

## Frequently Asked Questions from Community Based Organizations

**Q. Where do I complete the registration to be an approved CBO?**

A. <http://www.healthiersf.org/News/springExpo/index.cfm>

**Q. Where can I get a copy of the MOU and site agreement?**

A. <http://www.healthiersf.org/News/springExpo/index.cfm>

**Q. When is the orientation for CBOs?**

A. An e-mail notice will go out to all registered CBOs regarding the date for the orientation.

**Q. Is there a deadline for turning in my MOU?**

A. No. MOUs are submitted to every board meeting up until the last 6 weeks or so of the school term. This is because of the time it takes to get an MOU through the process.

**Q. How soon should I submit my MOU?**

A. As soon as possible. The sooner an MOU is submitted the better.

**Q. What's the turnaround for receiving a signed MOU back from the district?**

A. 6 – 8 weeks depending on when it was submitted by the CBO

**Q. Can I fax or e-mail my MOU?**

A. Yes, but you will still need to submit your original MOU; a faxed or e-mailed copy through the contracts office.

**Q. Where can I get my volunteers fingerprinted?**

A. CBOs who need to have their volunteers fingerprinted should contact HR –415-241-6101

**Q. Do I have to do this every year?**

A. Yes, MOUs and site agreements must be completed every year. All MOUs and site agreements no matter when during the school year they were signed will expire at the end of the school's year.

**Q. Do I have to complete an MOU for every site my organization is working with?**

A. No, you will only need one MOU that should be signed by your executive director and sent to the district for completion. You will need to complete a site agreement with every school site you will be working with and send a signed copy to Rayna Coats here at the district.

**Q. Can I make changes to the MOU?**

A. No, you cannot make changes to the MOU. All changes to the MOU must be approved by the legal department. Any unauthorized changes to the MOU will not be accepted and your MOU will be returned to you unsigned. If you need to make changes to the MOU, you should contact me before changing and submitting your MOU.