

Memorandum of Agreement

This Memorandum of Agreement (MOA) is hereby made and entered into by and between The ELM Foundation (ELM) via Community Connections and (Agency) as signed below and its execution is evidenced by the signatures applied.

PURPOSE: The purpose of this Memorandum of Agreement is to establish a mutually beneficial relationship between the two parties listed above related to community collaboration utilizing Charity Tracker and the ELM Community Connections networking group. Software for the project will be provided by Simon Solution in a separate agreement with ELM.

Agency agrees to the following:

1. Attend one session of training for Cross Agency Collaboration and Connecting Clients with Community Resources through Effective Case Management*
2. Attend one session of training for Using Charity Tracker as a collaboration tool*
3. Never share login credentials and keep all client information confidential
4. Upload client data into the Charity Tracker software and complete all fields (if a referring social service agency)
5. Obtain a signed Release of Information (ROI) on each client if not present on the network
6. Actively make agency referrals utilizing the Charity Tracker software (if a referring social service agency)
7. Keep all agency information up to date in the Charity Tracker software
8. Participate at least quarterly in Community Connections networking group meeting

**Training dates will occur monthly through 2019. Dates, times and locations are posted on the Events page of the Charity Tracker website.*

ELM/Community Connections agrees to the following:

1. Provide at least 2 opportunities for training for Cross Agency Collaboration and Connecting Clients with Community Resources through Effective Case Management
2. Provide at least 2 opportunities for training for Using Charity Tracker as a collaboration tool
3. Create the Community Connections networking group of community leaders with a charter and by laws which will hold regular round table discussions and capacity building training
4. Provide a one year unlimited subscription to Charity Tracker beginning at signing of MOA and ending December 31, 2019. Software for the project will be provided by Simon Solution in a separate agreement with ELM.

MODIFICATIONS:

Terms are mutually understood and agreed upon by the representing parties' signatures below. Modification within the scope of the instrument shall be made by mutual agreement of both parties, by the issuance of written notification, signed and dated by all parties, prior to adoption of any changes.

Jennie Robinson, ELM Board Secretary

Date

Agency Name

Email

Agency Representative and Title

Date

Return MOA to Missy Hanks missy@expectlittlemiraclesv.org