



TOOLKIT

# Memorandums of Agreement

MISSOURI FOUNDATION FOR HEALTH

## Healthy Schools Healthy Communities

LET'S BUILD A HEALTHIER FUTURE

*In 2013, Missouri Foundation for Health established the **Healthy Schools Healthy Communities** (HSHC) initiative to address childhood obesity in select areas. HSHC brought together schools, community organizations, businesses, parents, and other residents to identify and advocate for changes that increase access to healthy food and physical activity where our kids live, learn, and play. This toolkit was originally developed as part of the initiative and has been adapted for statewide use.*

Updated July 2021

# Template MOA

*Collaboration is the backbone of many projects. To make sure all parties involved clearly know and understand their expectations and roles, it is important to sign a Memorandum of Agreement (MOA). This template, along with the corresponding example, gives you the basics of what to include and how to develop your own Memorandum of Agreement.*

*See the next page for a sample agreement.*

## TEMPLATE MEMORANDUM OF AGREEMENT

### MEMORANDUM OF AGREEMENT

between

**[Insert name of Applicant Organization]**

(“hereinafter referred to as Applicant Organization”)

and

**[Insert name of Collaborative Partner]**

(“hereinafter referred to as Collaborative Partner”)

**Applicant Organization agrees to:**

- A. **[Detail responsibilities of applicant organization.]**
- B.

**Collaborative Partner agrees to:**

- A. **[Detail responsibilities of collaborative partner.]**
- B.

\_\_\_\_\_  
**[Insert Authorized Signature Name]**

\_\_\_\_\_  
**[Insert Authorized Signature Name]**

\_\_\_\_\_  
**[Applicant Organization Name]**

\_\_\_\_\_  
**[Collaborative Partner Name]**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**SAMPLE MEMORANDUM OF AGREEMENT**

between

**Morgan City**

(“hereinafter referred to as Applicant Organization”)

and

**Fighting Tigers Booster Club**

(“hereinafter referred to as Collaborative Partner”)

**Applicant Organization agrees to:**

- A. Provide full access and use of the Clyde Wilson Park concession stand for the 2021 summer baseball season.
- B. Ensure all necessary concession supplies for storage, preparation, and operation are maintained and in good working order.
- C. Work with partner organization and provide 2021 summer baseball season schedule.
- D. Allow partner organization to retain all revenue generated from the operation of the Clyde Wilson Park concession stand.

**Collaborative Partner agrees to:**

- A. Provide staffing of the Clyde Wilson Park concession stand for each game of the 2021 summer baseball season.
- B. Procure and provide food and beverages that meet with the applicant organization’s Healthy Concessions Policy and strategies.
- C. Maintain all health and safety guidelines set forth by the Audrain County Health Department.
- D. Act with care regarding the Clyde Wilson Park concession stand and all supplies for storage, preparation, and operation.

Jamie Stewart

(Jamie Stewart - City Administrator)

Frank Schmitt

(Frank Schmitt - Chair)

Morgan City

(Applicant Organization Name)

Fighting Tigers Booster Club

(Collaborative Partner Name)

1/15/2021

Date

1/15/2021

Date