**Memorandum of Understanding**

This MOU outlines the mutually agreed-upon responsibilities of Girls Health Ed (GHE) and [name of workshop site].

**Girls Health Ed will:**

* Provide a tailored curriculum to the girls at [name of workshop site].
* Consult with [name of workshop site] to ensure that the curriculum adheres to policies.
* Arrange for a Teaching Fellow to deliver the workshop series.
* Provide this program free of charge.
* Immediately report to appropriate party if it is learned during a workshop that a child under the age of 18 is in danger in her home situation.

**The workshop site will:**

* Provide GHE with a regular schedule to facilitate workshops until the completion of the program.
* Provide a room to accommodate the workshops and a projector to aid in delivering program material.
* Provide comprehensive instructions regarding any requirements to be fulfilled to enable GHE Teaching Fellows to deliver workshops (e.g. TF background checks).
* Ensure that at least one teacher, counselor, administrator, or site coordinator is present on site grounds throughout the duration of the workshop.
* Ensure that all girls who intend to participate in GHE workshops have signed permission slips and photo release forms from a parent/legal guardian.
* Agree not to hold GHE legally responsible for any unintentional injury or harm to students.

**Please print and sign your name below to acknowledge that you have read, understand, and agree to the above responsibilities. Return the signed document via email to** [**ghe.outreach@gmail.com**](mailto:ghe.outreach@gmail.com)**.**

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**(Site Coordinator Name) (Site Coordinator Signature) (Date)**

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**(GHE Director of Operations Name) (GHE Director of Operations Signature) (Date)**