

**University of Minnesota – Office for Business & Community Economic Development
Management & Technical Assistance Program (MTAP) for Nonprofits
Expectations of Nonprofit Organizations**

You have agreed to participate in the Management & Technical Assistance Program (MTAP) for Nonprofits sponsored by the Office for Business & Community Economic Development at the University of Minnesota.

By participating in the program, we ask that you agree to the following:

- Provide clear instructions for and expectations of the students.
- Provide project scope in detail including goals, objectives and expected deliverables.
- Provide students with any needed information on an agreed upon schedule.
- Return all e-mail messages and phone calls from students within two (2) days.
- Return all e-mail messages and phone calls from the Office for Business & Community Economic Development within two (2) days.
- Be on time for all meetings with students.
- Be willing to adjust your schedule to meet with the students. Students often have rigid schedules due to classes and work schedules; it can be difficult to get students to find a time when they are available.
- Inform the Office for Business & Community Economic Development and the students if you will be out of contact for an extended period of time. Assign a replacement representative to work with the students, be able to answer questions and to provide requested documentation.
- Treat the students as if you were paying for their service.
- Treat the students as professionals; they will be treating your project as a professional business engagement.
- Willingly share organization information with the students; the more open and honest you are the better results you will receive.
- Reimburse students for any out-of-pockets costs such as printing or copying.
- Contact the students if you have not heard from them in two weeks.
- Contact the Office for Business & Community Economic Development if you have any concerns about the students or the project.
- Ask the students for a final meeting to present the final project report and to answer any questions you may have.
- Complete the evaluation form from the Office for Business & Community Economic Development at the completion of the project.
- Sign the University of Minnesota Services Agreement and pay the administrative fee.

Nonprofit Representative

Organization Name

Date