



**Fiscal Sponsor Agreement**  
**The Emery Ed Fund and [name of Club/School/PTO project]**

The Emery Ed Fund (The Fund), pursuant to action taken by its Board of Directors, on [date] agrees to serve as fiscal sponsor for the [name of project], [description of project, e.g., "a science learning experience that supports students from the Emery Unified School District (EUSD) participating in August 2005"]. This project is in alignment with The Fund and EUSD goals.

Project Director(s) is/are: [names, titles, addresses, phones, emails]

The Fund will accept and hold funds in its bank account and keep a separate accounting for the project. Accounting statements will be provided to the Project Director(s) on a regular basis or as needed and agreed upon by The Fund and the Project Director(s).

Checks from donors and intended for the project must be made to the Emery Ed Fund. The Fund is a 501c(3), Tax ID 94-3248242. Donations must come with a memo or note (can be written on the check) designating them for [name of project].

Donations may be made via credit card at The Fund's Website: [www.emeryed.org](http://www.emeryed.org). There is an additional 3% processing fee charged to the donor for this service. Donors using this service must identify, in the comments area, the project for which the on-line donation is made.

The Project Director(s) will write donor acknowledgements for small donations as appropriate and provide copies of all acknowledgements to The Fund within one week of receipt. The Fund will acknowledge all donations, and provide copies to the Project Director(s).

All donations received directly by the project shall be acknowledged with a receipt, whether received as an isolated donation or received in association with fundraisers such as bake sales, car washes, and walk-a-thons. For each deposit submitted to the Emery Ed Fund, the Project Director(s) will include a complete set of receipts matching the amount of the deposit. The Fund will not accept funds from the project without proper documentation. Failure to provide receipts to donors and to the Fund may result in termination of this fiscal sponsor agreement.

The Fund will write checks or transfer funds at the direction of the Project Director(s) named above in accordance with Fund policies as set by its Board of Directors. Original documentation for legitimate expenditures for the project must be provided to the Fund prior to funds being released. The Project Director(s) and the project acknowledge that the Emery Ed Fund's Board of Directors has an independent fiduciary responsibility consistent with its by-laws and state and federal law and can only pay for expenditures consistent with such responsibilities.

The Project Director(s) will compile a final report at the end of every fiscal year, including a summary of project activities and outcomes and a narrative of how the funds were used to achieve those outcomes. The project will not be considered closed until the report is submitted.

So long as transactions for this project are minimal, there will be no fiscal agent charge. However, should the fiscal management tasks (trips to the bank for deposits, check writing, donor acknowledgement, etc.) become time consuming, The Fund, at its discretion, will charge a fiscal agent fee of up to five percent of donations, the exact amount to be agreed upon by The Fund and Project Director(s), in writing.

Project Director \_\_\_\_\_ Date \_\_\_\_\_

Eugenia Bowman, Executive Director \_\_\_\_\_ Date \_\_\_\_\_