

Memorandum of Understanding (MOU) – If an organization provides services free of charge to an ExCEL After School Program, the ExCEL Lead Agency must have an MOU with the agency. The MOU must include:

1. The insurance requirements below
2. All staff or adult volunteers having more than limited contact with students must have TB and CBC clearance **prior** to working with students.

MOU Insurance Requirements:

1. Commercial General Liability Insurance with limits not less than \$1,000,000.00 (one million dollars) each occurrence Combine Single Limit for Bodily Injury and Property Damage (including claims for sexual abuse and molestation).
2. Automobile Liability Insurance with limits not less than \$1,000,000.00 (one million dollars) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned, and Hired auto coverage, as applicable.
3. Workers' Compensation Insurance, with Employer's Liability limits not less than \$1,000,000.00 (one million dollars) each accident.

Commercial General Liability policy must provide the following:

1. Name as Additional Insured the San Francisco Unified School District, its Board, officers, and employees.
2. That such policy is primary insurance to any other insurance available to the Additional Insured, with respect to any claims arising out of this Agreement and that such policies apply separately to each insured against who claim is made or suit is brought.
3. All policies shall provide thirty (30) days advance written notice to the District of cancellation, non-renewal, or reduction in coverage.

*In addition, any staff or adult volunteers having more than limited contact with students, must have TB clearance and CBC clearance **prior** to working with students per SFUSD requirements.*