



# PRIVATE SCHOOL VILLAGE

4335 Van Nuys Blvd #269, Sherman Oaks, CA 91403 | [www.privateschoolvillage.org](http://www.privateschoolvillage.org)

## MEMORANDUM OF UNDERSTANDING AGREEMENT

### Volunteers, Executive Board Members, and Parent/Student Ambassadors

Updates to This Policy: *PSV has the right to make changes or additions to this policy at any time so please check it periodically for updates on the PSV website under Terms & Policies at [www.privateschoolvillage.org/termsandpolicies](http://www.privateschoolvillage.org/termsandpolicies). If we make any changes to this policy that materially affect our practices with regard to the personal information we have previously collected from you, we will endeavor to notify you in advance of such change, by highlighting the change on the website or by sending an email to you at the email address that you have registered with us. Your continued participation in PSV after any changes or revisions to this Policy will indicate your agreement with the terms of the revised policy.*

This Memorandum of Understanding (“MOU”) is made and is effective as of the dated signed by below (the “Effective Date”) by and between **Private School Village (PSV)**, 4335 Van Nuys Blvd, #269, Sherman Oaks, Ca 91403 (“Company”) and \_\_\_\_\_ (print your full guardian name) \_\_\_\_\_ (“Receiving Party” or “You” or “Member”) regarding the PSV role and responsibilities in supporting PSV’s mission.

In connection with a proposed volunteer relationship, Company has allowed Receiving Party access, or may allow Receiving Party access, to business, technical or other information, materials and/or ideas disclosed by Company pursuant to the terms and conditions of this Agreement.

Receiving Party agrees as follows:

### 1. Purpose

As a PSV Volunteer, Executive Board Member, or Parent/Student Ambassador, you may have access to proprietary, confidential, or sensitive information about PSV, its families, students, staff, and partners. This agreement ensures that such information is kept private, used only to support PSV’s mission, and that your role is carried out with integrity, professionalism, and alignment to PSV’s goals. It also ensures that PSV is protected and that the terms of engagement are clear and agreed upon before the service is provided.

### 2. Confidential Information

**Definition:** “Confidential Information” includes, but is not limited to:

- Personal or identifying information about PSV families, students, staff, or volunteers.

- Internal discussions, plans, or strategies related to PSV programs, events, or operations.
- Financial, fundraising, or donor-related information.
- Any other non-public information shared with you in your PSV role.

Confidential Information **does not** include information that is public or that you lawfully receive from another source not bound by confidentiality.

**Obligations:** By signing this MOU, you agree to:

- Keep all Confidential Information strictly private and not share it outside of PSV.
- Use Confidential Information only to fulfil your PSV role.
- Avoid posting or sharing Confidential Information on social media or with outside parties.
- Notify PSV leadership immediately if you become aware of any unauthorized sharing or misuse of Confidential Information.
- Protect PSV against misuse of our mission for personal gain or for initiatives of other organizations with which you are affiliated.

If you decide not to proceed with the proposed volunteer relationship or if asked by Company at any time, within 10 business days of receipt of Company's written request and at Company's option, You will either promptly return all tangible Confidential Information, including but not limited to, all electronic files, documents, notes, related passwords, plans, or copies, or items in which Confidential Information may be contained or embodied, or that impacts Company reputation, or will provide Company with written certification that all such tangible Confidential Information is destroyed.

### **3. Roles and Responsibilities**

In all PSV roles, you agree to:

- Act in the best interest of PSV at all times.
- Fulfill assigned duties, attend required meetings, and participate in PSV events/programs.
- Serve as a positive and professional representative of PSV in all community interactions.
- Uphold PSV's high expectations for behavior, including professionalism, respect, and adherence to organizational policies.

### **4. Non-Compete Commitment**

To avoid conflicts of interest, confusion, and to preserve the integrity of PSV's work, the Member agrees that during their term of service, they will **not hold a leadership position in a competing organization**, including but not limited to:

- Private Skool Village (Florida)
- Private School Axis (Los Angeles)
- Private School Alliance (North Carolina)

A "leadership position" is defined as any role that involves decision-making authority, governance responsibilities, or public representation of that competing organization.

For clarity, organizations such as **Jack and Jill of America**, **Independent School Alliance**, your school's **Black Student Union (BSU)**, and other **affinity groups or spaces** are **not** considered competing organizations. These groups have missions aligned with PSV and are valued partners in advancing shared goals.

We recognize that several organizations have similar names or overlapping areas of focus, which can create community confusion. This policy is designed to maintain clarity, protect PSV's mission and reputation, and ensure our work remains distinct and recognizable.

This commitment does not prevent participation in non-leadership (volunteer) roles in any organization.

## **5. Intellectual Property**

Any materials, content, or resources created by a Member as part of their PSV service are the intellectual property of PSV, in perpetuity. The organization may use them as needed.

## **6. Duration**

Your obligation to keep PSV information confidential continues both during and after your term of service.

## **7. Termination**

Either party may terminate this Agreement: (a) for any reason or for no reason, upon 15 days' prior written notice, or (b) due to the other party's breach of this Agreement, immediately upon giving written notice of such termination; however, any termination of this Agreement will not relieve Receiving Party of its confidentiality and use obligations with respect to the Confidential Information disclosed prior to the date of termination or affect any other provisions of this Agreement that are intended, by their terms or by necessary implication, to survive such expiration or termination.

## **8. Agreement & Signatures**

**Parent/Guardian Consent** *(Required for Student Ambassadors under 18 years old)*

I, the parent/guardian of the below-named Student Ambassador, have read and understand the terms of this MOU and give my consent for my child to participate in this leadership role.

**MEMORANDUM OF UNDERSTANDING AGREEMENT**  
**Volunteers, Executive Board Members, and Parent/Student Ambassadors**

**PRIVATE SCHOOL VILLAGE**

By (Signature)

Date

\_\_\_\_\_

\_\_\_\_\_

Printed Name and Title

\_\_\_\_\_

\_\_\_\_\_

**RECEIVING PARTY (PARENT/GUARDIAN)**

**Role:**  Volunteer  Executive Board Member  Student Ambassador  Parent/Parent Ambassador

By (Guardian Signature)

Date

\_\_\_\_\_

\_\_\_\_\_

Guardian Printed Full Name and Title

Student Printed Full Name

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\_\_\_\_\_