

Develop and Sign an MOU

Developing memorandums of understanding (MOUs) with some of your partners will enable you to specify the responsibilities and expectations for both parties. MOUs can also help to sustain the relationship, which is especially helpful for instances of staff turnover. MOUs vary in length and formality, so work with your partners to identify what information would make the most sense to have documented through the MOU process.

Use the checklist below as you develop an MOU. You can find a sample MOU template (on page 12) of the California Community College Student Mental Health Program's Collaboration Toolkit at: <http://go.edc.org/collab1>.

MOU checklist

Describe the purpose of the MOU

- Identify shared goals
- List specific and measurable objectives for each goal (including how it will be met and how it will be measured and tracked)

Describe each partner's roles and responsibilities

Identify the campus's role:

- Provide some background information
- Describe their role briefly in relation to suicide prevention and the partner
- Provide the main contact and an alternative contact

Identify the off-campus partner's role

- Provide some background information
- Describe their role briefly in relation to suicide prevention
- Provide the main contact and an alternative contact

Describe the governance structure (if applicable)

- Provide a description of the structure (e.g., how decisions will be made, frequency of meetings)

Describe funding parameters (if applicable)

- Detail any fiscal agreements (including any in-kind contributions of each partner)

Describe communication

- Acknowledge confidentiality policies of each partner
- Describe branding decisions

Describe reporting and evaluation

- Include any desired requirements for reporting on progress, challenges, funding updates, etc. Include information about timing for these reports.
- Provide information on evaluation details (e.g., timing, methods used, who is responsible for the evaluation)

Specify the effective dates of the MOU

- Include the start date, duration, termination, and how to handle modifications or amendments
- Provide partners' signatures and titles, including a space for the date signed