

Memorandum of Understanding  
Between  
Every Campus A Refuge at [Your Institution]  
And  
[Your Partner Resettlement Agency]

This Memorandum of Understanding (MOU) establishes a partnership between Every Campus A Refuge at [Your Institution] and [Your Partner Resettlement Agency]. Together, [Your Institution] and [Agency] enter into this Memorandum of Understanding to mutually promote an effective partnership in serving recently arrived refugees on [Your Institution]'s campus.

The organizations agree to the following tasks for this MOU:

[Your Institution] will:

- Provide appropriate and safe, furnished housing on [Your Institution]'s campus.
- Ensure continued maintenance of the house and its utilities/amenities throughout the family's stay.
- Prepare the house according to [Agency]'s home supply list.
- Provide a culturally appropriate hot meal upon arrival.
- Provide utilities, including electricity, water, and Wi-Fi (available on campus if not the ECAR at [Your Institution]-designated house).
- Inform guests of campus resources & provide necessary access as requested/needed (e.g. cafeteria, library, gym, departmental facilities, clubs and organizations etc.).
- Appropriately train & background check volunteers to aid in carrying out tasks.
- Fill out and submit case notes for all tasks completed by Program Coordinator & volunteers.
- Aid in resettling family off-campus, providing three housing options that fit the guests' preferences as closely as possible.
- Help the family move to their off-campus housing.
- Protect privacy and confidentiality of family's location and information, ensuring that it will only be shared with volunteers and College personnel on a need-to-know basis.
- Not receive any funds (R&P or otherwise) from [Agency] for carrying out these tasks.
- Provide [Agency] with cash match/in-kind documentation (volunteer time, rent, utilities, and other expenses incurred by your institution on behalf of the family).

[Resettlement Agency] will:

- Orient the campus partner to the partnership and its nature -- what to expect, benefits, etc.
- Provide as much notice as possible to [your institution] before the family arrives.
- Identify and connect [Agency] point persons (case managers and then other [Agency] personnel) with ECAR at [Your Institution] staff throughout the guests' stay.
- Provide necessary case information in preparation for new arrivals (including but not limited to case size, composition, ages, country of origin, language, arrival date and time).
- Provide children's car seats, phones, mattresses, box springs, and bed frames for hosted

guests.

- [Agency] Case Manager will complete home safety evaluation and home supply checklist prior to clients' arrival.
- Communicate regularly with ECAR at [Your Institution] Program Coordinator to coordinate services, assess clients' well-being, and provide case updates as needed (such as client appointments, job opportunities and job placements, schedules, etc.) throughout the guests' stay.
- Give funds (R&P or otherwise) directly to, or on behalf of, clients.
- Invite the ECAR at [Your Institution] representative to participate in family-specific service planning.

Both ECAR at [Your Institution] and [Agency] will:

- Be present for airport arrival & provide transportation back to ECAR at [Your Institution] house
- Provide tour of home upon arrival, including information on safe use of utilities
- Work on arrival goals set by the guests
- Check in regularly with guests during their stay on campus.
- [Agency] and ECAR at [Your Institution] will check in with each other first and agree on responses to situations that might arise, presenting a united front, whether related to employment situations, family requests or needs, or any other circumstance involving guests.

The term of this MOU is for a period of five years from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed annually to ensure that it is fulfilling its purpose and to make any necessary revisions. This document may be amended at any time upon agreement of both parties. The signature below establishes that the organizations agree to fulfill their tasks for this partnership to the best of their abilities.

Every Campus A Refuge at [Your Institution]:

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Representative Name	Title	Date
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[Partner Refugee Resettlement Agency]:

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Representative Name	Title	Date
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