**This template memo of understanding (MOU) is meant to provide clear guidelines and expectations on the part of the Solarize team and the selected Contractor. This template both requires the addition of campaign-specific information (the highlighted text) and provides opportunities for your Solarize team to include your own community priorities. Solarize campaigns are not required to utilize this template, however, campaigns are strongly encouraged to clearly define each party’s roles and responsibilities. Please remove this section prior to distribution.**

MEMORANDUM OF UNDERSTANDING

Between

INSERT CONTRACTOR NAME

and

INSERT SOLARIZE CAMPAIGN

This memorandum of understanding (MOU) is made and entered into by and between INSERT CONTRACTOR NAME (“Contractor Team”) and INSERT SOLARIZE CAMPAIGN (“Solarize Team”), with regard to the specific roles and responsibilities of the INSERT SOLARIZE CAMPAIGN program. The undersigned, an authorized representative of INSERT CONTRACTOR NAME, agrees to all terms and conditions outlined in this MOU.

Contractor Proposal

The Contractor Team agrees to honor the terms of the accepted Solarize proposal, including the Solarize participant pricing.

Marketing and Outreach

The Contractor Team agrees to assist the local Solarize campaign to drive community adoption of PV projects and/or community solar subscriptions. The Contractor Team agrees to the following terms;

a) The Contractor Team shall work directly with the Solarize Team in the execution of outreach and marketing efforts used to increase attendance at educational workshops, and participation in the Solarize campaign.

b) The Contractor Team will request approval from the Solarize Team for all marketing materials developed to promote the Solarize campaign in advance of distribution. The Contractor Team agrees to include any community logos deemed necessary by the Solarize Team on any materials used in the Solarize campaign.

c) The Contractor Team will notify the Solarize Team in advance and collaborate on any press releases, events, or news conference concerning the Solarize campaign. All media produced by the Contractor Team in promotion of the Solarize campaign is subject to Solarize Team approval.

Participant Sign-up and Tracking

Both Parties agree that all leads generated by campaign related outreach will be stored in a location accessible by both the Solarize and Contractor Team.

Reporting and Sharing

1. The Contractor Team and Solarize Campaign agrees to designate a primary contact from each party.
2. Each party will agree to weekly or bi-weekly check-in meetings.
3. The Contractor Team agrees to provide the Solarize Team with summary reports of customer sign-ups and progress on a bi-weekly basis.
4. The Contractor Team agrees that at the close of the Solarize campaign, a full report will be provided to the Solarize Team that clearly details the status and outcomes of the leads generated through the program.

This MOU shall be in effect upon the signature of the Contractor Team and Solarize Team. It shall be in force from the date of signature until the completion of the campaign.

INSERT CONTRACTOR NAME  
  
  
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Signature  
  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title, Name  
  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date

INSERT SOLARIZE CAMPAIGN   
  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature  
  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title, Name  
  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date