

**GUIDELINES FOR CO-SPONSORSHIP OF EVENTS,
WORKSHOPS, AND CONFERENCES**

OP 1290

1.0 PURPOSE AND SCOPE

The following procedure has been written to provide guidelines for the COE's co-sponsorship of events, workshops, and conferences.

2.0 PREPARATION OF MEMORANDUM OF UNDERSTANDING (MOU)

Before agreeing to co-sponsor an event, workshop, or conference, the responsible manager shall first discuss the matter with his or her immediate supervisor, Department Head, and Assistant Superintendent to determine if the COE's co-sponsorship is appropriate. The responsible manager (acting as the COE's primary contact) shall then complete a MOU which addresses the following:

- a. The responsibilities of the COE staff members involved and the expected time they will spend on this assignment.
- b. Materials to be produced by the COE.
- c. Other COE resources that must be allocated, as applicable (e.g., conference rooms, cafeteria service, etc.).
- d. The costs of the above.

See Figure OP 1290-1 for a blank MOU that may be used by the responsible manager and Figure OP 1290-2 for a sample MOU.

3.0 LIABILITY REVIEW

The responsible manager shall forward the completed MOU along with the signed "Review and Approval Sign-Off Sheet" (Figure OP 1290-3) to the Office's Contracts/Risk Manager, who shall identify any liability issues. Any liability issues must be resolved before the responsible manager may send the MOU for approval.

4.0 APPROVAL OF MEMORANDUM OF UNDERSTANDING

Once the liability review is completed, the responsible manager shall request approval of the MOU, providing the Department Head and Assistant Superintendent with copies of the MOU and the "Review and Approval Sign-Off Sheet" (Figure OP 1290-3).

References: OP 2410

Approved: 08/28/00

**Santa Clara County
Superintendent of Schools**

