*The following form must be completed for all Delivery Organizations wishing to enter into a formal relationship as a Volunteer Hosting Partner with HFI. This form must be filled in electronically and once complete, printed and signed by all necessary parties it forms a binding agreement between the Partner and HFI and is the basis for the Partner to make application from time to time for future Opportunity Roles to be approved and filled by HFI Posted Volunteers.*

**MEMORANDUM OF UNDERSTANDING**

This agreement is entered into on *Date* between **Hands and Feet International Society** of 3024 New Brighton GDNS SE, Calgary, AB, T2Z0A5, Canada (hereinafter called “HFI”) and *Legal Operating Name* of *Fully Qualified Address* (hereinafter called the “Partner”). Now HFI and Partner hereby jointly set forth the following supporting information in the sections one through three below and agree to the terms and conditions set out in section four.

1. Additional Partner Information:
Operating Region: *Select Region*

In Operation Since: *Month, Year*

Website URL: *URL*

Linked In Profile ID: *Link ID*

FaceBook Profile ID: *Link ID*

Instagram Profile ID: *Link ID*
Registered Non-profit: [ ]  (checked = yes)

Primary Services Delivered: *Type 1*

 *Type 2*

 *Type 3*

Benefactor Groups (check all that apply):

[ ]  Children

[ ]  Youth

[ ]  Women

[ ]  Men

[ ]  Elderly

Primary Relationship Contact: *Full Name* ;
- E-mail: *E-mail*;

- Phone: *phone #*

Operating Language : *Select Language*

Other Local Language: *Language*

1. Opportunity Coordinator relationship owner

HFI Opportunity Coordinator: *Full Name*
2. Approval by Opportunity Review Council

[ ]  **Partner has been reviewed and approved by the HFI Opportunity Review Council; Date:** *Date*

1. Terms and Conditions:
	1. Partner
		1. To bring forward new Service Opportunity applications from time to time to HFI for their approval and sourcing by HFI Posted Volunteers. The Partner understands and agrees that the approval of any and all such applications for Service Opportunities is at the sole discretion of HFI.
		2. Use their best efforts to fulfill their obligations in regards to assimilating the HFI Posted Volunteer into their organization as they perform their Role and that the hosting Partner will provide the Volunteer all appropriate provisions in order to ensure successful delivery of all intended services as defined in the Opportunity Assignment Description.
		3. Assign a senior leader from their organization to whom a specific HFI Posted Volunteer will report to, provide day-to-day oversight for the Volunteer, be the single point of accountability for Outcomes and Key Success Factors of the Assignment, and who will write and submit in a timely fashion to HFI all interim progress feedback reports and a final summary report at the conclusion of each Posting assignment. Templates for such progress and final reports are published on the hf-i.ca website.
		4. Perform all actions diligently as outlined for Partners in the HFI Volunteer and Partner Guidelines Policies.
		5. Understands and agrees the Posting Assignment for service by the HFI Volunteer is done entirely on a volunteer basis with the Hosting Partner. The HFI Volunteer will perform all duties with the Partner without any compensation whatsoever, whether monetary or in-kind.
		6. To maintain their not-for-profit status and registrations of the same in good standing with local government authorities throughout the duration of this Memorandum of Understanding.
		7. To be in alignment with the HFI Statement of Faith and the HFI Statement of Christian Conduct and Practice in their current forms as published on the hf-i.ca website.
		8. To permit HFI to Publish on their website and other social media accounts that HFI operates, the Partner’s name and all related corporate information as originally submitted on the Partnership application form. The Partner further agrees to permit HFI to convey its Partner relationship to other third parties and publish the same by whatever means written or electronic from time to time.
		9. To be named as an HFI hosting Partner and agrees to permit all Posted Volunteer Stories related to volunteer assignments with the Partner in progress and completed by HFI Volunteers to be published on the HFI website and other social media accounts that HFI operates. This permission as it relates to an HFI Posting Volunteer’s Story shall survive the termination of this Memorandum of Understanding.
	2. HFI
		1. Use their best efforts to solicit, identify, validate, confirm, brief and post Volunteers to fulfill the Role of approved Service Opportunities with the hosting partner.
		2. Use their best efforts to ensure the Post Volunteer performs all duties as defined in the Opportunity Role Assignment Description to a workmanlike and professional standard.
		3. Perform all actions diligently as outlined for HFI in the Volunteer and Partner Guidelines Policies and fulfil all elements of the Who We Are policy document.
		4. Provide ongoing logistical support to and remain in regular communications with the Volunteer via their assigned Logistics Coordinator throughout the Posting period.
		5. Ensure the Posted Volunteer follows and complies with the HFI Volunteer On-Post Guideline policy and addresses any issues that the Partner brings to HFI’s attention in regards to any contraventions of such Guideline polices.
	3. Both Parties:
		1. This Memorandum of Understanding shall remain in effect and active for a period of one (1) year from the date first mentioned above. This Memorandum of Understanding and all of its Terms and Conditions shall renew automatically and perpetually on its anniversary date.
		2. This Memorandum of Understanding may be terminated for convenience by either party by that party giving the other party thirty (30) days notice in writing of the termination date and only when the following conditions also hold true:
			1. No HFI Volunteer Posting is currently in progress on site with the Partner, or
			2. No HFI Volunteer has been confirmed for a Service Opportunity Role with the Partner for which a Posting will begin within thirty (30) days or less.
		3. Changes to this Memorandum of Understand will be permitted as long as the changes are agreed to in writing by both parties and that both parties agree that the changes become an integral part of the Agreement from that point forward and will remain in effect in perpetuity until the Memorandum is terminated.
		4. This Memorandum of Understanding shall be governed in all respects by and interpreted in accordance with the laws of the Province of Alberta and that the Parties hereby attorn to the exclusive jurisdiction of the Alberta courts.
		5. Have had the opportunity to seek independent legal advice with respect to the matters addressed in this Memorandum of Understanding, that they fully understand the terms of this Agreement and that they have not been influenced by any representations or statements made by or on behalf of either party otherwise not recorded in this document.
		6. They UNDERSTAND AND AGREE that this Memorandum of Understanding contains the entire agreement between HFI and the Partner and that the terms of this Memorandum of Understanding are contractual and binding.

 **Authorizations**

**Please print out this form and acquire applicable signatures.**

**Partner: Date:**

**HFI Director: Date:**