**Memorandum of Agreement**

**[Name of District] School District**

**and [Imagination Library Affiliate Name]**

**2021-2022**

[Affiliate Name], a 501(c)(3) non-profit organization (EIN [insert EIN number]), the Affiliate for Dolly Parton’s Imagination Library in [county name or area], Arkansas and [District Name] School District of [City] in [Name of County] County, Arkansas enter into this agreement regarding [Affiliate Name] for the 2020-2021 school year.

Dolly Parton’s Imagination Library is an early literacy program that provides every child from birth to their 5th birthday with the opportunity to receive a book each month through the mail at no cost to participating families.

To provide books to children in the [District Name] School District through the Imagination Library, the [District Name] School District Board has authorized the undersigned representative of the [District Name] School District to execute this Memorandum of Agreement binding the [District Name] School District.

[District Name] School District agrees to pay [Affiliate Name] a total of $[request amount] to fund half of the book and mailing expenses ($12.50 per child) to deliver Imagination Library books for [number of children currently enrolled in Imagination Library in this district] preschool-age children in [District Name] School District. The MOA and number of children served will be reviewed and updated annually.

[Affiliate Name] will inform parents of age-eligible children about the program, register children, maintain the Dolly Parton’s Imagination Library Book Order System database, redistribute undeliverable books, pay invoices due to Arkansas Imagination Library, and provide annual reports of children served.

Checks shall be made payable to: [Affiliate Name].

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[Name of Superintendent], Superintendent Date

[Name of District] School District

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[Name of Affiliate Program Coordinator] Date

Program Coordinator, [Affiliate Name]