GUIDELINES FOR PROCESSING THE MEMORANDUM OF COOPERATION

Congratulations! You are one step away from becoming formal partners with Peace Corps. We are proud to be collaborating with you.

What happens now
In order to finalize this partnership, our institutions must jointly sign a five-year Memorandum of Cooperation (MOC).

- Once the MOC is co-signed, you will be able to officially announce the partnership and—with approval—use the Peace Corps logo on your website and outreach materials.
  - Any pre-MOC press may only state that you are “entering into” this partnership.
- At the end of the five-year MOC, it is likely that you will not need to reapply to continue your PC Prep program, but you will need to sign a new MOC.
  - In advance of that, we will ask that you bring your program into alignment with the PC Prep guidelines and requirements that are current at that time.

Who will sign the MOC
The MOC is signed by two individuals:
1. Our national Peace Corps Director Carolyn Hessler-Radelet
2. A senior representative of your university, usually a president or provost

What the MOC is like
As a federal agency, we use an approved template for the MOC—please see the attached copy. We will insert the names of your university and your signing official, but other than that it is a standard template that is not open for edits, amendments, or attachments.

- Please note that this exact document has been signed by dozens of other universities without issue, and similar MOUs for our graduate school partnerships have been signed by hundreds of universities. You will find it to be soft and accommodating.
  - If your review team has further questions, feel free to connect them directly to us.

➔ What we need from you (as soon as is feasible) ⇐
To prepare the MOC, we need three pieces of information emailed to pcprep@peacecorps.gov:
1. The name of your university, exactly as you would like it on the MOC
2. The name and title of your signing official, exactly as you would like them on the MOC
3. The address to which we should mail the MOC when it is ready

What will happen when we receive that info
1. We will prepare two hard copies of the MOC and get them signed by Peace Corps’ director
2. We will mail both copies of the MOC to you for countersignature
3. Once co-signed, you will keep one original MOC and mail back the other for our records

Done! We will be formal partners and can shift focus to the rollout of your new PC Prep program.