

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

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.