

**SAMPLE**

**Memorandum of Agreement \_\_\_\_\_(Year)  
Between The Utah Parent Center (UPC) and  
\_\_\_\_\_ School District, Special Education  
For the Services of \_\_\_\_\_, UPC Parent Consultant**

**SAMPLE**

The Utah Parent Center (UPC or Center) and \_\_\_\_\_ School District, Special Education (District) hereby enter into this agreement to provide a paid Parent Consultant whose time will be dedicated to serve the parents/families of children and youth with disabilities served in special education programs in the District.

Under the terms of the agreement, and in accordance with the attached workscope, the Center will:

1. Hire, train, and directly supervise a Parent Consultant to provide training, information, and peer support to parents/families of children with disabilities served in the Special Education programs of \_\_\_\_\_ School District. UPC supervisory staff will collaborate fully and communicate with District Special Education personnel to determine the role and function of the Parent Consultant and evaluate the performance of the Parent Consultant for effectiveness and impact in meeting the training, information, and support needs of parents.
2. Commit supervisory staff, training, materials, supplies, etc. as required and funded within the workscope. The Parent Consultant will use UPC training materials (workshop "scripts", PowerPoint presentations, handouts, etc.) in addition to approved materials from the District.
3. Provide a working space, etc. at the UPC.
4. Reimburse staff for approved travel and other expenses in accordance with the approved budget.
5. Invoice \_\_\_\_\_ School District on a monthly or quarterly basis for reimbursement of actual expenses in accordance with the attached budget.
6. Report on activities and accomplishments on a quarterly and annual basis beginning with the period ending \_\_\_\_\_ and quarterly thereafter.

Under the terms of the agreement, the \_\_\_\_\_ School District, Special Education Department will:

1. Provide a direct liaison to collaborate fully and communicate with UPC Staff to determine the role and function of the Parent Consultant, evaluate the performance of the Parent Consultant for effectiveness and impact in meeting the training, information, and support needs of parents.
2. Collaborate and coordinate with the Center when using and/or developing information and training materials.
3. Provide working space, a district phone number for use by the Parent Consultant, copies of training materials, equipment, etc. for the Consultant in the \_\_\_\_\_ School District offices.
4. Reimburse invoices on a monthly or quarterly basis as billed by the UPC for approved expenses incurred in accomplishing the workscope outlined and according to the attached annual budget.

The time period covered by this agreement will be from \_\_\_\_\_ to \_\_\_\_\_.

The parties listed below agree to these terms and stipulations on behalf of the respective organizations.

\_\_\_\_\_  
\_\_\_\_\_, Executive Director, UPC

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_, Director, Special Education, \_\_\_\_\_ School District

\_\_\_\_\_  
Date