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Wisconsin Association of Free & Charitable Clinics, Inc.

PROVISIONAL *SEAL of EXELLENCE* APPLICATION
MEMORANDUM OF UNDERSTANDING (MOU)

The Wisconsin Association of Free & Charitable Clinics, Inc.,

&

CLINIC NAME

This Memorandum of Understanding Agreement, hereinafter referred to as the "MOU," between the following two parties: a) **Wisconsin Association of Free & Charitable Clinics, Inc.** hereafter referred to as "WAFCC" and b) **CLINIC NAME** hereafter referred to as "**CLINIC ABBREVIATION**," sets forth the parties' understanding concerning the resources to be allocated, training to be performed, milestones to be achieved, timelines of action to be completed, and demonstration of the "Required" evidence from the WAFCC Standards of Excellence, hereafter referred to as the "Standards."

The primary purpose of this MOU is to establish a structured process for **CLINIC ABBREVIATION** to achieve all "Required" evidence of the applicable Standards by **MONTH/DAY/YEAR**. Until such time as all "Required" Standards are achieved or the date listed is passed and so long as the **CLINIC ABBREVIATION** is achieving milestones and adhering to the timeline laid out in this document, the **CLINIC ABBREVIATION** is awarded the **Provisional *Seal of Excellence*.**

SECTION 1: CLINIC SELF ASSESSMENT

1.1 **CLINIC ABBREVIATION** has completed the Standards Self-Assessment and identified the following Standards as complete. Evidence demonstrating completed Standards will be made available upon WAFCC request and during the WAFCC site visit. WAFCC recommends placing completed Standards evidence or directions on how to locate Standards evidence in a binder or electronic folder:

1. i.e. GAM1a

2. i.e. GAM1b
3. etc.

1.2 **CLINIC ABBREVIATION** has completed the Standards Self-Assessment and identified the following Standards as not completed:

1. i.e. GAM1c
2. i.e. GAM1d
3. etc

SECTION 2: ACHIEVEMENT OF INCOMPLETE STANDARDS

2.1 **CLINIC ABBREVIATION should identify an action plan here or the resources they have available to achieve the required Standards by the MOU date above.**

INCOMPLETE STANDARD	PLAN TO ACHIEVE	DUE DATE

SECTION 3: WAFCC AVAILABLE RESOURCES

3.1 The WAFCC Standards Manager is available for on-site visits to **CLINIC ABBREVIATION** to conduct education, training, and presentations; along with assist with the development of resources outlined below. Additional WAFCC resources, not outlined below are: WAFCC Standards webpage, educational tools, assessment tools, training sessions, and the Standards Resource Library. Focus groups are covered in later paragraph.

ASSISTANCE IDENTIFIED	PLAN TO ACHIEVE	DUE DATE

SECTION 4: PROGRESS REPORTING

4.1 **CLINIC ABBREVIATION** will provide semi-annual updates to WAFCC Executive Director and Standards Manager. The completed Provisional *Seal of Excellence* Updates Form should be emailed to both the Executive Director and the Standards Manager. Due dates below:

- ✓ Report #1: DATE (based on MOU execution date)
- ✓ Report #2: DATE
- ✓ Etc.

4.2 As part of WAFCC's continual improvement of the Standards, **CLINIC ABBREVIATION** agrees to host at least one focus group with WAFCC within six months of the awarding of the Provisional *Seal of Excellence* to discuss and review implementation strategies for the Standards.

4.3 **CLINIC ABBREVIATION** is encouraged to stay in contact and communicate questions, concerns, and problems with WAFCC Executive Director and Standards Manager outside of reporting periods. WAFCC is committed to assisting **CLINIC ABBREVIATION** achieve the Standards of Excellence.

SECTION 5: TERMINATION

5.1 The WAFCC will use the above provisions to determine continued Standards Provisional *Seal of Excellence* eligibility for **CLINIC ABBREVIATION.** Failure to comply with any of the requirements and responsibilities as outlined in this Agreement will result in timely, graduated, responsive, and/or corrective action, including removal of Standards Provisional Seal award. In this case, the WAFCC will provide 30 days' notice of termination and/or require removal of the *Seal of Excellence* from all materials, displays, and social media.

5.2 Unrestricted Termination. In its discretion, WAFCC may rescind the Provisional *Seal of Excellence* at its sole discretion, with or without justification to **CLINIC ABBREVIATION** and irrespective of the requirements and responsibilities of the agreement.

SECTION 6: AUTHORIZATION

6.1 The effectiveness of this MOU is expressly conditional upon approval by both parties' Boards of Directors, as applicable.

6.2 Each individual executing this MOU represents and warrants that he/she is duly authorized to execute and deliver this MOU on behalf of the organization and that this MOU is binding upon each party in accordance with its covenants, terms and conditions.

SECTION 7: SIGNATURES OF AUTHORIZED PERSONS

Wisconsin Association of Free & Charitable Clinics, Inc. "WAFCC"	**CLINIC NAME "CLINIC ABBREVATION"**
Signature:	Signature:
Name:	Name:
Title: WAFCC Manager	Title:
Date:	Date:
Address: WAFCC, 1405 Capitol Drive, Unit C, #210 Pewaukee, WI 53702	Address:
Phone: (763) 567-9572	Phone:
Email: wafccmanager@gmail.com	Email: