



## **Metropolitan State University and Good in the 'Hood Memorandum of Understanding and Agreement**

It is the intent and desire of Good in the 'Hood (GH) and Metropolitan State University (MSU) to partner together in order to provide an effective on campus hunger relief program and associated services for student parents suffering from food insecurity.

### **Program Description:**

The program is intended to provide students suffering from food insecurity with essential groceries. With this in mind, the program will be managed as follows:

- Participants must be students currently enrolled at MSU.
- Student participants must have declared a need
- The program will operate on a daily basis, Monday-Friday during the school year beginning in December 2014.
- The initial allocation is for an estimated 50-100 students per month with the intent to increase the number of students being served as the need demands and it is financially viable to do so.

### **Name and Location:**

The name of this GH/MSU program will be Food For Thought at Metropolitan State.

The pantry location(s) will be in the Student Parent Center at MSU:

Metropolitan State University  
700 E 7th St,  
St Paul, MN 55106

### **Roles and Responsibilities:**

**MSU**, and/or their designated representative, agrees to the primary provider of the following **internal** deliverables:

- **LOCATION:** A food safe pantry location
- **LOGISTICS:** Proper internal logistics, food distribution methods, inventory rotation/updates, and communication practices to the student body.
- **STAFFING:** Volunteer and staff recruitment, application process and training
- **RECORDS:** Managing and maintaining proper records, permissions, data collection
- **PROMOTION:** Internal promotion to students, families, stakeholders and funders.
- **REPORTS:** Providing proper reports, photos, testimonials, and monthly data to GH
- **COMMUNICATION:** Forwarding program specific financial donations to GH as allowed by any grant requirement and working together raise support for this program
- **SUPPORT:** Provide MSU Administrative endorsement and support for this program

**GH**, and/or their designated representative, agrees to be the primary provider of following **external** deliverables:

- **SUPPLIES:** Food ordering, delivery arrangements, safety practices and best practices
- **INSURANCE:** Providing proper liability insurance for this program
- **LICENSE:** Providing proper food pantry license only as needed
- **PARTNERSHIP:** Nonprofit program partnership and fiscal agent services
- **FUNDING:** Procuring food donations, grants and fundraising support to encourage program sustainability
- **CONSULTATION:** Consultative training as needed
- **PUBLIC RELATIONS:** External marketing and promotion

**Key Leadership Participants:**

**MSU**

- Sue Fust, Coordinator, Student Parent Center
- Georgina Maxtone Graham, Student Intern

**GH**

- Shawn Morrison, Executive Director
- Brandon Kohler, Food Program Manager

**Additional Mutually Beneficial Understanding:**

- MSU and GH leadership will explore other collaborative opportunities that may arise to expand services to the MSU student parents.
- MSU and GH agree to promote this as a collaborative program. Any promotion should use the agreed upon name of the program and appropriate brands and organizational logos.
- This is a non-binding agreement; therefore either party may terminate this Memorandum of Understanding at anytime without cause. A 30-day notice prior to any changes or termination is the expectation.
- Our purpose and intent is to support the students of MSU in a positive and pro-active manner. Services will be rendered to any student in need regardless of race, religion, gender, sexual orientation, ethnicity, etc. With this in mind, our agreement is subject to immediate termination if the program, either intentionally or other, becomes associated or participatory with any illegal, harmful, discriminatory or unethical behavior, practices and/or activities.

This agreement is intended to be an ongoing collaborative agreement or until there is no longer a need for such services. This agreement should be reviewed and updated annually. The intent is to work together generously, and to perpetuate the collaboration between MSU and GH provided it meets our common purposes and remains faithful to the intent of our goals and objectives.

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Shawn Morrison  
Executive Director  
Good in the 'Hood

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Date

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Sue Fust  
Coordinator, Student Parent Center  
Metropolitan State University

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Date