

EXAMPLE ONLY

**MEMORANDUM OF AGREEMENT
BETWEEN
NORTHEAST OREGON AREA HEALTH EDUCATION CENTER
AND

This agreement is entered into by the above parties to implement a Health Careers Day program on *, 2009.

I. PURPOSE

The purpose of this memorandum of agreement is to establish the relationship between * and the **Northeast Oregon AHEC** Program regarding the development of a Health Careers Day program on *, 2009.

II. RESPONSIBILITIES OF EACH PARTY

A. Northeast Oregon AHEC will:

1. provide \$1,000 to assist you with planning, copying, food service, speaker fees, travel, etc., for your Health Careers Day
2. provide public relations materials in the form of a brochure blank with graphics (please request if you need)
3. arrange for college credit for teachers through Eastern Oregon University (**objectives need to be provided to NEOAHEC liaison by September 1, 2009** -- teachers must pay their own tuition)

B. * will:

1. host and support a Health Careers Day for teachers, students and parents
2. pull together a small task force or committee to assist in planning and possibly additional funding for the Day
3. provide NEOAHEC with timely requests for mailings and news releases (we can jointly determine reasonable timelines)
4. be the main sponsor of the event, provide any additional funding through yourselves or your partners, and give credit to your other partners and NEOAHEC in any of your media releases about the Health Careers Day
5. provide NEOAHEC with a roster of participants and information on how many people attended and basic demographic data (i.e., teachers, parents and/or students -- including minority status information) by December 11, 2009.
6. provide a summary of the evaluations and a "end of project" report (attached) by December 11, 2009.
7. provide an "in-kind" contribution report for you and your other partners (attached)

III. DESIGNATION OF CONTACTS

* with * and * with **Northeast Oregon AHEC** will be responsible for managing the provisions of this agreement.

IV. AMENDMENTS

This agreement may be amended by either party with the concurrence of the other. The written amendments must be signed by the undersigned.

V. RENEWAL/TERMINATIONS

- A. This agreement covers the period from * through December 11, 2009.
- B. This agreement may be terminated by either party on written notice to the other after having given thirty (30) days notice.
- C. Nothing in this agreement is intended to be contrary to state or federal law. In the event of conflict between the terms of this agreement and any applicable state or federal law, that state or federal law shall supersede the terms of this agreement. In the event of conflict between state and federal laws, federal law shall govern.

• **NORTHEAST OREGON AHEC PROGRAM**

Sandra D. Ryman, Executive Director

Date _____

Date _____

Make \$1,000 check payable to:

Federal Tax ID Number:
