

**Template for a  
SCHOOL BUSINESS PARTNERSHIP  
MEMORANDUM OF AGREEMENT**

**A School Business Partnership is solidified by a formal written and signed agreement called a MOA (Memorandum of Agreement) between the business or organization and the school. Although not legally binding, it is useful for clarifying the expectations of both parties and supports good communication.**

**The following pages are the main components of the agreement.**

Suggestions: When using this PDF template, once you fill in your school or business name, it will automatically be added to the remaining name fields. This will save you lots of time!

Note to Schools: If there are standard practices you do for your business partners, e.g. promote them in your newsletters, you can further personalize the MOA template to include that line automatically. Add in your complete contact information at the end to be reused every time you finalize a MOA.  
Save your school's personalized template to your desktop!

**ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE CHAMBER OF COMMERCE**

**SCHOOL BUSINESS PARTNERSHIP**

Between

\_\_\_\_\_  
[School Name]  
and

\_\_\_\_\_  
[Business or Organization Name]

In \_\_\_\_\_ of 20\_\_\_\_, discussions were held between

\_\_\_\_\_ and  
[Name, title and school of at least one rep from school]

\_\_\_\_\_  
[Name, title and company from at least one rep from business or organization]

From the discussions, the following was agreed.

1. \_\_\_\_\_ will:

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2. \_\_\_\_\_ will:

3. The Anchorage School Business Partnership program will:

\_\_\_\_\_  
[Name of coordinator, principal or responsible party]

\_\_\_\_\_  
Date

\_\_\_\_\_  
[Title]

\_\_\_\_\_  
[School name]

\_\_\_\_\_  
[School mailing address]

Anchorage AK 995\_\_\_\_

742-\_\_\_\_\_

\_\_\_\_\_  
@asdk12.org

\_\_\_\_\_  
[Business or Organization Representative's Name]

\_\_\_\_\_  
Date

\_\_\_\_\_  
[Title]

\_\_\_\_\_  
[Business or Organization name]

\_\_\_\_\_  
[Business or Organization mailing address]

Anchorage AK 995\_\_\_\_

\_\_\_\_\_  
[Phone number(s)]

\_\_\_\_\_  
[E-mail address]