

Memorandum of Understanding

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A Memorandum of Understanding (MOU) is a formal agreement between two or more parties outlining the terms and details of a collaborative effort, relationship, or understanding. MOUs are often used when two organizations or entities wish to work together on a project, event, or initiative without forming a legally binding contract. Instead, MOUs serve as a precursor to a formal contract or as a means of establishing the framework for collaboration.

If your component desires to enter into an agreement/joint venture with another organization (that is not a **Corporate Partnership** or **standard event sponsorship**), please complete the form below outlining the agreement and terms.

Please send completed agreements to HBA Central Finance (send to finance@hbanet.org) for review/signature by HBA's CFO.

[HBA MOU - TEMPLATE.docx](#) 

Reminder: the HBA is a 501c6 not-for-profit organization and cannot provide cash sponsorship to other organizations as part of any agreement.