

# Memorandum of Agreement (MOA) Form Sample for School and NGO Collaboration

This **Memorandum of Agreement form sample** facilitates a clear understanding between schools and NGOs, ensuring effective collaboration. It outlines roles, responsibilities, and shared objectives to support educational initiatives. Using this document helps establish transparency and accountability in partnerships.

## 1. Parties to the Agreement

School Name	_____
NGO Name	_____
Address	_____
Contact Person(s)	_____

## 2. Purpose of the Agreement

This MOA defines the collaboration framework between **[School Name]** and **[NGO Name]** to jointly support and implement educational programs/initiatives, promote student welfare, and enhance community impact through shared resources and expertise.

## 3. Roles and Responsibilities

School	NGO
<ul style="list-style-type: none"><li>• Provide venue and facilities for activities.</li><li>• Facilitate student and staff participation.</li><li>• Coordinate with teachers and parents.</li></ul>	<ul style="list-style-type: none"><li>• Design and implement educational programs.</li><li>• Supply learning materials/resources.</li><li>• Monitor and evaluate program outcomes.</li></ul>

## 4. Duration of Agreement

This agreement shall commence on \_\_\_\_\_ and shall remain in effect until \_\_\_\_\_, unless terminated by either party with prior written notice.

## 5. Monitoring and Evaluation

Both parties agree to regular meetings and reporting to assess progress, address challenges, and ensure goals are met.

## 6. Amendment and Termination

Any amendment to this agreement must be made in writing and signed by both parties. Either party may terminate this agreement with a **30-day written notice**.

## 7. Signatures

For the School	For the NGO
Name: _____ Designation: _____ Signature: _____ Date: _____	Name: _____ Designation: _____ Signature: _____ Date: _____

This form serves as a template and should be customized to fit the specifics of the collaboration. Attach annexes as necessary.