



**Agency Agreement Form**

**What we provide:** Hands On New Orleans provides all aspects of project development and implementation. This includes scouting potential project sites, creating an acceptable Scope of Work for the project, purchasing of supplies, day of event (DOE) logistics and close out reports.

**Completion of Tasks:** Hands On New Orleans is responsible to complete any/all remaining aspects of the tasks agreed upon that were not completed on the DOE.

\* This will require further access to the site, however, no cost will be incurred upon the site agency.\*

**Funding:** The sponsoring corporation/organization of this project will be responsible for the funding of all materials pertaining to project tasks and additional aspects of the project that they have request (i.e. post service celebration).

**Site Agency Commitment:**

**Access:**

We ask that the site be accessible often for prevent planning visits. As we try to meet your needs the Scope of Work may change and thus require additional site visits. Furthermore, at a time to-be-determined, we ask for access prior to the event for delivery of any necessary tools, materials and other equipment.

**Project Support:**

The site agency will provide a representative/contact to be on site for the DOE. If applicable the site agency will provide support in the form of water for volunteers, ice, coolers, trucks, food, et cetera.

Signature of Agency Rep. Agency Date
HONO Coordinator Agency Date