

Miami University
Office of Community Engagement & Service
Memorandum of Understanding

The purpose of this Memorandum of Understanding is to set forth the provisions under which Miami University students will engage in service with your organization. The students' service may be related to specific courses in which they have enrolled, or it may be associated with co-curricular activities in which the students have chosen to engage.



Organization Name: _____

Organization Point of Contact Name: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____ Web: _____



Miami University Entity Name: _____

Miami University Point of Contact Name: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____ Web: _____



Points of Contact

These persons will be responsible for overseeing the students' service and resolving any problems that may arise. If the service is being completed as part of a service learning course requirement, a faculty member from Miami University will oversee the students' coursework and in-class assignments. The Organization will assign a qualified person to supervise students who participate in the service.

Service Responsibilities

The Organization and the Miami University entity will collaborate to develop a written plan, hereafter called the "Service Plan," that will be used to guide community engagement and service learning activities. The Service Plan will identify responsibilities agreed to by the Organization, the Office of Community Engagement and Service, other involved university entities, and student participants, as appropriate. The Service Plan will include instructions required to complete the service successfully. The Service Plan will be signed by the Organization point of contact and the appropriate Miami University point(s) of contact.

Funding

No funds will be exchanged between Miami University and the Organization with regard to the placement of students who are participating without financial compensation in community service or service learning. Unless otherwise specified, the Organization will furnish all equipment and supplies required for the successful completion of the service.

Background Check

The Organization will cover the cost of background checks for volunteers when required, unless other arrangements have been made.

Nature of Service Activity

The Organization is responsible for ensuring that all service activities are monitored and that all service activity is in compliance with all state and federal laws.

Harassment and Discrimination

Miami University Policy and Information Manual (MUPIM) 3.6B states that Miami University prohibits harassment and discrimination by or against all persons on University property, including University employees and students as well as visitors, contractors, and other third parties. This policy also covers students and employees pursuing University-related work or study away from campus.

Service Plan Details

- Proposed date of plan review: _____
- Proposed date of plan finalization: _____
- Proposed start date: _____
- Proposed end date: _____



I have read this form and agree to the items listed above.

Miami University Point-of-Contact signature

Organization Point-of-Contact signature

Phone

Phone

Date

Date

Disclaimer: All Miami volunteers provide literal translation services only. Under no circumstances do Miami volunteers interpret content, either written or oral.

Please attach Service Plan documentation to signed copy of Memorandum of Understanding.