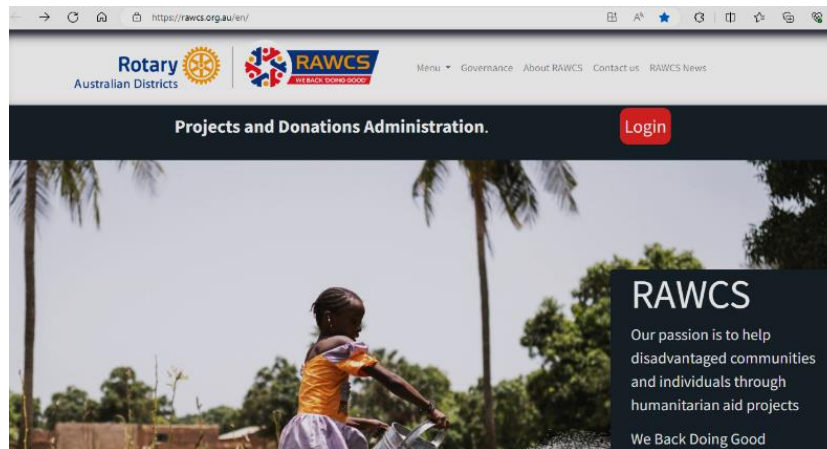
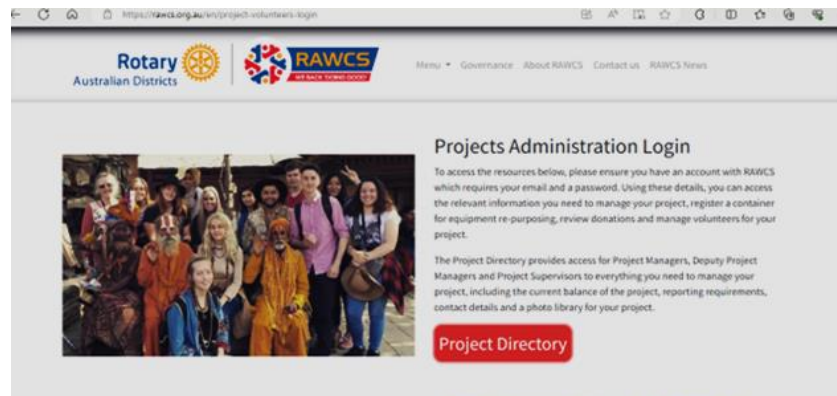


How is a Memorandum of Understanding (MOU) obtained.

1. Log onto the RAWCS website – rawcs.org.au
Click on the Login



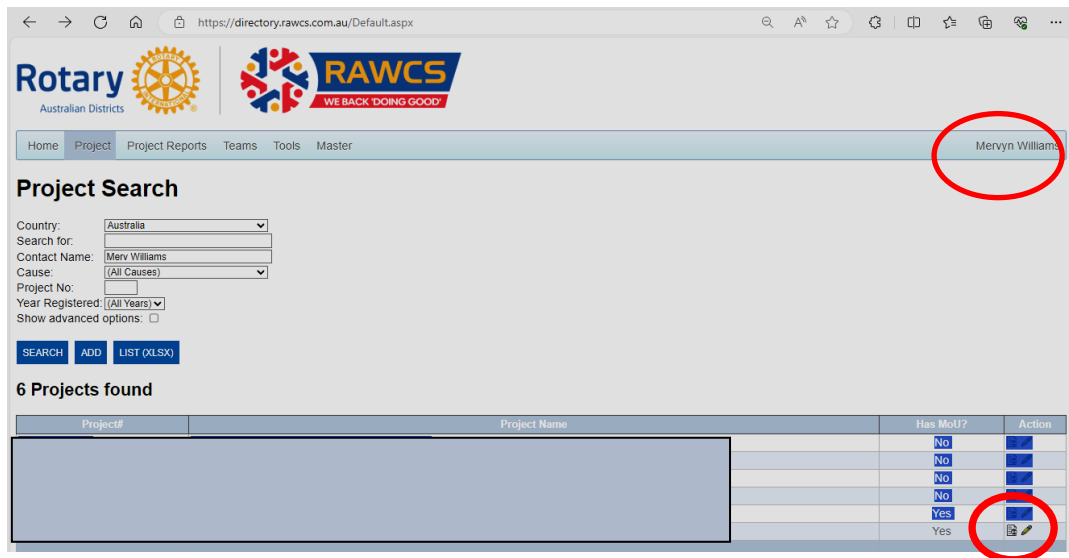
2. Click on Project Directory



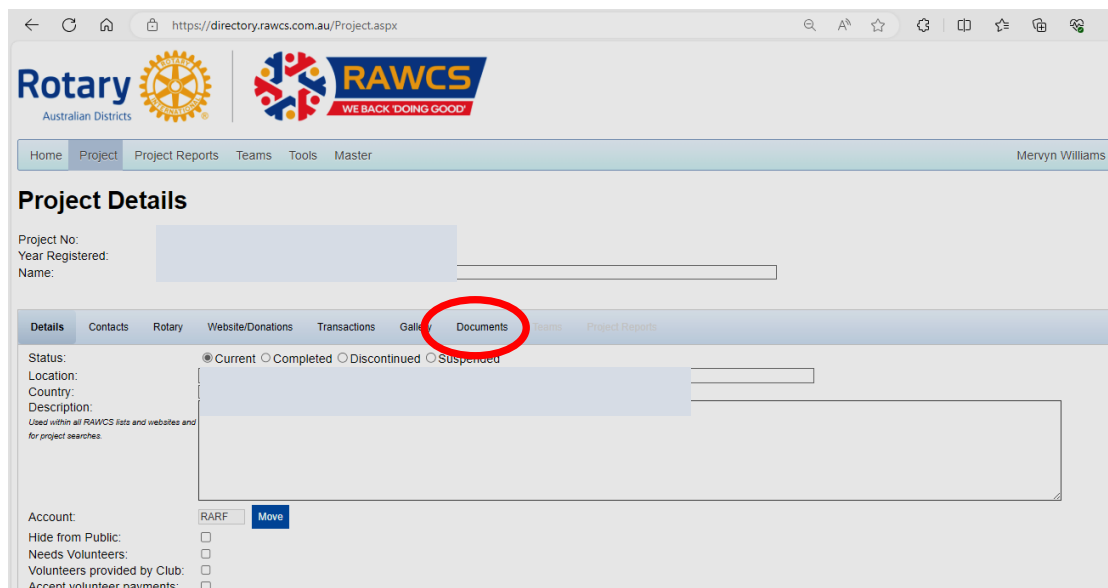
3. Type in your unique email address and password
Project Managers and Deputy Project Managers use the email address linked to the RAWCS website.



- Once logged in – details of projects listed under your name will appear. Your name will show up on the top Right Hand corner

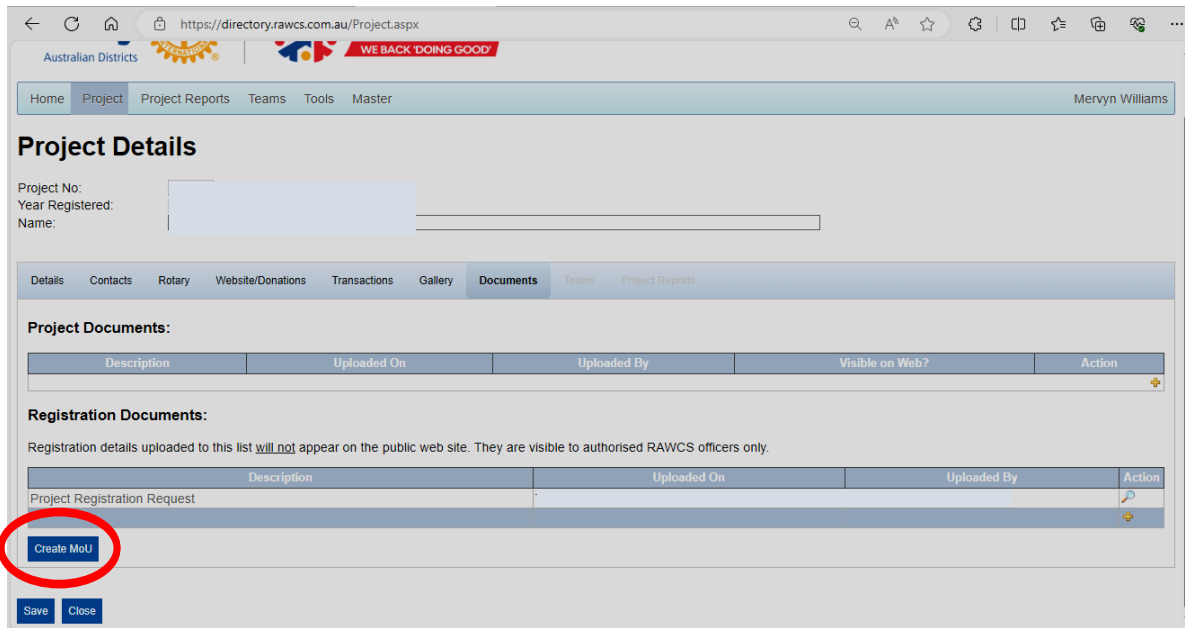


- Click on pencil on RHS of project named to open project.

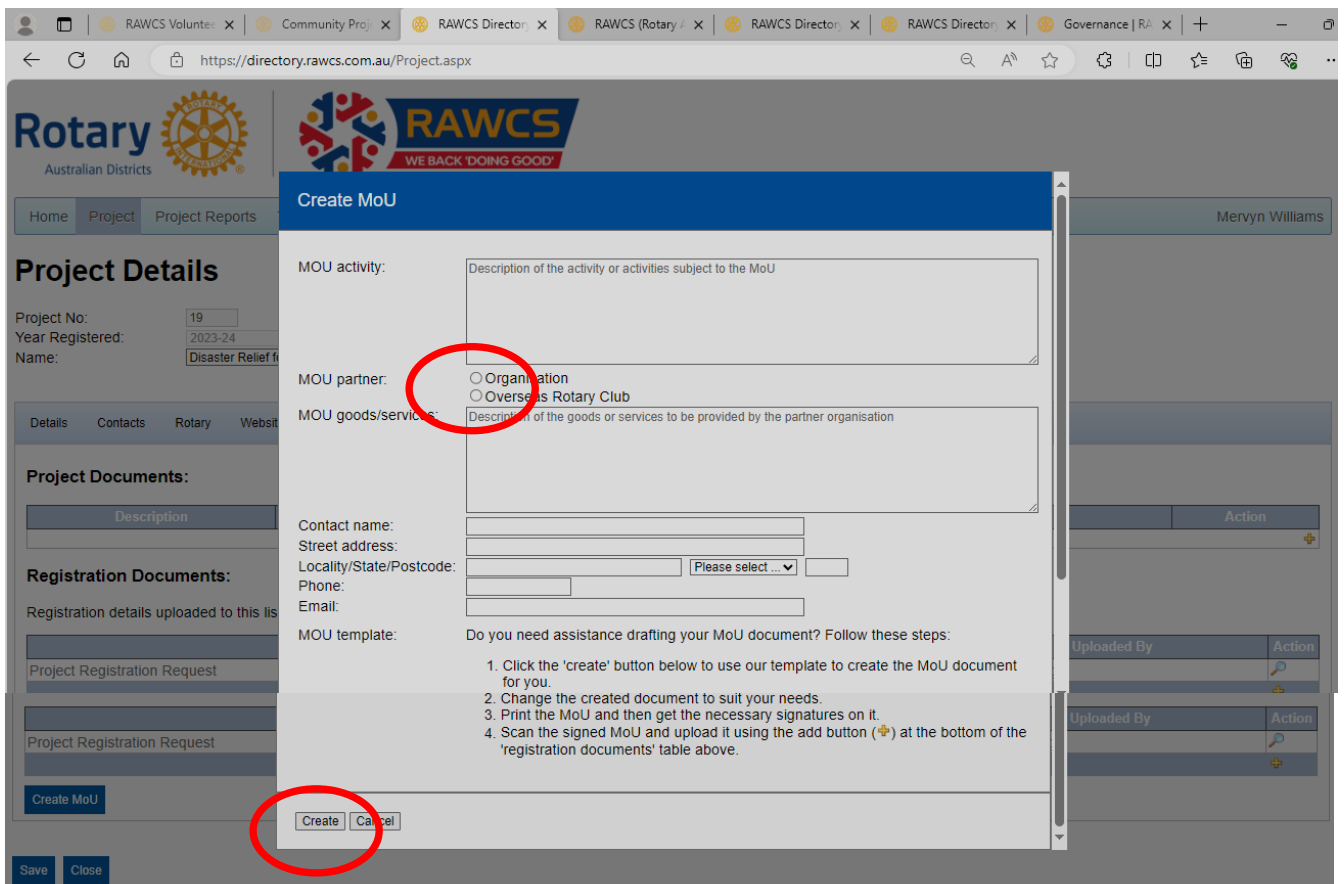


- The Project Details screen will show with details of the project.
- Click on Documents Tab.

8. Click on blue colored Create MOU tab



9. Click on the MOU Partner (Organisation or Overseas Rotary Club) – tab boxes will change to enable correct information to be completed. Provide information into the MOU Activity and MOU Good & Services boxes.



10. Click on **Create** and a word format document draft MOU will be downloaded to your computer. The information provided in the project and template will be auto filled to the draft MOU document.

11. Open the document (similar to below). You can amend the wording of the document to suit your needs.

Rotary Australia World Community Service

Memorandum of Understanding

Between

Rotary Club of

and

name of organisation/partner Rotary Club/ other non Rotary Partner

This Memorandum of Understanding (MoU) details the terms and understanding between the Rotary Club of ????? and the **(name of organisation/partner Rotary Club/ other non Rotary Partner)** for providing (project Activity)

Background

The **(description of the project – what is being provided – reasons for the project)**

Duration

This MoU shall become effective upon signature by the authorized officials from the Rotary Club of ??? and **(name of organisation/partner Rotary Club/ other non Rotary Partner)** and will remain in effect until modified or terminated by either partner by mutual consent. This MoU may be terminated by either partner giving 28 days notice in writing of their intention to withdraw to the other partner. In any case, this MoU will terminate automatically when the applicable RAWCS Project is classified as completed.

Purpose

This MoU enables **(name of organisation/partner Rotary Club/ other non Rotary Partner)** – what is being provided – goods & services.

Financial

Funding for the agreed goods and services to be provided will be transferred to **(name of organisation/partner Rotary Club/ other non Rotary Partner)** by Rotary Club ?????? of through the RAWCS Project Account to pay invoices properly presented.

(name of organisation/partner Rotary Club/ other non Rotary Partner) will be responsible for providing the goods and services and providing proof of delivery of these services together with detailed Invoices made out to Rotary Australia World Community Service. The invoices are to be emailed to Rotary Club of ????? together with proof of delivery of the goods and services.

Rotary Club of ?????? will satisfy itself that the goods and services invoiced are part of the agreed goods and services and will then ensure that the invoices are presented to the RAWCS National Administrator for payment.

(name of organisation/partner Rotary Club/ other non Rotary Partner) will be responsible for keeping detailed records of the goods and services authorized, invoiced and paid.

Reporting

(name of organisation/partner Rotary Club/ other non Rotary Partner) will provide progress reports on the delivery of the agreed goods and services to Rotary Club of ?????? at mutually agreed intervals of not less than three calendar months.

Rotary Club of ?????? will be responsible for ensuring that these Reports accurately reflect the progress of the Project.

Funding

This MoU does not guarantee the provision of any funding. Funds will only be provided to **(name of organisation/partner Rotary Club/ other non Rotary Partner)** if and as they become available and then only to provide agreed goods and services that fall within the Project description.

Dispute Resolution

All disputes are to be provided in writing and are to be considered by the Board of Rotary Club of in the first instance. If the dispute cannot be resolved, it shall be referred to the RAWCS National Projects & Volunteers Manager for action.

Contact Information

Rotary Club of

Project Manager:

Address:

Telephone:

Email:

Name of organisation/partner Rotary Club/ other Non-Rotary Partner

Partner Representative Name:

Position:

Address:

Telephone:

Email:

(Rotary Club Project Manager)

(Date)

(Non-Rotary Partner Organisation)

(Date)

12. If you have an Overseas Organisation and an Overseas Partner Rotary Club working together in this RAWCS Project, you can add these additional details onto the word document in a similar format as listed in the heading and contact details at bottom.
13. Print the MOU and arrange for signatures of these representatives listed on the document.
14. Once signed, save the document in a **pdf or jpeg** format –

Save document headed -
MOU project number Rotary Club (sponsoring club) Organisation name
15. Email completed MOU to
Merv Williams, National Manager Projects & Volunteers, national.projects@rawcs.org.au
Or
Belinda Griffen, National Operations Manager, belinda.griffen@rawcs.org.au
16. The MOU will be uploaded to the project.