



## Request for Assistance

Date

Name of Organization

Address

Phone:

Fax:

Email:

Web:

Please describe your mission:

Staff size:

#Paid:

#Volunteers:

Annual Budget:

Name of person to receive assistance:

Number of Board members:

Title:

Email:

In order to achieve maximum effectiveness, please note in which of the following areas to focus:

- |  |  |
|--|--|
| Leadership skills development              | Working with volunteers and committees |
| Staff relations                            | Making meetings more effective         |
| Effective communication (written and oral) | Priority setting                       |
| Public speaking                            | Planning                               |
| Networking                                 | Conflict resolution                    |
| Time management                            | Problem solving                        |
| Delegation                                 | Evaluation                             |
| Team-building                              | Outcome management                     |

We fully understand that the success of any consultant engagement depends on the cooperation and participation of the organization's management, staff and Board of Directors. Furthermore, **we agree to adhere to the Memorandum of Understanding on page 2.** We jointly endorse this Request for Assistance and will spend sufficient time with the ESC consultants to assure the success of the project. We also understand that a consulting fee will be charged based on the scope of work ESC is engaged to perform. **Note: Electronic submission assumes authorization of those names submitted.**

Executive Director

Person to be coached

Please let us know: Are you currently using other consultants?

If yes, in what areas are they working?

## **EXECUTIVE SERVICE CORPS OF SOUTHERN CALIFORNIA**

### **MEMORANDUM OF UNDERSTANDING**

It is understood that the client will:

1. Identify a key agency contact person to serve as liaison on the project.
2. Be responsive to consultant phone calls and e-mail messages by responding in a timely manner (generally within 24 hours when in town).
3. Respect the time the consultants dedicate to the project by keeping a commitment to participate in scheduled meetings.
4. Honor commitments related to follow through and preparation for meetings.
5. Focus attention while meeting with consultants, keeping distractions to a minimum.
6. Be open and honest in communications. ESC will respect the confidentiality of expressed issues or concerns.
7. Provide consultants with access to necessary information and people so as to enhance consultants' knowledge and understanding of the client's situation/environment.
8. Recognize that the outcome of the consulting project is dependent upon the client and the consultant working together on the same objectives.