



## SAMPLE FUND AGREEMENT

This letter will confirm our agreement to establish the **<NAME OF FUND HERE>**, a fund of the Foundation for Orange County Public Schools, Inc. to support **<PURPOSE OF FUND>**.

As the 501(c)(3) not for profit organization recognized by the Orange County School Board to serve the District, we are able to hold and distribute funds to benefit individual schools or district-wide programs. Contributions to the **<NAME OF FUND HERE>** will be considered charitable gifts under federal income tax regulations and will be tax deductible to the full extent of the law.

Under this agreement, the Foundation will be responsible for:

1. Accepting and holding funds raised by the **<NAME OF FUND HERE>**.
2. Disbursing funds as instructed in writing by authorized persons. Funds may be designated or restricted to specific purposes as permitted under Orange County School Board policies.
3. Providing annual auditing by an independent accounting firm.
4. Filing all state and federal reports.
5. Providing semi-annual income/disbursements reports on the fund.
6. Sending gift acknowledgements and receipts.

The **<NAME OF FUND HERE>** will be responsible for:

1. Raising funds for the **<NAME OF FUND HERE>**.
2. Computing the amount of charitable donation if gifts were made in exchange for services or goods.
3. Writing and sending thank you letters to donors.

The Foundation charges a 5% administrative fee on the total deposits made to the Foundation during that quarter with a minimum charge of \$250 per year. Credit card fees are 3.5% of the transaction.

If you wish to establish the **<NAME OF FUND HERE>** as outlined in this agreement, please have those individuals who are authorized to be responsible for the Fund sign below.

An original, signed letter must be returned to me and please keep a copy for your records. Thank you for allowing us to support the critical work you do in preparing our children for a future in the global workplace.

Sincerely,

Deborah L. Pedraza  
Senior Director

*(Signatures continued from preceding page)*

On behalf of the <***NAME OF FUND HERE***>:

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Please print name*

\_\_\_\_\_  
Authorized Signer

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Please print name*

\_\_\_\_\_  
Authorized Signer

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Please print name*