



# CFH

CONGREGATIONS FOR THE HOMELESS

*from homelessness to independence, one man at a time*

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) establishes a cooperation agreement between Congregations for the Homeless and \_\_\_\_\_ for the purpose of raising the level of awareness of the homelessness issue in our community. This collaboration is important due to the magnitude of the issue and the heightened impact that will result from the partnership.

### Purpose

This MOU will accomplish the following:

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

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### Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from each party. This MOU shall become effective upon signature by the authorized officials below, and will remain in effect until modified or terminated by either partner by mutual consent.

### General Guidelines

1. The third-party fundraiser must read and agree to terms specified in CFH's "Third-party Fundraising Event Policies and Procedures."
2. Fundraisers which benefit CFH must reflect positively on its mission. CFH reserves the right to decline any fundraising proposal that is not in line with our mission.
3. The third-party fundraiser is responsible for all vendor agreements, contracts, insurance and necessary permits for the event. CFH will not assume any legal or financial liability for a third-party event.
4. CFH reserves the right to approve any co-beneficiaries.
5. CFH, any of its Board Members, or staff reserves the right to cancel the event at any time. CFH will incur no liability for any such cancellation.
6. Third-party fundraising events must be fully executed by the third-party fundraiser(s). CFH staff is available to provide fundraising coaching and recommendations during your planning process. However, due to limited staff resources, CFH staff cannot plan or promote third-party fundraising events.

### Financial Guidelines

1. Third-party fundraising events must be financially self-sustaining without contribution or financial risk from CFH. CFH will only accept the net proceeds from a third-party fundraising event. All third-party fundraising event expenses are the responsibility of the third-party fundraiser and must be paid before the proceeds are given to CFH. Refunds or reimbursements will not be available after the donation is made to CFH.
2. Third-party fundraisers must fully and truthfully state the portion of the proceeds which will be donated to CFH in all advertising, promotions and in all contact with donors, sponsors and participants.
3. The third-party fundraiser is responsible for all vendor agreements, contracts, insurance and necessary permits for the event. CFH will not assume liability for a third-party event.

**Marketing and Promotions Guidelines**

1. CFH is not a sponsor of third-party fundraising events and should be listed as a “beneficiary” on all promotional materials.
2. The third party fundraiser is responsible for all marketing, including writing and distributing press releases, PSA’s, Facebook postings, invitations, ads, etc.

**Charitable Giving Guidelines**

1. Unless your organization is a registered non-profit entity, donations made to it are not tax deductible.
2. Donations made directly to a third-party event can be used to cover the event’s expenses, but are not tax-deductible.
3. A donation solicited on behalf of CFH is fully tax deductible only when it is made directly and entirely to CFH, as we are the only agents who can verify that such a gift was made, and the nature of the gift, to the IRS. Donors wishing to receive a tax acknowledgment letter should provide their donation via check or online.

**Congregations for the Homeless**  
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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Partner:** \_\_\_\_\_  
Representative: \_\_\_\_\_  
Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date