



## MEMORANDUM OF UNDERSTANDING

**This Memorandum of Understanding (MOU) is entered into by and between:**

Springs Insight Exchange

And \_\_\_\_\_  
*Organization Name*

### **Purpose of this MOU**

To establish the terms, conditions, roles and responsibilities of the partnership between SIE and our survey distributing organizations.

### **Roles and Responsibilities**

Springs Insight Exchange agrees to:

1. Provide surveys and polls at a minimum frequency of once per quarter for purposes of gathering grass-roots sourced data which will be collected, formatted for presentation and distributed to the following:
  - General public via the SIE website
  - All participating SIE survey distributing organizations
  - Policy makers, business and community leaders, and elected officials
  - The news media including TV, radio, print and on-line publications
2. When publishing or presenting the results of any survey, SIE will maintain strict confidentiality for all survey distributing organizations.
3. SIE will not require access to survey distributing organizations' e-mail lists or member databases.
4. Participation in SIE surveys is not compulsory. Any distributing organization may opt out of any SIE survey.
5. SIE will protect and keep secure, and will not share or sell, any personal information which might be collected in the course of conducting our surveys.

### **Responsible Staff**

The SIE Executive Committee including, Mr. Tom Binnings, Ms. Robin Roberts and Mr. Ted Robertson

As a Survey Distributing Organization You Agree to:

1. Participate in the distribution of any or all SIE surveys and polls.
2. Distribute SIE generated surveys and polls to your organization's membership or constituent clients.
3. Provide input into individual surveys and survey questions.
4. Appoint a representative from within your organization to sit on the SIE Advisory Committee as you deem appropriate.
5. Advise SIE within 48 hours of the release of any given survey or poll that you are opting out.

Your primary point of contact for SIE name and contact information:

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This Memorandum of Understanding is the complete agreement between Springs Insight Exchange and \_\_\_\_\_.

Springs Insight Exchange

Authorized Official:



Ted Robertson, SIE Executive Committee

*Signature*

*Printed Name and Title*

Address: 3630 Sinton Rd., Suite 302, Colorado Springs, CO 80907

Telephone: \_\_\_\_\_ Main

E-Mail Address: [communications@springsinsightexchange.com](mailto:communications@springsinsightexchange.com)

Participating Survey Distributing Organization

Authorized Official:

*Signature*

*Printed Name and Title*

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_