

TWO-WAY SCORECARD COMMUNICATION TOOL SUPPLEMENT

SPRING 2022 | SEPTEMBER 2021-MARCH 2022

MEMORANDUM OF UNDERSTANDING

Excerpt from: Section IV. Division of Responsibility

PARTNERSHIPS

MOU RESPONSIBILITY REFERENCE	ISU AGREES TO	EXTENSION DISTRICT AGREES TO
ITEM 2	Build partnerships across ISU colleges in order to facilitate and broker outreach from colleges that encourage engagement in conjunction with Extension District partners.	Engage in partnerships with colleges at ISU to build capacity to deliver local/regional outreach across the Extension District based on meaningful, shared priorities, and resources.
ITEM 3	Establish state level relationships that increase capacity for local partners and are based on meaningful, shared priorities and resources, and capitalize on local partnerships.	Engage local affiliates as local/regional partners across the Extension District based on meaningful, shared priorities and resources, and capitalize on state level partnerships.

PROGRAMMING

MOU RESPONSIBILITY REFERENCE	ISU AGREES TO	EXTENSION DISTRICT AGREES TO
ITEM 4	Establish a needs assessment process to identify ongoing and emerging issues and incorporate local/regional findings into the educational program development process to meet the needs of lowans.	Identify local/regional needs and emerging issues and share findings/understanding of those needs with program directors for the educational program development process.
ITEM 5A	Offer educational programs that meet the needs of lowans.	
ITEM 5B	Maintain a program catalog that lists available programs.	
ITEM 5C	Regional director and program specialists work with staff regarding program selection and development.	
ITEM 5D	Programs align with Extension and Outreach mission and are approved through the Curriculum Review Process.	
ITEM 5E	Train staff to deliver programs.	
ITEM 5F	Provide evaluation process for offered programs.	
ITEM 5G		Use a program catalog to select programming.
ITEM 5H		County staff involve regional director and program specialists in selecting programs.
ITEM 5I		Locally developed programs align with Extension and Outreach mission and were approved through the Curriculum Review Process.
ITEM 6	Review and report contact information and results of priority programs for effectiveness and meeting identified needs. Program specialists share data, success stories, and evaluations via shared database reporting system with Extension District staff.	Review and report contact information and program effectiveness. Assist program specialists with evaluation. Share data, review and evaluation results with program specialists via shared database reporting system.

COMMUNICATION

MOU RESPONSIBILITY REFERENCE	ISU AGREES TO	EXTENSION DISTRICT AGREES TO
ITEM 7	Routinely inform Extension District staff in advance when program specialists are presenting or engaging stakeholders in Extension District's county. When appropriate, invite Extension District staff to participate.	Acknowledge program specialist advance communication and mutually beneficial relationship. Inform other appropriate individuals in Extension District.

OPERATIONS

MOU RESPONSIBILITY REFERENCE	ISU AGREES TO	EXTENSION DISTRICT AGREES TO
ITEM 8	Authorize 4-H youth development educational programs' – the youth outreach programs for Extension and Outreach – use of the federally protected 4-H name and emblem. Name and emblem use represents the ideals of these educational programs.	Agree to adhere to Federal guidelines for use of 4-H name and emblem to carry out core 4-H Youth Development educational programs.
ITEM 10A	Program units request office space for program specialists so as to not burden county partners.	
ITEM 10B	ISU complies with the Guiding Principles: Housing an ISU Extension and Outreach Program Specialist.	
ITEM 10C		Provide program specialists workspace and internet access when visiting the county office.
ITEM 10D		Extension District provides office space for program specialists when available and requested by program leaders.
ITEM 10E		Extension District complies with the Guiding Principles: Housing an ISU Extension and Outreach Program Specialist.
ITEM 11A	Require and conduct background checks of all ISU Extension and Outreach staff.	
ITEM 11B	Require and conduct background checks of volunteers associated with ISU-sponsored programs.	
ITEM 11C		Require and conduct background checks of all Extension District staff.
ITEM 11D		Require and conduct background checks of all volunteers and approve individuals to serve as volunteers.

HUMAN RESOURCES

MOU RESPONSIBILITY REFERENCE	ISU AGREES TO	EXTENSION DISTRICT AGREES TO
ITEM 12	Provide resources to develop and deliver position–related professional development plans and goals, and assist in selection and/or provide training opportunities that align with those goals.	Have staff, councils, and volunteers identify position–related professional development plans and goals, and take advantage of opportunities provided or seek opportunities to meet those goals. Councils will budget funds for professional development for staff and council members.
ITEM 13	Verify Extension District staff have received training on employment and diversity issues and assist with the training as needed.	Require Extension District employees to attend employment and diversity training.

FINANCE

MOU RESPONSIBILITY REFERENCE	ISU AGREES TO	EXTENSION DISTRICT AGREES TO
ITEM 15A	Provide access and training for a time and absence management system.	
ITEM 15B	Provide Extension District access to shared database reporting system.	
ITEM 15C	Provide in-office network technology, including servers, software, email and encryption capabilities.	
ITEM 15D	Provide branding support services.	
ITEM 15E		Follow Office of State Auditor guidelines on management of public funds. (Iowa Code Chapter 12C).
ITEM 15F		Maintain financial records consistent with Code of Iowa – Ch. 176A.8.

Visit www.extension.iastate.edu/countyservices/memorandum-understanding to view the full Memorandum of Understanding.