

# Memorandum of Understanding RESA 1 “Off Site” Event

## Welcome to RESA 1!

(Note: Please complete the form via phone or email. Thank you!)

On behalf of our employees, we look forward to working together. The MOU provides both RESA 1 and your agency a clear concise understanding of the expectations and requirements for our services.

1. Who will the target audience be (ex. Teachers, principals, administrators)? How many will be participating?

Target Audience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total # of  
Participants: \_\_\_\_\_

2. Location of Event (complete address):

\_\_\_\_\_  
\_\_\_\_\_

3. The room(s) that will be used include the:

\_\_\_\_\_ Auditorium  
\_\_\_\_\_ Classroom  
\_\_\_\_\_ Cafeteria  
\_\_\_\_\_ Computer Lab  
\_\_\_\_\_ Conference Room  
\_\_\_\_\_ Other

4. My county, school, or organization will provide copies, refreshments, meals, supplies, secretarial services.

\_\_\_ Yes      \_\_\_ No\*

\*If no, any costs incurred at RESA 1 including copies, refreshments, meals, supplies, secretarial services and damages etc. will be charged accordingly.

5. Who will provide the communication to the RESA counties regarding the upcoming event (i.e. flyers-must include parking information, registration, emails, agendas stating breaks and lunch, and media release, etc.)? Please have someone to register and greet at the door.

\_\_\_ My Organization      \_\_\_ RESA 1\*

**\*RESA 1 can provide any of these services at a cost, but must be approved by RESA 1 Executive Director, 5 days prior to the event.**

6. Please complete the following form.

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Signature: \_\_\_\_\_ Current Date: \_\_\_\_\_

### **MISSION STATEMENT**

**To provide high quality, cost effective, life-long education programs and services to students, schools, school systems and communities.**