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## GUIDANCE FOR SAMPLES: BOSTON SUMMER ENRICHMENT MOU

This document provides guidance on how to use the Boston Summer Enrichment MOU samples available in the Summer Learning Toolkit. You can also access the samples through the Academics and Enrichment section of the Toolkit.

### What are the *BOSTON SUMMER ENRICHMENT MOU* samples and how can you use them?

Administered by Boston After School and Beyond (BASB), the Boston Summer Enrichment MOU consists of two parts: the Enrichment Provider Master Agreement and Statement of Work. Together, the Enrichment MOU is an agreement between BASB and nonprofit organizations providing enrichment services as part of the 5th Quarter of Summer Learning (formerly the Boston Summer Learning Project). The Master Agreement articulates the mutual commitments of the partners, including data sharing, publication, and intellectual property. The Statement of Work is a project-specific document that accompanies the master agreement and outlines the activities each partner will undertake.

### Why are partnership agreements important?

The Enrichment MOU ensures clarity of roles and responsibilities so partnering entities can focus on a shared vision for high-quality implementation. By clearly outlining the goals for program evaluation and continuous quality improvement up front, the Enrichment MOU is an important guide for the enrichment provider to hire and train staff in alignment with expectations. Hiring staff with sufficient content knowledge and planning and management skills is important to program quality. By setting a standard for communication at the outset of the partnership, leaders of partnering agencies are modeling the type of clear management practices they expect of site leaders.

### Who can benefit from these resources?

- District central office managers
- Nonprofit program leaders

### Tips for developing MOUs

All enrichment partners should be selected and sign MOUs at least three months prior to the start of the summer program. Enrichment providers should have at least a few weeks to review the MOU and respond with any questions before the signing deadline. This means the selection process should begin at least 4 months before the program starts to provide a chance for both targeted outreach and more open calls for proposals if needed. While the Boston Summer Enrichment MOU sample focuses primarily on program evaluation and quality assessment, you may choose to address a number of additional topics in your agreement. Key components of an MOU may include:

- Program schedule and expectations for staffing and staff training
- Program goals for student outcomes, attendance, and recruitment
- Designated point(s) of contact and leads for each partnering entity
- Expectations for data collection and reporting, including parental consent
- Expectations for funding/resource allocation, including criteria for disbursement of payments

