

Keys to Good Partnerships

Trust: Share background information about past and current partnerships to begin building trust in each organization to fulfill their commitment to the project, and to work effectively with other partners.

Shared mission: The mission of your library or Healthy Start should be similar to any organization you seek to partner with, and the goals of the project should support each organization's mission. This is critical because when missions of partner organizations are *not* aligned there is greater risk of one partner cutting support for the project.

Clear goals: Write 2 to 4 clear goals of the project. Goals should support all partner organizations' missions. Goals should be high, but realistic.

Clear Operation Plan: Write a simple outline of the tasks, timeline, and budget for implementing the project, and describe how decisions will be made among the partners.

Defined Roles: Identify the area of expertise of each partner, then list which partner will be responsible of each task in the operation plan.

Open and Maintained Communication: Identify key contacts at each partner organization, establish preferred methods of communication, and decide how often updates should be shared among partners. Good communication is necessary for successful implementation, and trust.

Memorandum of Understanding: Write a 1 to 2 page MOU outlining the project goals and partners' roles. An MOU should be signed by the head of each partnering organization, not by staff implementing the project.

Schedule a Review Meeting: Upon signing the MOU, schedule a future meeting with all partners to check-in and review the operation plan, roles, communication, and MOU. Make this meeting a high priority!

A partnership of the Oregon State Library and Oregon Commission on Children and Families with generous support from the Oregon Community Foundation and the Paul G. Allen Foundation.



Reading for Healthy Families (RFHF) Oregon:
Building Communities of Learning

SAMPLE TEMPLATE

Memorandum of Understanding
between
Healthy Start and The Libraqry
concerning
project name
date MOU is finalized

WHEREAS, *Healthy Start and The Library seek to (list or briefly describe the project goals.)*

Healthy Start agrees to:

1. *(list the tasks from the operation plan that this organization will be responsible for, include dates when applicable.)*

The Library agrees to:

1. *(list the tasks from the operation plan that this organization will be responsible for, include dates when applicable.)*

Healthy Start and The Library mutually agree to:

1. *(list the tasks from the operation plan that both organizations will be equally responsible for, include dates when applicable.)*
2. *(describe agreed upon communication procedures, including key contacts from each organization and a regularly scheduled check-in on how the project is going.)*
3. *(describe agreed upon decision making process. For example: all decisions will be brought to and made at the quarterly meeting, urgent issues will be decided via email. Consensus must be met.)*
4. *(describe budget terms if applicable, including potential costs, fiscal policies/procedures, and payment deadlines.)*
5. *(describe agreed upon method for ending the project—even if you plan the project to continue forever you need an exit strategy just in case!)*
6. *(schedule a meeting date, time, and location to review, update, and renew this MOU.)*

Healthy Start Program Manager: _____ **Date:** _____

The Library Director: _____ **Date:** _____

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