

# Guidelines for Writing a Partnership Agreement or Memorandum

The following worksheet provides key guidelines of a partnership agreement that the partnership may wish to consider when designing an agreement or memorandum that is unique to its members. All members should be involved in the discussion to identify the important components of the partnership agreement or memorandum. Space is provided to record your responses to the questions below. For an example of a completed Partnership Agreement, please see the Sample Agreement by Indiana State University that can be found on the faculty resources page of Willamette's Community Service Learning Office Web site.

<b>Components of a partnership agreement or memorandum</b>	<b>Write your responses to the questions below. Your responses will build the foundation for the partnership agreement or memorandum.</b>
What key partners are involved in the community-campus partnership?	
What historical legacy exists between the community and campus?	
What are the partnership's purpose, goals, and objectives?	
What are the expectations and anticipated benefits of each partner (e.g., faculty, community, and student)?	
What are the roles, responsibilities, and key tasks of each partner? How are these roles identified? Do they reflect the strengths and assets of each partner?	
What is the timeline for small and large milestones?	

**BRON**

Seifer, SD & Connors, K , Eds. *Community Campus Partnerships for Health. Faculty Toolkit for Service-Learning in Higher Education*. Scotts Valley, CA: National ServiceLearning Clearinghouse.