



Memorandum of Understanding (MOU) Information Form

MOU PROCEDURE

- If your student organization is hosting a fundraiser with a vendor, then a Memorandum of Understanding (MOU) should be completed through the Office for the Student Experience. This process must be completed **before** advertising for the event.
- The MOU puts in writing the arrangement and details of the profit share or fundraiser, including timing, financial arrangements, and serves as mutual protection for both parties.
- Allow at *least* six to eight weeks for the MOU to be processed.
- Student organization representatives are not permitted to sign MOUs as they are not legal representatives of the University. *Do not sign any contracts, MOUs, or agreements. Submit all agreements to your Staff Advisor for review.*
- These MOUs are formal agreements. Make sure that you are familiar with all that is included in every formal agreement your student organization arranges.
- See steps 1-4 on reverse and then proceed...

MOU INFORMATION SHEET

GW Sponsoring organization: _____

Name under which vendor operates: _____

Vendor address: _____

Date(s) & time(s) of fundraising event: _____

Price student organization will pay to vendor (Enter \$0.00 if not applicable): _____

Fundraising event description (include vendor provided services and proceeds given to the student organization): _____

Vendor contact person: _____

Vendor contact's title: _____

Vendor's phone number: _____ E-mail: _____

Organization's contact person: _____

Organization Contact's phone number: _____ E-mail: _____