

MEMORANDUM OF UNDERSTANDING

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This Memorandum of Understanding (MOU) is entered into on \_\_\_\_\_, 2011, by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County"), and Marshall Foundation, a nonprofit corporation organized for charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, that is representing The Nonprofit Partnership. This MOU sets forth each entity's role and responsibilities relative to the central processing of campaign pledges voluntarily made by employees of El Dorado County arising from the annual employee charitable giving campaign administered by the County and other assistance with the campaign.

**WITNESSETH**

**WHEREAS**, pursuant to policies and goals of the El Dorado County Board of Supervisors, County conducts an annual campaign of charitable giving for the purpose of providing to County employees the opportunity to voluntarily elect to make contributions to charitable organizations of their choosing, including but not limited to organizations affiliated with and represented by Marshall Foundation; and

**WHEREAS**, Marshall Foundation serves the El Dorado County area with services that are dedicated to providing health and human services in association with agencies lawfully enabled to receive charitable donations to support their activities and services within the community; and

**WHEREAS**, The Nonprofit Partnership represented by Marshall Foundation for the purpose of conducting local employee giving campaigns with major employers is a local collaboration of certified nonprofit agencies that address health-related community needs and provide such services to the citizens of the El Dorado County;

**NOW THEREFORE**, the parties do hereby agree as follows:

1. Marshall Foundation shall be the central processor for El Dorado County's pledge forms. The County and Marshall Foundation shall cooperate to design and establish a system for the processing and accounting of individual pledges which assures the accurate delivery of each individual pledge or contribution amount to the recipient designated in such pledge or contribution. Pledges or contributions subject to this section shall include those agencies currently included in The Nonprofit Partnership represented by Marshall Foundation. Marshall Foundation shall not be required to provide central processing of pledges or contributions to any other agencies or federations which may be added, in future and upon the approval of the El Dorado County Board of Supervisors, to the County's charitable giving campaign.
2. County retains all responsibility for making and providing all copies of pledge forms required by its Payroll Departments.
3. County and Marshall Foundation shall make every effort to coordinate and secure the participation and assistance of County payroll administration in the design of the system for central processing of pledge forms. It is understood that this system shall conform to the technical and procedural requirements of the Payroll Division.

4. County and Marshall Foundation assert their mutual intent to implement an agreed central processing system in time to incorporate the pledges and contributions generated by the 2011-12 Employees for a Healthier Community Campaign.
5. This MOU may be amended by mutual consent of the signatory parties hereto. Said amendments shall become effective only when in writing. Any party may petition to terminate this MOU upon ninety (90) days written notice to the other.
6. Each party hereto shall designate a contact person for the communication of information or notices concerning this MOU. A change limited solely to the designation of contact person shall not be cause for amendment to this MOU, but shall be communicated promptly to the other parties upon such occurrence. The following individuals shall be designated as contact persons as of the first effective date of this MOU:

Chief Administrative Office:

Laura Schwartz, Principal Administrative Analyst  
 Address: 330 Fair Lane, Placerville, CA 95668  
 Phone: 530-621-6541  
 e-mail: [laura.schwartz@edcgov.us](mailto:laura.schwartz@edcgov.us)

Marshall Foundation for Community Health:

Karen Good, CFRM, Executive Director  
 Address: P.O. Box 1996, Placerville, CA 95667  
 Phone: 530-642-9984  
 e-mail: [kgood@marchallmedical.org](mailto:kgood@marchallmedical.org)

**IN WITNESS WHEREOF**, the parties hereto have executed this Memorandum of Understanding the day and year first below written.

**--- COUNTY OF EL DORADO ---**

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Terri Daly  
 Chief Administrative Officer

**--- MARSHALL FOUNDATION---**

Dated: \_\_\_\_\_

Marshall Foundation  
 A CALIFORNIA NON-PROFIT ORGANIZATION

By: \_\_\_\_\_

Karen Good, CFRM  
 Executive Director