**Created: March 2022**

# **Memorandum of Understanding**

This Memorandum of Understanding dated for reference the \_\_\_day of \_\_\_\_\_\_\_\_\_\_ , 20\_\_\_

Between

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Community League (“Community League”)

Address

Edmonton, AB, Postal Code

And

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“\_\_\_\_\_”)

Address

Edmonton, AB, Postal Code

This Memorandum of Understanding is effective \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ and will be renewed annually, unless and until fourteen days written notice of cancellation is received by either party.

### **Purpose**

The purpose of this Memorandum of Understanding (MOU) is to set out the agreements that each party makes to facilitate Community League member discounts at \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Edmonton.

The Community League acknowledges the following agreements:

1. To utilize the Community League website, newsletter and social media outlets to promote the ability to receive a Community League member discount at “\_\_\_”, (describe what the business does), located at \_\_\_\_\_\_\_\_\_\_\_ in Edmonton.

2. To advise and encourage the Community League to promote to their members, the ability to receive a Community League member discount at “\_\_\_\_”.

3. To provide an opportunity for “\_\_\_\_” signage (pop-up banners as example) to be displayed at Community League events, and the opportunity for promotional items and materials to be distributed to participants at these events, and through the Community League.

4. To provide logo placement as a Community League Membership Discount partner on the Community League website, and a link to “\_\_\_\_”’s website noting location and discount details.

5. To support “\_\_\_\_” as opportunities present in general day-to-day business.

6. To annually review the agreement for effectiveness and new opportunities.

“\_\_\_\_\_\_\_\_” acknowledges the following agreements:

1. To offer Community League members, when they present their membership card, a \_\_\_% discount on (Describe the discount, i.e. off total bill, or for a specific service).

2. To offer Community League members when they present their membership card, a \_\_\_% discount on any retail product or merchandise, not including snacks or beverages.(Define any Limitations or restrictions here.)

3. To allow use of “\_\_\_”’s logo on Community League’s Membership Benefits web page.

4. To allow a link from Community League’s Membership Benefits web page to “\_\_\_”s web page.

5. To provide promotional and logistical support to the Community League as mutually agreed from time to time. This may include writing an article for the newsletter, or providing a brief presentation or otherwise acting as a support and resource.

6. To support the Community League as opportunities present in general day-to-day business.

7. To annually review the agreement for effectiveness and new opportunities.

The parties have executed this Memorandum of Understanding as of the day and year first written above.

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| --- | --- |
| Board Member(s) Name and Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Community League | Date |

| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- |
| Business Representative Name and Position Company Name | Date |