



MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN VMC AND CHAIN MEMBER

SECTION 1. Purpose and Scope

The purpose of this MOU is to document the agreement of the parties concerning their mutual expectations of performance regarding CHAIN membership.

SECTION 2. Term

This MOU will last for the length of a fully-paid CHAIN membership, which is \$100/year for one chain, an additional \$50/year for a second chain, with the third or subsequent chains at no additional fee. Submission and deposit of payment indicates mutual acceptance of the terms described below.

SECTION 3. Expectations of Performance from VMC

- Full utilization of VMC's volunteer referral systems with administrative access, if applicable, to volunteer/project tracking
- Accessibility to VMC's resources, contacts and networks
- Free training of staff and volunteers
- Priority highlighting and focus on CHAIN members' needs on the CHAIN's dedicated web-site and in the media
- Linkage of non-profits with companies that wish to volunteer
- Recruitment and referral of corporate executives to serve as board members of nonprofit members
- E-blasts of news items of specific interest to the CHAIN
- Access to a members forum and BLOG on the CHAIN web-site
- Promotion of agency events, including fund raisers, on the CHAIN web-site
- At least three educational & networking gatherings of the CHAIN members annually
- Pass-through link to your web-site from VMC's web-site

SECTION 4. Expectations of Performance from the CHAIN Member

- A key staff person or trustee to be your liaison to VMC
- Attendance at each CHAIN gathering (3 to 4 per year)
- At least three (3) projects at or for your agency that VMC can offer to corporate groups and service organizations
- 10 copies of your agency brochure, if available
- A copy of each agency newsletter or put VMC on your e-send list
- Link to VMC on your agency's website
- Copies of your "friend" raisers and fund raisers
- Samples of your volunteer recruitment forms
- A list of lead staff and board members
- Registration of your volunteer opportunities at www.vmcnj.org

By signing this document you agree to the terms and conditions.

Name	Signature	Date
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**Please sign and return the MOU with the registration form to:
Georgina Tozzini - Fax: 973-984-7658**