



## MEMORANDUM OF UNDERSTANDING 2023

WHEREAS, the Siouxland Community Foundation (SCF) is conducting the SIOUXLAND BIG GIVE on behalf of eligible nonprofits in Siouxland; and

WHEREAS, the SCF has set up an online giving platform at SiouxlandBigGive.org with searchable profiles of participating nonprofits and allows anyone to donate to their favorite participating nonprofit via the website; and

WHEREAS, the undersigned nonprofit organization desires to participate and collaborate as a benefiting partner in Siouxland Big Give; and

WHEREAS, the Siouxland Community Foundation herein desires to enter into a Memorandum of Understanding with the above named nonprofit organization setting forth the services and/or duties to be provided by the collaboration; and

NOW, THEREFORE, it is hereby agreed by and between the nonprofit organization and SCF as follows  
*(please initial by each statement as confirmation of your acceptance):*

\_\_\_\_ I confirm that my organization is a 501(c)(3) public charity and must provide a copy of our IRS determination letter as proof. Only one organization per tax ID number will be eligible to participate in the Siouxland Big Give. Organizations NOT allowed include city governments, churches, parent-teacher associations.

\_\_\_\_ I confirm that my organization has its headquarters in the Siouxland area and/or performs a portion of its mission programs in the Siouxland area and that funds raised through the Siouxland Big Give are for services to support Siouxland.

\_\_\_\_ I understand that there is a \$50 fee for my organization to participate in the Siouxland Big Give which will be taken out of the donations received at the event or billed to my organization should we not raise the funds to cover it.

\_\_\_\_ I understand that my organization is encouraged to focus the majority of its overall marketing efforts in the days immediately leading up to the campaign to create a sense of Siouxland excitement among donors, media partners and fellow nonprofits.

\_\_\_\_ I understand that SCF is not responsible for the amount of money that may or may not be contributed to my organization during the 24-hour event. I understand that donors must choose the nonprofit they are giving to when making the online gift and that the SCF has no control over this process.

\_\_\_\_ I understand that if my organization has a website and the ability, we will add Siouxland Big Give link to our landing page on SiouxlandBigGives.org.

\_\_\_\_ I understand that my organization, its staff, board of directors and volunteers should prepare to devote time and energy to promoting the Siouxland Big Give among our donors, website and social networks in order for our nonprofit organization to be successful.

\_\_\_\_ I understand that only donations pledged to my nonprofit organization through the siouxlandbiggive.org website will count toward any incentive contests and award distribution.

\_\_\_\_ I understand that if I'm asked to participate in an interview with a newspaper, TV or radio station I am to be a spokesperson on behalf of all nonprofits in my community participating in Siouxland Big Give.



\_\_\_\_ I understand that my organization will receive all monies that have been donor designated to my organization, less any applicable credit card transaction fee of 3%. There will be no fees deducted from donations made through SCF donor-advised funds.

\_\_\_\_ I understand that although a nonprofit is able to see their gifts in real time, reconciliation must be completed and, even though gifts are considered nonrefundable, a donation can be revoked for a variety of reasons from the time of receipt to the time of disbursement. Therefore, donation reports cannot be considered final until the nonprofit receives the disbursement from SCF.

\_\_\_\_ I understand that as a participating organization, we will not be allowed to solicit donations for such purposes as: memberships, dinners or any other activity that provides benefits to the donor, legally binding pledges, support of a political campaign and that no goods or services may be exchanged for donations or as payment for "quid pro quo" items such as: tickets to events, charitable auction purchases, raffle tickets, or gift items.

\_\_\_\_ I understand that SiouxlandBigGives.org is an online platform that will safely process all contributions made during the event and that following the event I am to login to SiouxlandBigGive.org to obtain the list of all the donors that designated my nonprofit during the event and that we are encouraged to reach out to them after the event and thank them for supporting our organization and how their donation will make a difference.

\_\_\_\_ I understand that contributions are technically made to SCF and therefore SCF will generate the tax receipt to all donors and that any correspondence that is sent from our organization as follow-up should NOT include tax information or amounts of donations.

\_\_\_\_ I understand that we are to notify SCF, as soon as possible, should the organization cease or substantially reduce its operations, or should the IRS propose to revoke its Section 501(c)(3) status.

\_\_\_\_ I understand that all donations will be disbursed via check, at our Check Presentation Ceremony (date TBD) in which a representative (staff, board member or trusted volunteer) of your organization should attend to accept the donation in person.

Please print and sign name in applicable space:

Date: \_\_\_\_\_

\_\_\_\_\_  
Executive Director/CEO/President PRINT NAME

\_\_\_\_\_  
Executive Director/CEO/President SIGNATURE

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Federal Tax ID#