

Seattle Public Schools

Memorandum of Understanding (MOU) Package

Please use this checklist to ensure that all required documentation is included in your Memorandum of Understanding (MOU) packet. The School and Community Partnerships Department will route the completed packet for signatures. Your MOU package must be completed and approved before services may begin. Please allow for a minimum of 7 working days for approval.

If you have any questions please reach out to communitypartnerships@seattleschools.org

1. **Memorandum of Understanding or MOU Amendment:** Form completed in full and sent directly to jkleahy@seattleschools.org for collection of signatures. SCP team will route for DocuSign signatures to the contracted, Principal/Director, Legal, and then to Accounting for approval. The MOU must be completed fully including all Attached Appendix Forms.
2. **Insurance:** Each party will provide the other with a Certificate of Insurance, or evidence of Self-Insurance, which documents insurance coverage for personal injury or property damages claims that may arise from, or in connection to, the performance of the Agreement, with limits of not less than \$1,000,000 per occurrence.
3. **Comprehensive Background Check:** Organization will complete “Appendix A” listing each official, agent, employee, and volunteer and the type of background check each received in accordance with the requirements. All Community Organization officials, agents, employees, and volunteers who work with students must pass an annual criminal background screen.
4. **Sexual Misconduct Training:** Community Organization agrees all officials, agents, employees, and volunteers will complete the District’s Adult Sexual Misconduct Prevention Course prior to working in a District school or with District students: www.seattleschools.org/misconductvideo. Community Organization will complete “Appendix A” to prove compliance with the requirement.

Email your Complete MOU packet to Jill Leahy, jkleahy@seattleschool.org.