

**Memorandum of Understanding
(Hereafter "MOU")
(Partnership Agreement)**

Parties: The parties to this agreement are the Alexandria Mentoring Partnership (hereafter "AMP") and _____
Name of Member Organization

Purpose: The purpose of the agreement is to provide guidelines as to the rights and responsibilities of AMP and its member organizations. The parties named in this MOU support the mutually beneficial partnerships between AMP and its member organizations.

Mission Statement: The Alexandria Mentoring Partnership brings together the City's mentoring programs in a collaborative coalition to maximize mentor recruitment, access funding, and provide training and other support to enhance the quality of the mentoring programs serving those Alexandria youth most in need of mentoring.

Rights and Responsibilities:

AMP will:

1. Schedule quarterly meetings, provide meeting agenda and organize the minutes of these meetings.
2. Maintain and update the AMP website.
3. Act as the central clearinghouse for mentoring information, referrals and training within the City of Alexandria, including but not limited to responding to email and telephone inquiries.
4. Reserve the right to determine the continuation or termination of member programs' participation in AMP.

Each member organization will:

1. Assign a staff member from its organization to act as a representative at the AMP meetings and to provide statistics, feedback and information to AMP as requested.
2. Assign a staff member from its organization to participate in orientations, trainings and events conducted by AMP.
3. Adhere to the Mentor Volunteer Screening Guidelines in Attachment 1.
4. Contribute an annual membership fee of \$150.00 per program to the AMP to fund events and initiatives (City of Alexandria personnel shall maintain fiscal responsibility of membership fees and related accounts).

Additional Information:

This MOU includes, but is not limited to, the terms noted above; the MOU may be modified in writing by the mutual agreement of AMP and its member organizations.

AMP and the City of Alexandria are not responsible for the actions of any of its member organizations, its member organizations' staff or its member organizations' volunteers.

Coordinator, AMP

Date

Signature of Member Organization Representative

Date

Name of Representative, Name of Member Organization