

# Memorandum of Understanding

Between

*Teacher in a Box (TIB) project*

and

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(name of customer/sponsor)

and

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(name of educational facility)

This Memorandum of Understanding (MOU) is not a legally binding document. It outlines the terms and understanding between the *Teacher in a Box* project and its customer to ensure maximum benefit to those who should ultimately benefit from our collaboration.

## **Purpose**

The *Teacher in a Box* project is striving to achieve best outcomes.

While the customer/sponsor purchases the *Teacher in a Box* server, it is only through the generosity of computer donors, financial supporters and volunteers that the cost is kept to a minimum.

Our contributors need to be assured that their contribution is being used to improve the educational outcomes for the intended recipients.

This MOU outlines the roles of each partner in the supply of computer equipment to an educational facility and in setting up a feedback loop of communication.

## Roles of Each Party

What the TIB project team can do	What the TIB project team doesn't do	What the customer/sponsor will do	What the educational facility will do
Prepare TIB servers containing a huge range of educational and training materials for your project	Fund deployments	Complete and submit an Info Gathering flowchart form for each deployment site (unless specifically arranged otherwise).	Make arrangements to secure the TIB server appropriately
Provide training to people who will be deploying the TIB server	Undertake deployments (unless specifically arranged).	Arrange all funding	Arrange for key people to receive training in the use of the TIB
Assist with developing your Project Plan		Arrange collection and transportation of TIB server	Ensure that the TIB server is being used to benefit the maximum number of students
Provide background information to assist with your deployment		Undertake the deployment, or arrange for someone else to undertake it on their behalf	Regularly report back to sponsor/TIB project on how it is going
If required, may assist to connect you with someone who may undertake the deployment on your behalf.		Ensure that the deployer has received appropriate training from a member of the TIB project to ensure that people at the deployment site receive the necessary training.	Will provide the TIB project and sponsor with photographs that can be used in promotion.
		Report back to TIB project so that the information can be used to inform future deployments. What worked? What didn't work?	
		Will provide the TIB project with photographs, videos etc. that could be used in advertising.	
Signature:			
Date:	____/____/____	____/____/____	____/____/____
Name:	JEANETTE JOHNSTONE (TIB project)		
Position:	PROJECT MANAGER & FOUNDER		
Email address:	<a href="mailto:Jeanette.johnstone@teacherinabox.org.au">Jeanette.johnstone@teacherinabox.org.au</a>		