

**What forms are required for community organizations or agencies that provide programs for students?  
When do you need an MOU, Contract, Facilities Use Permit or Research Application?**

Scenarios	Program or Activities		When Is the Program?		SFUSD Forms Needed			
	Services to students	Services for adults	During the school day	Before/after school, weekends, holidays	MOU	Contract	Real Estate or Facility Permit	Research Application
Services provided free of charge to the school or SFUSD, and free for families	✓		✓		✓			
Services provided free of charge to school or district <i>(may charge families a fee, if not during school day)</i>	✓			✓	✓		✓	
SFUSD or the school pays for the program / services	✓		✓			✓		
SFUSD or the school pays for the program / services	✓			✓		✓	✓	
Providing services as part of a <u>Beacon</u> or <u>ExCEL</u> program	✓			✓	Need MOU or subcontract with Beacon or ExCEL provider, & to be on their permit			
Ongoing program for parents/families		✓		✓	✓ if services free to school / SFUSD	✓ School or SFUSD pays for program	✓ if outside the school day	
Making any changes to school building or yard <i>(such as creating a garden, adding play structure, etc.)</i>	<i>Need an MOU or contract if also providing services for students or adults</i>		Facility or site improvement agreement(s) will define when and how the space may be accessed		✓ if services free to school / SFUSD	✓ School or SFUSD pays for program	✓	
Conducting research or program evaluation	<i>Need an MOU or contract if also providing services for students or adults</i>			✓	✓ if services free to school / SFUSD	✓ School or SFUSD pays for program	✓ if outside the school day	✓