



**Memorandum of Understanding
Blessings in a Backpack National Office
and Program Coordinator**

The purpose of this Memorandum of Understanding (MOU) is to outline the responsibility and duties between the Program Coordinator (PC) and Blessings in a Backpack (Blessings) National Office to ensure that the Blessings in a Backpack Program is carried out in a way that is consistent with Blessings National Policy and supportive of the Program Coordinator. This MOU will apply to the following program:

Fund Number(s): _____

School(s): _____

Number of Children: _____

Planned Program Start Date: _____

Blessings will support the Program Coordinator by providing access to the PC Toolkit located on the Blessings national website to assist with program start-up, operations and fundraising. Blessings will also assign a dedicated Program Manager that will serve as the liaison between the resources of the National Office and the local program. A full list of services provided by the Blessings National Office is included in the PC Toolkit.

Program Coordinator Responsibilities:

Fundraising: _____ Initials for Acknowledgement of Fundraising Section

1. The Program Coordinator must obtain one semester (19 weeks) of funding for the number of children served before the Blessings in a Backpack program can be initiated in the designated school(s) each school year. All funds must be held in the program's National Blessings account.
2. The Program Coordinator commits to maintaining the program a minimum of three years.
3. The Program Coordinator is responsible for preventing a deficit of funds. Should funds fall short during the school year, it is the responsibility of the program to secure or provide funds needed to cover the shortfall.
4. S/he will apply for and secure local grants and provide application information to Blessings National.
5. In advance of any fundraising events, the Program Coordinator, working with the dedicated Program Manager, will ensure the Accounting Department of the National Office has all the necessary information to be able to issue donor acknowledgements in accordance with IRS and state requirements.
6. For any grants secured on behalf of the designated program by the National Office, the Program Coordinator will be compliant with terms of the grant as outlined by the grantor. (A separate MOU will be prepared to address specific terms for any nationally-raised funds.)
7. In the unlikely event the Blessings program ends, any remaining funds will be transferred to a qualifying Blessings program that is consistent with donor intent.

Food Solutions: _____ Initials for Acknowledgement of Food Solutions Section

1. The Program Coordinator will agree to use the food provider designated by the Blessings National Office.
2. The Program Coordinator agrees to maintain at least 8 weeks of funding in the account at all times.

3. If the fund is at risk of nearing a deficit, the Program Coordinator acknowledges that all purchases and food deliveries may be suspended until appropriate funds are in the account.
4. The Program Coordinator must notify Blessings of the fair market value of any food donations received for the program.

Program Operations: _____ Initials for Acknowledgement of Program Operations Section

1. The Program Coordinator will return forms in a timely fashion, including but not limited to: MOU, Program Information Form, reimbursement requests, receipts, etc.
2. Receipts for any purchases or nonfood expenses must be forwarded to Accountspayable@blessingsinabackpack.com within 30 days of purchase. The receipts must be accompanied by the Blessings Reimbursement Form located in the PC Toolkit.
3. The Program Coordinator has access to and agrees to use a computer, email and the internet.
4. The Program Coordinator agrees to respond to all surveys and requests received from the Blessings National Office.
5. The Program Coordinator will recruit a team of volunteers to achieve program goals and provide a list of volunteer names with contact information.
6. The Program Coordinator will ensure backpacks are packed for each child enrolled in the program. When there are not sufficient resources to serve 100% of the need at the school, children to receive food bags are to be determined by the appropriate school personnel.
7. The confidentiality of the children enrolled in the program is to be assured at all times.
8. The Program Coordinator will notify the Blessings Program Manager of any changes to the program including but not limited to changes in PC, volunteers, schools or headcount.
9. All monies raised or used to support the local program will be deposited in a school specific fund with the Blessings National Office: no separate bank, PayPal or other accounts are to be used by the local program.
10. All Program Coordinators must register for Financial Edge to access and monitor financial information.
11. Blessings will assess a program support fee of \$10.00 per child annually. The fee will be deducted from the program fund in two installations of \$5.00 each in April and November, based on the number of children participating in the plan, as reported by the Program Coordinator.

Branding and Marketing: _____ Initials for Acknowledgement of Branding and Marketing Section

1. All Blessings related logos, videos, statistics, and other information will be provided, upon request, and must be kept current and in conformance with any marketing style guide provisions when used in or on any publicly disseminated information including but not limited to webpages, printed materials, advertisements, brochures, emails and all other forms of media.
2. Marketing materials are to be used solely for the purpose of achieving Blessings' mission.
3. The Program Coordinator will keep Blessings apprised of local fundraising events and grant activities, so Blessings can help promote and support these efforts. The Program Coordinator consents to promotion of local events on the National Blessings website and other social media.

The initial term of this MOU is for not less than three years based on the Program Coordinator's signatory date below. Thereafter, unless the Program Coordinator provides a ninety (90) day written notice of the intent to stop a program, the agreement will automatically renew for one school year at a time.

Print Name of Program Coordinator

Signature of Program Coordinator

Date

Signature of Blessings National Representative

Date

Commented [SK1]: A separate