*The following form must be completed for all Posted Volunteers taking on an Opportunity Assignment Volunteer Role with a hosting Partner in an international location. This form must be filled in electronically and once complete, printed and signed by all necessary parties. Once signed it forms a binding agreement between the Volunteer and HFI and authorization upon which an HFI Posting Assignment can be undertaken.*

**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 *Full Name* of *Fully Qualified Address* (hereinafter called “Volunteer”). Now HFI and Volunteer hereby jointly set forth the following supporting information and based on this information as specified in the sections one through seven below and agree to the terms and conditions set out in section eight.

1. Posting Assignment

Service Posting ID: *Posting Code*

Opportunity Role ID: *Opportunity Code*

Assignment Role: *Role Name*
Assigned Logistics Coordinator: *LC Full Name*

1. Hosting Partner

Partner Name: *Full Name*

Operating Location: *City, Country*

Reporting to Leader: *Full Name* ; E-mail: *E-mail*; Phone: *phone #*

Representative on arrival: *Full Name* ; E-mail: *E-mail*; Phone: *phone #*

1. Posting Budget

Donation Account ID: *Account Code*

|  |  |
| --- | --- |
| **BUDGET CATEGORIES** | **Total Posting (CAD)** |
| **Canadian Expenditure** |  |
|  | Flights |  $ *$,$$$*.00 |
|  | Transport |  $ *$,$$$*.00 |
|  | Meals & Accommodations enroute |  $ *$,$$$*.00 |
|  | Health Insurance & Immunizations |  $ *$,$$$*.00 |
|  | Documentation & Banking Services |  $ *$,$$$*.00 |
| Canadian sub-total: |  $ *$$,$$$*.00 |
|  |
| **Country of Posting Expenditure** |  |
|  | Housing |  $ *$,$$$*.00 |
|  | Food |  $ *$,$$$*.00 |
|  | Communications |  $ *$,$$$*.00 |
|  | Transportation |  $ *$,$$$*.00 |
|  | Vehicle Operations |  $ *$,$$$*.00 |
|  | Other |  $ *$,$$$*.00 |
|  | Country of Posting sub-total: |  $ *$$,$$$*.00 |
|  |  |  |
| **TOTAL Posting Budget:** |  $ *$$,$$$*.00 |

[ ]  **Posting Budget above is Final version**

[ ]  **Posting Budget Signed Off by HFI Logistics Coordinator; Date:** *Date*

[ ]  **Donation Account contains sufficient funds to cover Total Posting Budget above?**

1. Travel Arrangements

Departing from: *City, Country*

Posting Destination: *City, Country*

Returning to: *City, Country*

Departure Date: *Date*

Return Date: *Date*

Duration of Posting: *Number of* days

1. On-site Living and Local Transport Arrangements:

Accommodation Name: *Name of Building and Room*

Accommodation Address: *Fully Qualified Address*

Accommodation Type: *Choose Type*

Local Transport Arrangement: *Choose Type*

1. Emergency Contacts:

**Name**: *Full Name* **Primary Phone Number:** *Enter text*
**Relationship:** *Enter text* **Secondary Phone Number:** *Enter text*

1. Release and Indemnification

[ ]  **Assumption of Risk, Release, Waiver of Claim and Indemnity form is signed by Volunteer.**
2. Terms and Conditions:
	1. Volunteer
		1. Will use their best efforts to perform all duties as defined in the Opportunity Role Assignment Description to a workmanlike and professional standard.
		2. Agrees the Posting Assignment for service with the Hosting Partner is done entirely on a volunteer basis. The Volunteer will perform all duties with the Partner without any compensation whatsoever, whether monetary or in-kind.
		3. Agrees to be in agreement with the HFI Statement of Faith in its current form as published on the hf-i.ca website.
		4. Agrees to comply with the HFI statement of Christian Conduct and Practice in its current form as published on the hf-i.ca website. Compliance means inclusive from the point of Departure, throughout the Posting Assignment with the hosting Partner, until their point of Return.
		5. Agrees to follow and comply with the Posting Expenses Guidelines policy.
		6. Agrees to follow and comply with the Volunteer On-Post Guideline policy
	2. HFI
		1. 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.
		2. Provide ongoing logistical support to and remain in regular communications with the Volunteer via their assigned Logistics Coordinator throughout the Posting period.
		3. Ensure the hosting Partner fulfills their obligations in regards to assimilating Volunteer into their organization as they perform the Assigned Role and that the hosting Partner provide the Volunteer all appropriate provisions in order to ensure successful delivery of all intended services as defined in the Opportunity Assignment Description.
	3. Both Parties – They:
		1. 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.
		2. They are the full age of 18 years and have read and understood the Agreement prior to signing it and agree that the Memorandum of Understanding will be binding upon their heirs, next-of-kin, executors, administrators and successors. They are aware that by signing this Memorandum of Understanding they are releasing and waiving certain legal rights, including the right to sue and to be awarded potentially substantial damages, which they or their heirs, next-of-kin, executors, administrators and assigns have or may have against the Parties.
		3. AGREE that 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.
		4. UNDERSTAND AND AGREE that this Memorandum of Understanding contains the entire agreement between HFI and the Volunteer and that the terms of this Memorandum of Understanding are contractual and binding.

 **Authorizations**

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

**Volunteer: Date:**

**HFI Volunteer Coord.: Date:**

**HFI Logistics Coord.: Date:**

**HFI Director: Date:**

**Post-Authorization Checklist**

**❑ Book travel as authorized, including all visa applications**

**❑ Attach final travel itinerary**

**❑ Attach signed copy of Release Form**

**❑ Attach copy of Opportunity Role Definition**

**❑ Attach copy of Detailed Posting Budget**

**❑ Forward copy of signed MOU to:**

* **Volunteer**
* **Hosting Partner**
* **Volunteer Coordinator**
* **Logistics Coordinator**
* **HFI Postings File**