**DISTRICT VOCATIONAL TRAINING TEAM MEMORANDUM OF UNDERSTANDING**

between

**Click here to enter text.**

[ORGANIZATION PROVIDING TRAINING], “OPT”

And

**Click here to enter text.**

[ORGANIZATION RECEIVING TRAINING], “ORT”

and

**Click here to enter text.**

[COOPERATING ORGANIZATION], “CO”

1. Subject

District 5360 Vocational Training Team Grant to **Click here to enter text.**

2. Purpose

This document serves to establish a framework of cooperation and agreement between the aforementioned parties as it pertains to the implementation of a Vocational Training Team (VTT) financed, in whole or in part, by a District Grant from Rotary District 5360.

3. Primary Contacts

|  |  |  |  |
| --- | --- | --- | --- |
|  | [ORGANIZATION PROVIDING TRAINING] | [ORGANIZATION RECEIVING TRAINING] | [COOPERATING ORGANIZATION] |
| NAME | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** |
| Rotary affiliation (if any) | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** |
| ADDRESS | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** |
| PHONE | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** |
| E-MAIL | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** |

4. Understandings

1. All parties affirm that the subject District 5360 VTT Grant is initiated, controlled, and managed by the Rotary clubs and/or districts involved in the training team exercise.
2. “OPT” and “ORT” affirm that “CO” is reputable and responsible and acts within all governing laws of the project country.
3. All project funds will be in the custody of the partner Rotarians and will not be managed by “CO”.
4. “CO” must abide by The Rotary Foundation grant terms and conditions which can be viewed at: <https://www.rotary.org/en/document/728>
5. “CO” and its involvement in this project may be subject to financial and operational review/audit by The Rotary Foundation and/or representatives of Rotary District 5360.

5.[ORGANIZATION PROVIDING TRAINING] shall:

A. **Click here to enter text.**

B. **Click here to enter text.**

C. **Click here to enter text.**

6. [ORGANIZATION RECEIVING TRAINING] shall:

A. **Click here to enter text.**

B. **Click here to enter text.**

C. **Click here to enter text.**

7. [COOPERATING ORGANIZATION] shall:

A. **Click here to enter text.**

B. **Click here to enter text.**

C. **Click here to enter text.**

8. Modification

Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties prior to any changes being performed.

9. Conflict of Interest

Any real or perceived conflicts of interest, including any Rotarians serving as paid staff or on the board of directors for the cooperating organization, must be immediately disclosed to the District 5360 Rotary Foundation Chair.

10. Signatures

By signing below, the aforementioned parties agree to the terms of this memorandum of understanding.

**Click here to enter text.**

[ORGANIZATION PROVIDING TRAINING] DATE

**Click here to enter text.**

[ORGANIZATION RECEIVING TRAINING] DATE

[**Click here to enter text.**

MANAGER, COOPERATING ORGANIZATION] DATE