



Memorandum of Understanding (MOU)

Between

FreshRx Oklahoma
Kiandra Call, Education Director
kiandra@freshrxok.org
(918) 928-8227

And

Instructor's Name:
Professional Title:
Address:
City, State, Zip Code:
Email Address:
Phone Number:

Purpose: This Memorandum of Understanding (MOU) sets forth the terms and understanding between FreshRx Oklahoma and instructor _____ to educate FreshRx Oklahoma members on diabetes management and healthy lifestyles.

Scope of Work:

Instructor's Responsibilities:

1. Credentials and Documentation:
 - Provide a copy of professional credentials (e.g., certification, license) before the commencement of any classes.
 - Complete the vendor onboarding process, including a W9, ACH Form, and HIPAA agreement.
2. Class Preparation and Delivery:

Develop visual aids and provide physical handouts to support the class content as needed. Please submit visual aids and physical handouts to Kiandra Call (

 - kiandra@freshrxok.org) within 3 full business days of the scheduled class for material and presentation approval.
 - Class topics will cover, but not limited to; 1). Healthy Eating, 2). Being Active, 3). Monitoring Blood Sugar, 4). Problem Solving, 5). Taking Meds, 6) Using Coping Skills, and/or 7) Reducing Risks.
3. Professional Conduct:
 - Interact with FreshRx members in a kind, respectful, and professional manner.
 - Maintain confidentiality and adhere to all HIPAA regulations during interactions with members.
 - Inform FreshRx of the necessary equipment required for the class. A list of available equipment and supplies will be provided to you.

FreshRx Oklahoma's Responsibilities:



1. Financial Arrangements:
 - The Instructor will be onboarded as a vendor of FreshRx and complete a W9 and ACH Form.
 - Once The Instructor has completed a class, an invoice for the demo instructor's minimal fee of \$150 or an otherwise agreed-upon rate and any receipts for reimbursements for supplies up to \$150, unless otherwise agreed upon, will be sent to erin@freshrxok.org. If needed, the Instructor can request an advance for supplies by submitting an invoice to erin@freshrxok.org.
 - All payments, except for advanced payments, will be processed within three weeks after receiving the final bill, allowing Fresh RX Oklahoma a reasonable opportunity to act on such a request.
2. Logistics:
 - Book the location for the educational sessions.
 - Provide necessary equipment for the classes as needed.
3. Support and Resources:
 - Collaborate with the instructor on appropriate handouts and resources.
 - If needed, provide additional support staff and volunteers to assist before and during the sessions.
4. Promotion and Advertising:
 - Use select information provided by the instructor to create a visual schedule and advertisements for the classes.

Duration: This MOU is effective for 12 months upon signature unless otherwise revised or terminated in writing.

Confidentiality: All parties agree to maintain confidentiality regarding any personal information of FreshRx members and proprietary information of the FreshRx program.

Dispute Resolution: Any disputes arising under this MOU will be resolved through mediation or negotiation between involved parties..

FreshRx Representative:

Instructor's Signature:

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____