

Memorandum of Understanding

Between the Lower 9th Ward Voter's Coalition and _____

Effective Date _____

Term: through completion of the 2026–2027 High School Civic Engagement Initiative unless modified or terminated in accordance with this Memorandum of Understanding.

Article I — Purpose

This Memorandum of Understanding (“MOU”) is entered into by and between the Lower 9th Ward Voter’s Coalition (“Coalition”) and _____ (“Partner”) to establish a collaborative relationship in support of the 2026–2027 High School Civic Engagement Initiative. The Initiative is a nonpartisan educational partnership designed to expand civic education, civic leadership, and civic participation opportunities for eligible high school students throughout Orleans Parish.

Article II — Guiding Principles

Mutual respect • Collaboration • Educational excellence • Student-centered programming • Nonpartisanship • Transparency • Open communication • Respect for school autonomy • Compliance with applicable laws and policies

Article III — Scope of Collaboration

The Coalition and Partner intend to collaborate in planning and supporting school-approved Civic Learning Experiences, including civic education, student leadership, voter education and registration when appropriate, public service, community service, and other mutually agreed-upon educational opportunities.

Article IV — Responsibilities of the Coalition

Convene and coordinate the Initiative; facilitate communication; provide planning resources and program guidance; coordinate the Annual Orientation and applicable training; share official election information and available resources; assist in coordinating school partnerships and educational activities; and recognize participating organizations.

Article V — Responsibilities of the Partner

Designate a Community Partner Lead; participate in planning meetings and the Annual Orientation; work collaboratively with assigned school leadership and Coalition representatives; support approved Civic Learning Experiences; ensure professional conduct; conduct voter-registration activities in accordance with Louisiana law and official guidance; and promptly communicate scheduling changes or concerns.

Article VI — Joint Responsibilities

Maintain regular communication; respect the authority and policies of participating schools; coordinate activities in advance; encourage positive student engagement; share information that improves Initiative planning and implementation; and work collaboratively to resolve concerns.

Article VII — Nonpartisan Activities

Activities conducted pursuant to this MOU shall not be used to support or oppose a candidate or political party, campaign for or against ballot propositions during Initiative-sponsored school activities, or distribute campaign materials during Initiative events. Nothing contained herein limits either party's lawful activities outside the scope of this Initiative.

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Article VIII — Compliance with Laws and Policies

Each party agrees to comply with applicable federal laws, Louisiana election laws, official guidance governing third-party voter-registration activities, applicable school district policies, school visitor procedures, student privacy requirements, and additional requirements established by participating schools.

Article IX — Financial Responsibilities

Unless otherwise agreed in writing, each party is responsible for its own personnel, volunteers, equipment, insurance, travel expenses, and operational costs associated with participation in the Initiative. Execution of this MOU does not create a financial obligation upon either party.

Article X — Term and Termination

This MOU becomes effective upon execution by both parties. Either party may terminate it by written notice to the other party.

Article XI — Modification

This MOU may be amended only through a written agreement executed by authorized representatives of both parties.

Article XII — Independent Organizations

Nothing in this MOU creates a legal partnership, joint venture, employment relationship, agency relationship, or legal authority for one party to bind the other. Each party remains an independent organization responsible for its own governance and operations.

Article XIII — Primary Contacts

The Coalition and Partner will maintain current contact information for their authorized representatives and the Partner's Community Partner Lead.

Article XIV — Entire Understanding

This MOU reflects the entire understanding between the parties regarding participation in the 2026–2027 High School Civic Engagement Initiative and supersedes prior discussions concerning the subject matter herein.

Authorized Signatures

Lower 9th Ward Voter's Coalition
— Shawon Bernard, President

Date

Community Partner Organization

Authorized Representative

Title

Signature

Date
