appropriate.
- To assist in recruiting other organizations in utilizing the calendar.
- Event must be appropriate to families of young children/young children themselves and open to the public (aged 0-5)
- To events with the following details clearly stated:
 - Date, time, place, of event
 - The cost of the event if there is one
 - What will be happening at the event

Signed CEO/Exec Director (Organization)

Early Education A-Team Chair

Name of Organization

Date

Name and email address of individual(s) who will be posting events for your organization: _____