

Sample Memorandum of Understanding Template

Memorandum of Understanding

Between
Rotary Club of Euroa Inc (District 9790, Club number 18274)
and
Rotary Club of Dee Why Warringah (District 9685, Club number 18051)
and
Charitable Humanitarian Organisation in Cambodia by Expats (C.H.O.I.C.E. Cambodia)
and
Rotary Club of Phnom Penh (District 3350)

This Memorandum of Understanding (MOU) sets for the terms and understanding between the Rotary Clubs of Euroa, Dee Why Warringah, Phnom Penh and the not for profit registered organization C.H.O.I.C.E. Cambodia.

The terms and understanding concern the construction of a school on CHOICE Cambodia land south of Phnom Penh on the Bassac River. This project is sanctioned by the Rotary International Australia World Community Service (RAWCS) organization and the project is titled “Number 21, 2017/18, Choice Cambodia”.

Background

Dee Why Warringah Rotary Club made the decision to support the Choice Cambodia organization and an application to Rotary Australia World Community Service (RAWCS) was successful. This led to the listing on the RAWCS website seeking financial and physical support. Euroa RC members decided to take up the challenge and made contact with Dee Why Warringah RC and CHOICE Cambodia. The Rotary Club of Euroa understands that CHOICE Cambodia, a registered NGO in Cambodia, with entities in Australia, United Kingdom and Germany purchased 1.2 acres of land for the purpose of constructing a seven classroom school building, library and associated support facilities.

Purpose

The Rotary Club of Euroa agrees to support the construction of the proposed seven classroom school and library.

The support is limited to a one-off donation of \$A15000 along with another one-off private donation of \$A45000 from one of its members. The support may also include a one-off physical contribution of labour in 2019 by a small work party of Rotarians and friends.

Funding

- The funds from Euroa Rotary Club sources will be directed to the Dee Why Warringah Rotary Club “CHOICE Cambodia” RAWCS account.
- The Rotary Club of Euroa places its trust in Ross Wright, Don Rosenfeldt and the CHOICE Foundation Board to manage the construction of the proposed school. This includes design of the building, contracting and payment of the builder, purchase of materials and equipment, supervision and project management throughout the construction period.
- Dee Why Warringah Rotary Club will take responsibility for forwarding funds to Ross Wright for payments of construction costs upon receipt of invoices.
- The expectation is that Dee Why Warringah Rotary Club (lead club), Euroa Rotary Club and the Rotary Club of Phnom Penh (sponsor club) will combine with CHOICE Cambodia in making an application to the Rotary Foundation Global Fund in 2018/19 relating to supply of clean water, separate sanitation facilities for boys and girls, teacher training, vocational training, waste management initiatives and scholarship opportunities for school children.
- Funds allocated following a successful application for a global grant will be managed by the Rotary Club of Phnom Penh in accordance with Rotary International rules.

Reporting

CHOICE Cambodia and the Rotary Club of Dee Why Warringah will provide brief monthly reports to the Rotary Club of Euroa. These reports will include progress against plans, forecast plans, expenditure, workmanship, stakeholder involvement and unexpected interruptions.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from (list partners). This MOU shall become effective upon signature by the authorized officials from the (list partners) and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from (list partners) this MOU shall end on (end date of partnership).

Contact Information

Partner name: CHOICE Cambodia
 Partner representative: Ross Wright
 Position: CEO, CHOICE Cambodia
 Address
 Telephone
 E-mail: choicecambodia@live.com

Partner name: CHOICE Cambodia
 Partner representative: Don Rosenfeldt
 Position:
 Address
 Telephone
 E-mail: Don@aealuxury.com.au

 (Partner signature)

Date:

 (Partner signature)

Date:

Partner name: Rotary Club of Euroa
 Partner representatives:
 Richard Nettleton (President 2017/18)
 Bernie O’Dea (President 2018/19)
 Telephone
 E-mail: richard@lindsaypark.com.au
 bernie.odea@yahoo.com.au

Partner name: Rotary Club of Dee Why
 Warringah
 Partner representatives:
 Chris Taylor (President 2017/18)
 Liz McDougall (President 2018/19)
 Telephone
 E-mail: 4taylors@optusnet.com.au
 lmcDougall@sydney-legacy.com.au

 (Partner signatures)

Date:

 (Partner signatures)

Date:

Partner name: Rotary Club of Phnom Penh
 Partner representative: Andre Struve
 Lavinia Page
 Position: President
 Address
 Telephone
 E-mail: laviniapage66@gmail.com

 (Partner signatures)

Date: