

*Memorandum of Understanding  
Between*

*SPARK Montana*

*and*

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(Program Name)

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(Program ID)



## **I. Purpose**

The purpose of this Memorandum of Understanding (MOU) is to document the operating relationship between SPARK Montana and \_\_\_\_\_, hereinafter 'Guardian Program'. This MOU outlines the volunteer arrangement Guardian Program and SPARK have agreed upon in the event of an area disaster.

## **II. Independence of Operation**

Each party will use this MOU to preserve its own identity. Each party is responsible for maintaining their policies and procedures unique to each agency's own services.

## **III. Organization Description**

Child care providers that volunteer their time and equipment will work jointly with the SPARK Montana staff in an effort to provide child care to disaster and relief workers.

SPARK Learning Lab Montana (SPARK) is a project led by Shine Early Learning to provide regulatory and quality technical assistance to child care programs and professionals across Montana.

## **IV. Methods of Cooperation**

SPARK Montana and Guardian Program will collaborate together in their efforts to enhance disaster response efforts across the state of Montana. Providers will file their program evacuation forms with SPARK Montana. Depending on the needs of the local community during a disaster response, SPARK Montana and Guardian Program may discuss the following methods of collaboration:

Contacting: \_\_\_\_\_ by:

Child Care Program Phone Number: \_\_\_\_\_

Child Care Provider's Cell Phone Number: \_\_\_\_\_

Please check the box(es) of the type(s) of emergency the program would offer assistance with:

Natural Disaster

Pandemic Crisis

Human Caused Disaster

Please check the box(es) of the services you are willing to provide in the case of a disaster:

Use of Equipment

SPARK Montana may need extra equipment (ex. Cots, high chairs, porta-cribs, educational and play materials). Providers will be responsible for the delivery and retrieval of the equipment they are lending for the care of children for disaster and relief workers.

Volunteer Involvement

SPARK Montana may request that registered/licensed child care providers volunteer their time to help provide care for disaster and relief workers.

Care for Children

SPARK Montana may request licensed child care programs to provide care for children of disaster and relief workers in their facility.

**V. Periodic Review and Analysis**

Guardian Program and representatives of SPARK Montana will, on an annual basis around the anniversary date of this MOU, jointly evaluate their progress in implementing this MOU and revise and develop new plans, methods, or goals as appropriate.

**VI. Terms and Termination**

This MOU is effective as of the date of the last signature below and expires on January 31, 2027. The parties may extend this MOU for an additional period not exceeding five years, and if so shall confirm this in writing. It may be terminated by written notice from either party to the other at any time.

## VII. Miscellaneous

Neither party to this MOU has the authority to act on behalf of the other party or bind the other party to any obligation. The sole remedy for non-performance under this MOU shall be termination, with no damages or penalty.

## VIII. Signatures

\_\_\_\_\_  
SPARK Montana

By: *Sandy Cade*  
Signature

Name: Sandy Cade  
Print Name

Title: Project Director

Date signed: 1/28/2026

\_\_\_\_\_  
Child Care Program

By: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_  
Print Name

Title: \_\_\_\_\_

Date signed: \_\_\_\_\_