

### **37. Example of Memorandum of Understanding with Host Organization and Accompanying Letter**

Gun Free South Africa  
46 Rowkoop Rd.  
Rondebosch, Cape Town  
South Africa  
011-27-21-686-1302 (fax)

April 23, 2004

Dear Ms. Keegan,

Greetings! We hope this letter finds you well. The Hart Leadership Program is excited to once again partner with Gun Free South Africa this summer for the 2004 Service Opportunities in Leadership program. We are writing to confirm that you will host Adam Yoffie as an intern from Tuesday, June 1st, 2004 to Friday, July 30th 2004.

We have discussed Adam's skills and interests, and you have had the opportunity to speak with him on the telephone. Enclosed please find a memorandum of understanding that details the issues we have discussed. Please sign both pages and return one copy via fax. We would appreciate receiving the signed copy of the memorandum by May 10<sup>th</sup>, 2004.

Again, we are grateful that you have accepted Adam to undertake these important responsibilities this summer. Our students have an excellent track record of being capable, enthusiastic, and working hard. They are eager to grow and to immerse themselves in the process of learning first-hand about difficult social policy issues. In addition, they each have a healthy idealism and

a desire to serve others. Even though nine weeks is a short period of time, we have every confidence that Adam will be a wonderful asset to your program this summer.

Thanks again for your interest and enthusiasm. We will be in touch with you in mid-May to finalize any last minute details. In the meantime, please do not hesitate to contact us if you have any questions or concerns.

Sincerely,

Alma G. Blount  
Director, Service Opportunities in Leadership  
Hart Leadership Program, Duke University  
(919) 613-7323

Heather Oh  
Program Coordinator, Service Opportunities in Leadership  
Hart Leadership Program, Duke University  
(919) 613-7349, (919) 681-8288, fax

## **MEMORANDUM OF UNDERSTANDING**

Gun Free South Africa and Service Opportunities in Leadership (SOL) Program

Hart Leadership Program, Duke University

April 23, 2004

Adam Yoffie will work as an intern with Gun Free South Africa during the summer of 2004. His supervisor will be Margaret Keegan. Adam is expected to work full-time (around 40 hours a week) for a total of nine weeks. His first day of work at Gun Free South Africa will be Tuesday, June 1<sup>st</sup>, 2004, and his last day will be Friday, July 30<sup>th</sup>, 2004.

Using participatory research methods, Adam will be researching materials and activities for South Africa youth on gun violence and the Firearms Control Act. Adam will be conducting a Research Service Learning (RSL) project as part of his internship as well. Upon his arrival, Adam and Ms. Keegan will further determine his specific duties and responsibilities.

Adam's housing, transportation, and other living needs will be taken care of by the Service Opportunities in Leadership program. It is also the understanding of Service Opportunities in Leadership that Gun Free South Africa will provide regular supervision, guidance, and mentoring to Adam throughout his nine-week placement. Ms. Keegan will supervise the scope and direction of Adam's work.

The staff of SOL will be available throughout the summer should any problems arise. SOL Program Coordinator Heather Oh and Director Alma Blount will contact Ms. Keegan

periodically throughout the summer to see how Adam's work is progressing, and to determine if Gun Free South Africa needs support of any type from SOL.

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Margaret Keegan, Gun Free South Africa

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Date

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Alma Blount, Director, SOL

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Date