Tool to Build a Memorandum of Collaboration
This tool has two parts, the first outlines the components of a memorandum of collaboration, which focuses on the two-way nature of partnering work. The second part is an example of a completed Memorandum between an organization and the collaboration they are part of.

Memorandum of Collaboration
This Memorandum of Collaboration functions to demonstrate the commitment of _____________ to the collaboration work of the Elgin Partnership for Early Learning. EPEL is a community collaboration focused on the healthy growth and optimal development of young children in the context of their families through local systems development in Elgin. EPEL’s mission is to collaborate with partners to ensure that children are supported in becoming ready for kindergarten. EPEL recognizes that bringing individuals, members of the community, professionals, and organizations together is critical to address needs that no one group or system can solve alone.

Our organization has a long standing commitment to serving young children and families in Elgin. ...
• What does the organization do?
• How long in community, why Elgin
• Any observation on increase in community need from their organizational perspective, unique nature of the community and families they serve

As a partner in the Elgin community, we are eager to enter into a MOC to advance collaboration and commit to working toward the purpose of EPEL utilizing the principles of a collective impact initiative.

EPEL Purpose Statements
• Ensure a shared vision for young children in the Elgin community is clearly held, broadly disseminated and acted upon
• Support awareness and access for families to quality child development and early learning experiences
• Coordinate efforts across all birth to five programs to increase impact and efficiency
• Support quality improvement and capacity building of birth to five professionals and organizations
• Respond to Elgin community data about strengths, needs and gaps

Principles of Collective Impact
• share main ideas and common messages;
• implement agreed upon outcome measurement;
• choose and jointly act upon activities;
• communicate frequently;
• provide support to maintain the collaboration.

As an organization, we are committed to EPEL because (consider answering the following questions):

What is your organization’s goal for working in collaboration?

Why is the collaboration so important to Elgin?

We will benefit from the collaboration work in Elgin in the following ways:

We will play the following role in EPEL:

[Representation on _____________ (note Executive Committee member, Collaboration member, Subcommittee member, Parent Council member, etc. As many listed as our applicable to the org.)]

Adapted by Jeanna Capito, from community based work in Illinois, 2015. Examples shared with permission from the Elgin Partnership for Early Learning. Reuse with reference to the author and the community.
We will devote the following resources to the work of EPEL:
(Sample answers: programmatic staff time, meeting space, funding, administrative resources,

<table>
<thead>
<tr>
<th>Make the following commitments:</th>
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<tbody>
<tr>
<td>- Prepare for and attend meetings</td>
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<tr>
<td>- Participate in discussion and decision making at meetings</td>
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<tr>
<td>- Actively work on linkages and relationship building to advance collaboration concepts</td>
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</tbody>
</table>

This Memorandum of Collaboration will remain in effect for one year after the date of adoption; the Memo will be updated by the organization and representative of EPEL at this time, unless earlier revision is warranted.

Ensure signature of representative from your organization                  Date

Countersign by EPEL rep

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Memorandum of Collaboration

This Memorandum of Collaboration functions to demonstrate the commitment of Gail Borden Public Library to the collaboration work of the Elgin Partnership for Early Learning. EPEL is a community collaboration focused on the healthy growth and optimal development of young children in the context of their families through local systems development in Elgin. EPEL’s mission is to collaborate with partners to ensure that children are supported in becoming ready for kindergarten. EPEL recognizes that bringing individuals, members of the community, professionals, and organizations together is critical to address needs that no one group or system can solve alone.

Gail Borden Public Library has served Elgin since it was formed in 1874. In 1978, the Library created a special area for preschoolers and their families—a room designed to support the developmental needs of young children through materials, a play space and classes. Since the early 1990s, the Library has responded to demographic changes and parenting trends by increasing the number of Spanish-language materials and programs, as well as expanding its offerings to infants and their parents. The Library continues to prioritize services to families and early childhood educators through the Early Learning Center which is a free, interactive, and safe environment for families of all socio-economic levels.

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EPEL Purpose Statements

- Ensure a shared vision for young children in the Elgin community is clearly held, broadly disseminated and acted upon
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- Coordinate efforts across all birth to five programs to increase impact and efficiency
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- Respond to Elgin community data about strengths, needs and gaps

Principles of Collective Impact

- Share main ideas and common messages;
- Implement agreed upon outcome measurement;
- Choose and jointly act upon activities;
- Communicate frequently;
- Provide support to maintain the collaboration.

Gail Borden Public Library’s Goals for the Collaboration

- Learn about the work of the collaborative partners in order to improve our services, collections and partnership projects
- Promote the work of Gail Borden Public Library
- Share the Public Library Association’s Every Child Ready to Read initiative and relate it to the Give Me Five initiative from U-46
- Facilitate resource sharing, thus saving money while improving services

Roles Gail Borden Public Library will play in EPEL:

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One representative on the Executive Committee
The Library as a Collaboration member
Subcommittee membership as appropriate

**Resources Gail Borden Public Library will devote to EPEL:**
- Meeting space as needed
- Programmatic staff time on a case by case basis
- Administrative resources on a case by case basis

**Gail Borden Public Library’s Commitments:**
- Prepare for and attend meetings
- Participate in discussion and decision making at meetings
- Actively work on linkages and relationship building to advance collaboration concepts
- Provide leadership and support for the annual kindergarten readiness efforts
- Build partnerships through EPEL to develop resource sharing

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________________     ________________
Representative       Endorsement
Gail Borden Public Library      EPEL Executive Committee
Date: 11/20/2013     Date: 11/20/2013