Jefferson County Community Foundation
and
Women Who Care Giving Circle
Host Agreement

This Host Agreement, effective on ____ day of _____, 20__, is made by and between members of the *Women Who Care* Giving Circle (WGC) and the Jefferson County Community Foundation (JCCF) a qualified 501 c 3 nonprofit in the state of Washington.

The term of this Agreement is fifteen months, commencing on December 18, 2007 and ending March 31, 2009. The Agreement can be renewed by mutual consent. The Jefferson County Community Foundation reserves the right to terminate the Agreement should the terms be violated or the conditions not be met. WGC participants shall not engage in any activities that could jeopardize the Foundation's tax-exempt status, that would result in legal proceedings against the Foundation, or that would damage the Foundation's good name in the community.

It is the intent of the Jefferson County Community Foundation to support the Women's Giving Circle activities provided they support the Foundation's mission and are legal and ethical. The WGC will actively work to further the mission of JCCF. Philanthropic Advisor Kristina Mayer will coordinate the activities in this Agreement.

In each of the designated areas below, specific duties and responsibilities will be outlined and assigned to either JCCF or the Women's Giving Circle during the life of the agreement.

Fiduciary/Financial

Jefferson County Community Foundation will:

- Provide the 501c3 umbrella for the Women's Giving Circle
- Invest and manage the WGC funds
- Collect gifts, deposit and post contributions in QuickBooks
- Manage operating and cash accounts
- Prepare and submit IRS 990 tax forms
- Provide reports on the funds as requested
- Charge a management fee of $150 per year per participant assessed annually with the annual contribution of $1000 for a total of $1150.00 per person per year

Circle Members will:

- Track gifts to the Circle and ensure members are paid in full
- Track donations to the Foundation
- Adhere to Foundation policies and procedures

Fund Administration and Support

Jefferson County Community Foundation will:

- Respond to phone request and post information to website
- Write acknowledgement letters to donors
- Develop database as needed
- Be a resource to the WGC
- Provide office supplies such as postage, letterhead other incidentals
- Retain records of WGC activity
- Establish a Host Agreement for all Giving Circle member's signatures
- Establish a Memorandum of Understanding (MOU) to accompany the Fund Agreement making explicit the arrangements for dispersal of the funds as well as how the funds will be managed by JCCF

Circle Members will:

- Develop and maintain group roster
- Develop a mission and operating policies
- Provide WGC leadership
- Arrange and secure meeting space
- Schedule meetings and set expectations for participation
- Manage general correspondence utilizing a JCCF board member
- Retain records in a locked box
    - At the end of the fiscal year or grant cycle the records become the property of JCCF and are surrendered

Grantmaking

Jefferson County Community Foundation will:

- Provide WGC participants an orientation to community needs and opportunities
- Establish grantmaking procedure training
- Assist in establishing annual grantmaking schedule
- Assist in the identification of potential grantees
- Prepare grant disbursement as recommended by GC members
- Co-design grant guidelines, RFPs and grant applications
- Receive proposals and log for acknowledgement

- Review grantee reports with GC members
- Answer grantee questions

Circle Members will:

- Establish annual grantmaking schedule with input from JCCF
- Identify potential grantees
- Design grant guidelines, RFPs and grant applications with input from JCCF
- Review grantee reports
- Make photocopies for meetings
- Develop an evaluation for the Circle
- Develop a review matrix for member use in evaluating proposals
- Establish a decision making process
- Review grant proposals
- Make grant recommendations to JCCF Board

Marketing, Communications and Special Events

Jefferson County Community Foundation will:

- Include fund name in all materials
- Prepare and/or approve all media announcements
- Maintain webpage on JCCF website
- Create a generic informational brochure about Giving Circles

Circle Members will:

- Include fund name in all materials; use consistent messaging and reference to JCCF
- Abide by Foundation fund raising policies (Gift Acceptance Policy)
- Abide by the Foundations standards and policies for publicity and marketing
    - All materials are submitted to the Foundation for approval

Development and Donor Relations

Jefferson County Community Foundation will:

- Assist in prospect identification
- Provide donor education

Circle Members will:

- Participate in prospect identification

- Participate in learning about donor relations

JCCF Women's Giving Circle Membership Guidelines

- Members are expected to attend all monthly meetings; if a meeting is missed, the member is bound by any decisions made by the majority of the group present at the meeting
- Participation is important at monthly meetings and in doing assigned committee work; if a meeting is missed, it is the member's responsibility to get an update from another member of the Circle
- Contribute $1150.00 within the first quarter of the year each year for three years. Donations are tax deductible to the extent of the law
- Members are expected to promote a positive image of the Foundation and to use effective communications skills when working on WGC activities in the community.
- Members are expected to refer any questions or concerns to WGC leadership and/or Kristina Mayer at Kris@jccfgives.org or 360-379-3667.

I have received a copy of this agreement, have read it and agree to adhere to the expectations set forth.

_____ _____

Name Date