

The following is an example of a generic template for Memorandum of Understanding (MOU) mutual aid agreements. This template can be used as a basic structure for your own MOUs.

MEMORANDUM OF UNDERSTANDING (MOU)

Between

_____ *[insert name of Party A]*

and

_____ *[insert name of Party B]*

This is an agreement between “Party A”, hereinafter called _____ and “Party B”, hereinafter called _____.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to [...*summary of activities, goals, etc. ...*].

In particular, this MOU is intended to:

Examples:

- *Enhance*
- *Increase*
- *Reduce costs*
- *Establish*
- *Clarify*
- *Outline*

II. BACKGROUND

Brief description of agencies involved in the MOU

III. [PARTY A] RESPONSIBILITIES UNDER THIS MOU

[Party A] shall undertake the following activities:

Examples:

- *Develop*
- *Deliver*
- *Share*
- *Support*
- *Provide*

- *Promote*
- *Refer*
- *Review*
- *Comply*
- *Train*
- *Maintain records*
- *Sponsor*
- *Evaluate*

IV. [PARTY B] RESPONSIBILITIES UNDER THIS MOU

[Party B] shall undertake the following activities:

Examples:

- *Develop*
- *Deliver*
- *Share*
- *Support*
- *Provide*
- *Promote*
- *Refer*
- *Review*
- *Comply*
- *Train*
- *Maintain records*
- *Sponsor*
- *Evaluate*

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. *Modification clause: how agreement can be modified*
2. *Termination clause: under what conditions agreement terminates automatically*

VI. EFFECTIVE DATE AND SIGNATURE

This MOU shall be in effect upon the signature of Party A's and Party B's authorized officials. It shall be in force from _____ to _____.

Parties A and B indicate agreement with this MOU by their signatures.

Signatures and dates

[insert name of Party A]

[insert name of Party B]

Date
