



YS #Giving Tuesday 2019 Memorandum of Understanding

Between

Yellow Springs Community Foundation
and
Participating Nonprofit Organizations

This Memorandum of Understanding (MOU) sets for the terms and understanding between the Yellow Springs Community Foundation (YSCF) and Participating Nonprofit Organizations (Organization) regarding the YS #Giving Tuesday Program for 2019.

Background

In order to leverage this one-day giving event, the participating nonprofit organizations of Yellow Springs and the YSCF have come together with the goal of receiving donations and further developing donor data for each of the Organizations. Participating Organizations will advertise, receive donations and donor data, and celebrate donations to YS #Giving Tuesday, December 3, 2019.

A. Purpose

This MOU will assure that terms of participation are clear, outline responsibility of participating organizations and the committee.

The above goals will be accomplished by undertaking the following activities:

1. Confirmation to participate by September 15, 2019.
 - a. Please sign and return this MOU to JCox@yscf.org.
2. Organizations provide necessary information to the committee,
 - a. Hi resolution Logo, in .ai, .png or .jpeg file format
 - b. Website Links
 - c. 501(c)3 documentation status
 - d. Funding Steps confirmation
 - e. Provide Thank you notes to their donors within 30 days of receipt of the donor information
3. Yellow Springs Community Foundation (YSCF) providing back office support to Organizations
 - a. Creates website designed specifically for YS #givingtuesday donations tied to the nonprofit directory
 - b. Provides marketing logo for YS #givingtuesday
 - c. YSCF facilitates online donations
 - i. YS #givingtuesday is an “on-line” program; to support donor preferences
Cash / check donations will be accepted on the day of the event
 - d. YSCF manages donation IRS acknowledgement letters
 - e. YSCF funds disbursement process to participating organizations

- f. YSCF provides donor data by organization in an excel format
- g. YSCF provides on-going support of re-occurring donations; reconciliation will be provided quarterly.

B. Fees

In support of this event, Yellow Springs Community Foundation (YSCF) will not charge administration fees for donations received through www.ysgivingtuesday.com for the 24 hour period of Tuesday, December 3, 2019. Standard Credit Card processing fees will apply.

Donations received through www.ysgivingtuesday.com on a day other than December 3, 2019 will be charged an administrative fee of 2% and applied by the end of the following month with funds provided quarterly; donor data will be provided. Organizations may opt out of receiving donations via www.ysgivingtuesday.com after Tuesday, December 3, 2019 by written request to the Yellow Springs Community Foundation; yscf@yscf.org.

C. Participation

- 1. Complete this MOU for your organization**
 - a. Provide 501(c)(3) status documents to YSCF as requested
- 2. Review and confirm nonprofit directory website detail is accurate, www.yscf.org**
- 3. Set a quantifiable goal for Giving Tuesday of new donors**
 - a. E.g. Number of current donors, number or percent of new donors
- 4. Identify a purpose for the funds raised**
 - a. E.g. for scholarships, specific event, a capital improvement, etc.
- 5. Test the site prior to November 15 and provide confirmation**
 - a. Recommended Participating Organization's Board and Staff participation to administer the test and provide test confirmation to the Committee.
 - i. Test donations will not be subject to administrative fees
- 6. Use at least one electronic communication to reach potential donors**
 - a. E.g. provide a screen shot illustrating: send emails, use social media, post to website, etc.
- 7. Complete survey after Giving Tuesday event as provided**
 - a. A survey link will be provided to all participating organizations

D. Grant

The Yellow Springs Community Foundation funding will cover the support, development cost of www.ysgivingtuesday.com, general marketing of the event and will cover administrative fees for Tuesday, December 3, 2019 for each donation; additional grant funding will not be provided.

E. Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from the Yellow Springs Community Foundation and Participating Organization. This MOU shall become effective upon signature by the and Participating Organization and will remain in effect until November 1, 2020, modified or terminated by any one of the partners by mutual consent.

Participating Organization

_____ Date: _____
(Organization Signature)

Org Name:
Org Representative:
Position:
Address:
Telephone:
Cell number:
E-mail:

Yellow Springs Community Foundation

_____ Date: _____
(YSCF Signature)

YSCF Representative: Jeannamarie Cox
Position: Executive Director
Address: PO Box 55, Yellow Springs, Ohio 45387
Telephone: 937-767-2655
Cell Number: 937-477-3252
E-mail: YSCF@YSCF.org