

**APPENDIX I
DECIDING WHEN AN MOU IS NEEDED**

It may be helpful to consider the below when contemplating the issuance of a MOU. However, ultimately the decision to produce or not produce a MOU is often a judgment call. Please don't hesitate to contact UC ANR's Administrative Policy and Business Contracts (APBC) unit for assistance.

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<i>MOU May Be Necessary</i>	<i>MOU Probably Not Necessary</i>
<p>Involves an UC ANR-organized event with participation by UC ANR personnel, volunteers and/or 4-H youth members in a non-standard activity (e.g., gardening, farming, animal care, swimming, etc.) <i>Note: Not applicable to 4-H club activities, for which MOU are seldom (if ever) issued.</i></p>	<p>Involves participation by UC ANR personnel, volunteers and/or 4-H youth members in a standard activity (e.g., discussion, training, teaching, etc.)</p>
<p>Involves participation by UC ANR personnel, volunteers and/or 4-H youth members at a non-standard site (e.g., demonstration garden, farm, barn, body of water, etc.) <i>Note: Not applicable to 4-H club activities, for which MOU are seldom (if ever) issued.</i></p>	<p>Involves participation by UC ANR personnel, volunteers and/or 4-H youth members at a standard site (e.g., county office, classroom, public library, etc.)</p>
<p>Involves participation by UC ANR personnel, volunteers and/or 4-H youth members with an organization for which confirmation of insurance coverage might be advisable (e.g., non-profit organization, small business, private park, etc.) (Contact ANR Office of Risk Services for guidance.)</p>	<p>Involves participation by UC ANR personnel, volunteers and/or 4-H youth members with an organization very likely to carry adequate insurance coverage (e.g., public school, public library, governmental agency). (Contact ANR Office of Risk Services for guidance.)</p>
<p>Parties are responsible for specific program elements, and/or must produce significant "deliverables" (reports, etc.).</p>	<p>Parties are not responsible for specific program elements; are not required to produce significant "deliverables."</p>

<i>MOU May Be Necessary</i>	<i>MOU Probably Not Necessary</i>
Sharing and/or commitment of significant resources involved.	No sharing and/or commitment of significant resources involved.
Significant time deadlines involved.	No time deadlines of significance involved.
Significant UC ANR materials and/or research involved.	No significant UC ANR materials and/or research involved.
Potential liability risk involved.	Almost no potential liability risk involved.
4-H youth members will have significant contact with adults from outside the California 4-H YDP.	No significant contact between 4-H youth members and adults from outside the California 4-H YDP.
Need option to terminate agreement.	No option to terminate agreement needed.
Transportation of volunteers and/or 4-H youth members involved.	No transportation of volunteers and/or 4-H youth members involved.
Use of the UC and/or 4-H name and/or emblem involved.	No use of the UC and/or 4-H name and/or emblem involved.
Collaboration will be sustained over a significant period of time.	No sustained collaboration over a significant period of time involved.
(Collaborations involving funding usually require redirection to ANR Contracts and Grants .)	No funding involved.
(Agreements involving gifts usually require redirection to ANR Development Services .)	No gift involved.

<i>MOU May Be Necessary</i>	<i>MOU Probably Not Necessary</i>
<p>(Agreements for leasing, licensing or other real estate transactions usually require redirection to ANR Risk Services after contacting APBC.)</p>	<p>No lease or license involved.</p>
<p>(Agreements for business transactions usually require redirection to the appropriate ANR Business Operations Center. Contact the Business Operations Center-Kearney (personnel associated with Cooperative Extension offices) or the Business Operations Center-Davis (personnel associated with Research & Extension Centers, Statewide Programs, and ANR service units located in Davis).</p>	<p>No purchase or other type of business transaction involved.</p>