

Rotary **Be the Inspiration**

District 2452

**Sample of: A Memorandum of Undertaking**

(MOU)

“Civic Education for Peace Building” project

Entered into

between:

Club:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ represented by the President:\_\_\_\_\_\_\_\_ referred to hereafter herein as “First Party”

The school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ located within the scope of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_District, Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_

Represented by the Director (ess) or who represents hereof, Mr. (Mrs.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referred to hereafter herein as “Second Party”

**Permeable:**

Whereas the Rotary Club \_\_\_\_\_\_\_\_\_\_\_, an association registered at the Common Administration Body under No. \_\_\_\_\_\_, A.D. No. \_\_\_\_\_\_\_/A.D., acting in the field of Social Services, including its performance of many developmental and services projects,

Whereas the school ------------------------ located within the scope of \_\_\_\_\_\_\_\_ District in Lebanon, represented by its director (ess) Mr.(s) \_\_\_\_\_\_\_\_\_\_\_\_ wishes to execute the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Whereas the Rotary District 2452, which includes (81) clubs up to this date, and whereas the Rotary Club \_\_\_\_\_\_\_\_ is one of these clubs, has launched the \_\_\_\_\_\_\_\_\_\_\_ in the schools for the Rotary Year: 2018-2019 to reinforce the culture of positive peace via the youth awareness and identification of the basis of civic education through activities and projects,

Consequently, the wish of both parties is met to have common cooperation to execute this project.

Whereas both parties wish to draw a frame of an understanding about this subject, it is understood between both parties as to what follows:

**Article One:**

The permeable hereof is considered as an integral part hereof such that it is read and interpreted with it.

**Article Two: Fields of Cooperation**

Both parties agree to cooperate together to render this project successful and undertake to execute all the obligations each party bears.

**Article Three: The First Party’s Obligations**

1. Prepare and distribute questionnaires among the students participating in the project about the Civic Education for Peace Building.
2. Present ----- of activities during a specified period, subject to that the first party’s responsibility negates towards the school promptly upon the project completion.
3. Design and prepare a time plan to execute the project within the frame of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Fund the agreed upon project in concord with the budget specified to it.
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Article Four: The Second Party’s Obligations:**

1. Present a list of the types of the activities intended to be executed specifying the number of the participant students; yet, it is the first party’s responsibility to provide the requested funding equipment, materials and supplies as available to it concerning the number and type.
2. Cooperate with the Club to fill the necessary questionnaires and forms.
3. Delegate one of the administrative or staff members at the school to act with and coordinate between both parties to render the project as successful.
4. Provision of the means of transporting the students to the targeted place outside the school when necessary.
5. Provide the necessary information and documents all during the project term.
6. Permit the project persons in charge to survey and control the work good execution.
7. Undertake that there are no objections to that the first party puts a panel identifying the project and the names of the participants from the school.
8. Approve by writing a resume of the project at all the media means and expose it to the school administration.
9. Raise all kinds of responsibility, whatsoever, from the first party whether physical, moral……

**Article Five: The Term of the Memorandum**

This Memorandum becomes in effect as of the date of its being signed and for a term of one year only starting on: 01/07/2018 and ending on: 30/06/2019.

**Article Six: The Memorandum Amendment**

This Memorandum may be amended or revised upon a written MOU (only) issued by both parties and upon their approval.

**Article Seven: Handing Over the Prizes**

Appreciation certificates are to be handed over to the partner schools and prizes are to be distributed before the end of May for the winning project among the participating schools.

**Article Eight: Memorandum Copies**

This Memorandum is issued in two original copies, each party received a copy hereof to be used legally.

Beirut on: \_\_\_\_\_\_\_\_\_\_\_

Representative of the First Party Representative of the Second Party

Mr. (s): --------------------------- Mr.(s):---------------------------Signature: ------------------------ Signature: ----------------------

Stamp:----------------------------- Stamp:-------------------------

Attachment 1: List of the Students’ names and their number

Messer’s Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

The Participating Students are:

Name Class Phone No. Notes

With all our respect

Name: ----------------------------

Signature: ------------------------

Date: ------------------------------