

MEMORANDUM OF UNDERSTANDING
Between Anna Sudha Community Kitchen and
Shelter House
June 2003

This document constitutes a Memorandum of Understanding ("Agreement") between the Anna Sudha Community Kitchen (hereafter "Anna Sudha") and Shelter House. The purpose of the memorandum is to set forth the parties' responsibilities as they relate to the services and programs provided by the Anna Sudha to Shelter House residents.

Parties. This Agreement is between Anna Sudha and Shelter House.

Purpose. The purpose of this Agreement is to provide healthy meals to Shelter House residents. Participating families and individuals will be served weekly or on an "as-needed" basis in the Loudoun County.

1. Anna Sudha Agrees to:

- Coordinate schedules and delivery logistics with Shelter House Resident Services Coordinators for distribution.
- Provide ready-to-heat and eat meals to the address agreed upon and within Anna Sudha's capacity, ideally once a week on a Monday and on an emergency "as needed" basis. Each meal will serve 75 residents.
- Send a menu and list of ingredients to Resident Service Coordinators with each delivery.

2. Shelter House agrees to:

- Pick up meals on an agreed upon time/day from Anna Sudha Community Kitchens, 21100 Dulles Town Center, Dulles, VA 20166.
- Distribute meals donated by Anna Sudha to their residents.
- Provide the services of volunteers that will distribute meals directly to the recipients and collect basic demographic information.
- Help promote Anna Sudha by sharing partnership and organization information via internal and external social media (i.e., Facebook, LinkedIn, etc.). This could be done by sharing pictures of the food received, posts, or tagging AnnaSudha in media.
- Follow any Food Safety Protocols provided by Anna Sudha to safely distribute meals to residents.

3. Additional Agreements

- Neither Anna Sudha nor Shelter House will assign or transfer by any means its rights and interests in this Agreement to any other person, business, or entity.
- This Agreement is not intended to create any rights or benefits for any third party or to create a contract for the benefit of a third party.

4. Term

The initial term of the Agreement will be in effect from **June 1, 2023 to May 31, 2024.**

Either party may terminate this Agreement at any time.

5. Administration of the Agreement

- Shelter House shall be responsible for the administration and management of this Agreement. The Shelter House representative for this Agreement will be *Name, Designation*.
- Anna Sudha representative for this Agreement will be Nupur Panjabi, Founder.



Nupur Panjabi
Founder
Anna Sudha Community Kitchen

Nurjan Ahmedova



Director of Development
Shelter House, Inc.