

## Memorandum of Understanding

Between

Goodwill Industries of Tulsa, Inc.  
2800 Southwest Blvd  
Tulsa, Oklahoma 74107

And

(Employer)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This Memorandum of Understanding (MOU) sets for the terms and understanding between the Goodwill Industries of Tulsa, Inc. (Goodwill) and \_\_\_\_\_ (Employer) concerning remuneration for providing timely sign language and other accommodation services support for third party event participants.

### Background

Goodwill provides Employers support for employment recruiting in the Tulsa community at Goodwill Job Connection locations. On occasion, applicants with disabilities seek access and services to participate at Employer's events. Reasonable requests for support services such as sign language, translating, etc. require that Employers cover the costs for these services when requested in a timely fashion.

### Purpose

This MOU will establish that Employers seeking to utilize our Goodwill Job Connection locations for recruiting will understand that they will cover the costs of reasonable support services of applicants and visitors with disabilities.

The above goals will be accomplished by undertaking the following activities:

Goodwill Service:

1. Free Wi-Fi service at all locations
2. No Cost Job posting assistance-job posting at each Job Connection locations. All positions will be posted at [jobpostingsgoodwilltulsa.org](http://jobpostingsgoodwilltulsa.org).
3. Marketing services to Goodwill of Tulsa partner agencies.
4. No cost booth space room space for individual company hiring events (This does **not** include Job Fair events)
5. No cost Photocopies provided
6. No cost computer access to submit online job applications

If necessary, Goodwill will provide contact and cost information for support services to Employers utilizing the Goodwill Job Connection locations. If contacted, Goodwill will also assist in coordinating timely communication with applicants and visitors with disabilities and the Employer concerning the need for and availability of services.

### Employer Services:

1. Any additional marketing beyond our Goodwill network of community partners
2. Online registration, food and table rental for Goodwill Job Fairs

If services are contracted, invoices will be billed/forwarded to the Employer. Payment for contracted services is expected upon receipt.

### Reporting

Services contracted and invoiced will be billed/forwarded to the Employer. Payment for contracted services is expected upon receipt.

### Funding

Interpreters/Service providers are typically paid hourly and charge a 1.5 hour minimum. Hourly costs can vary from \$50 to \$75 per hour or more. Payment is not expected unless services are rendered.

**Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from (Goodwill or Employer). This MOU shall become effective upon signature by the authorized officials of (Goodwill or Employer) and will remain in effect until terminated by either party by written notice thirty days in advance of the termination date.

**Contact Information**

Goodwill Industries of Tulsa, Inc.  
Sabrina Ware  
Director, TulsaWORKS Career Academy and Job Connection  
2800 Southwest Blvd  
Tulsa, OK 74107  
918-584-7291  
918-583-9010  
sware@goodwilltulsa.org

Employer \_\_\_\_\_

Partner Representative \_\_\_\_\_

Address \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

\_\_\_\_\_  
Sabrina Ware, Goodwill Industries of Tulsa, Inc., Director, TulsaWORKS Career Academy & Job Connection  
Date: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
(Employer signature) Date: \_\_\_/\_\_\_/\_\_\_

Employer name \_\_\_\_\_  
(Print)

Organization \_\_\_\_\_

Position \_\_\_\_\_