



Business &
Entrepreneurship
Center

Cabrillo College



Memorandum of Understanding (MOU)

Between

**Business & Entrepreneurship Center (BEC) at Cabrillo College
Alameda County Small Business Development Center (ACSBDC)**

and

Chabot College

This Memorandum of Understanding (MOU) is an agreement between the Business & Entrepreneurship Center (BEC) at Cabrillo College, hereinafter called “BEC”, the Alameda County Small Business Development Center (ACSBDC) hereinafter called “ACSBDC” and Chabot College hereinafter called “College”.

Purpose and Scope

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the BEC & ACSBDC’s respective Youth Entrepreneurship Programs (“YEP”) and the Chabot College Entrepreneurship Program.

The success of the Business & Entrepreneurship Center’s YEP relies heavily on participation and coordination from partners and includes the collection of specific information for reporting purposes to the California Community College Economic and Workforce Development Program. Eligible participants for this program include youth entrepreneurs ages 14-27.

Required Reporting Data as defined by the California Community College Chancellors Office:

- Community College ID # or SSN
- First and last name of youth participant
- Email address

College Responsibilities

College accepts the following responsibilities in connection with the BEC YEP:



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1. College will hire a faculty member to teach one new ENTR-1 “Introduction to Entrepreneurship” course to be taught as a hybrid course at Chabot College in Fall 2011 and Spring 2012.
2. College will reserve a minimum of 20 seats for local high school students and surrounding colleges.
3. College will market and recruit said course to feeder high school students and DECA clubs.
4. College will provide a detailed report of attendees and participants to the BEC for reporting purposes to the California Community College Chancellors Office.

BEC & ACSBDC Responsibilities

BEC and ACSBDC accept the following responsibilities in connection with each organization’s respective YEP and Chabot’s Entrepreneurship Program:

1. The BEC & ACSBDC will provide funding to support a new class offering at Chabot College through the Entrepreneurship Program (not to exceed \$8,720).
2. The BEC & ACSBDC will market said course to Community Colleges within Chabot’s surrounding area including:
 - Las Positas College
 - Ohlone College
 - College of San Mateo
 - Laney College
 - Merrit College
 - College of Alameda
 - Berkeley College
3. The BEC & ACSBDC will also assist in convening teams of certified business consultants to provide mentorship and training to classes when needed.

Joint Responsibilities

1. Advertising, press releases or other messaging or publicity regarding the other’s program or joint programs will be subject to mutual approval prior to release or publication. Use of logos, or trademarks including the other party’s name will be subject to each owner’s conditions of use.
2. Any information provided to BEC & ACSBDC regarding young entrepreneurs is subject to strict privacy regulations set forth by the California Community College Chancellors Office. Subject to these guidelines, both parties agree to safeguard any information received regarding students or young entrepreneurs.
3. Either party may terminate this MOU with 15 days written notice prior to the effective date.



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Effective Date and Signature

This MOU is in effect until canceled in writing by either party per notice provisions above.

<p><i>BEC</i></p> <p>By: _____</p> <p>Print: _____</p> <p>Date: _____</p>	<p><i>College</i></p> <p>By: _____</p> <p>Print: _____</p> <p>Date: _____</p>
<p><i>Cabrillo</i></p> <p>By: _____</p> <p>Print: _____</p> <p>Date: _____</p>	<p><i>ACSBDC</i></p> <p>By: _____</p> <p>Print: _____</p> <p>Date: _____</p>