

COUNTY OF MONTEREY

COMBINED GIVING CAMPAIGN AGREEMENT

This Agreement is entered into this 15 day of March, 1995, by and between Earth Share of California, United Way of the Salinas Valley, United Way of the Monterey Peninsula, Combined Health Appeal of California and Natividad Medical Foundation (hereinafter referred to as Participating Organizations (PO)), and the County of Monterey (hereinafter referred to as County).

1. PO's and the County agree to participate in a Combined Giving Campaign in accordance with the regulations set forth by the Board of Supervisors Resolution No. 94-170 adopted April 26, 1994, (Attachment A).
2. PO's agree that each year one PO will serve as the lead organization. This lead PO will be responsible for preparing the PO meeting agendas and updating the campaign timelines. The PO's will be responsible for developing campaign materials and related documents and coordinating the distribution of these items to the campaign coordinators in each county department. The PO's will work cooperatively to develop a detailed description of the lead organizations duties.
3. The County agrees to appoint a Combined Giving Campaign Chair and Vice-Chair who will: (1) promote the campaign at the Department Head Council meetings and management council meetings; (2) with the support of Department Heads, recruit department coordinators and donor representatives from each county department and ensure, with the assistance of PO's, their attendance at training sessions; and (3) provide oversight for the coordination and the distribution of campaign material and related documents to county departments. The Vice-Chair shall function as the coordinator for the next campaign year.
4. PO's agree to work cooperatively and to share the cost of designing and printing the combined brochures, payroll deduction forms, related documents, and administrative costs for processing of pledge forms for the annual Combined Giving Campaign per attachment B. The organizations that are coordinating production of campaign materials will pay the up front costs and will be reimbursed by the other PO's. Reimbursement by the other PO's shall be within (60) sixty days from receipt of invoice. County reserves the right to review all material prior to distribution and reject any materials which it deems inappropriate.

5. PO's agree to provide a draft of all campaign material to the County no later than 60 days prior to the start of the campaign. County shall provide response within two weeks of receipt of material. Both parties agree that no changes shall be made to campaign materials later than 2 weeks prior to the beginning date of the campaign.
6. PO's shall have equal opportunity for participation in employee presentations.
7. Both parties agree that County employees who elect to make a donation shall be given the option of making an annual or continuous donation to a PO, a member/affiliated agency, or a non-affiliated agency through the United Way of the Salinas Valley. Both parties agree that information regarding the continuous donation shall be fully disclosed to employees on campaign literature including information on redesignation of donations and how to terminate payroll deductions.
8. Both parties agree that the percent of an employee donation that will not be directly received by a designated agency will be stated on the campaign literature.
9. PO's agree to place on file with the Clerk of the Board their most recent audited financial statement or in the case of the Natividad Medical Foundation, must provide a financial summary of receipts, disbursements and ending cash balance for the previous fiscal year, whichever is most recent. These shall be available to employees and the public upon request.
10. Each PO agrees to hold the County harmless for any failure or negligence on the part of the PO's or its agents or employees in distributing funds provided to it by the County or its employees.
11. Each PO is solely responsible for distributing funds received from the County from employee payroll deductions and direct donations to their member/affiliated organizations. Each PO is solely responsible for the receipt and distribution of checks written directly to those organizations by County employees.
12. The County agrees to provide each PO with an official reporting of the total donation dollars pledged through pledge cards received by the Auditor's office.
13. Both parties agree that participation in the combined giving campaign shall be reviewed annually to determine if all PO's accorded this privilege continue to meet the criteria specified in Resolution No. 94-170 adopted on April 26, 1994.

14. This agreement shall be in effect as a contract between the parties unless it is terminated or amended by an agreement in writing. A 30-day written notice is required for termination or amendment to this agreement.

In witness whereof, this agreement is hereby executed by and between the following parties.

Signature: Bernadette O'Keefe  
Name: Bernadette O'Keefe  
Title: Deputy Director  
Date: 3-15-95  
Agency: United Way of the Monterey Peninsula

Signature: Larry Boughton  
Name: Larry Boughton  
Title: Dir. of Resource Development + Mktg.  
Date: 3-8-95  
Agency: United Way of the Salinas Valley

Signature: Steve French  
Name: Steve French  
Title: Campaign Director  
Date: 3/8/95  
Agency: Combined Health Appeal of California

Signature: Timothy Duff  
Name: Timothy Duff  
Title: Campaign Manager  
Date: 3/8/95  
Agency: Earth Share of California

Signature: Sandra Rees  
Name: SANDRA REES  
Title: President  
Date: 3/8/95  
Agency: Natividad Medical Foundation

County of Monterey

Rosie Pando  
By: County Administrative Officer or Designee

APPROVED AS TO FORM  
W. ALLEN BIDWELL FEB 21 1995  
DEPUTY COUNTY COUNSEL  
COUNTY OF MONTEREY

A: \ACGC94

DISTRIBUTION OF CAMPAIGN COSTS

<u>ITEM</u>	<u>COST ALLOCATION FORMULA</u>
Brochure	Based on amount of space occupied by each Participating Organization. Shared areas divided by total # of Participating Organizations.
Newsletter	Based on equal space (Total # of Participating Organizations divided by cost)
Pledge Form	Based on equal space (Total # of Participating Organizations divided by cost)
Pledge Form Processing	A piece rate per each pledge form processed for each Participating Organization.
Poster	Based on equal space (Total # of Participating Organizations divided by cost)

County of Monterey, State of California

Resolution No. 94- 170

Continue support for County's )  
 Combined Giving Campaign, )  
 Rescind Resolution No. 89-012 )  
 and adopt new Resolution to )  
 allow incorporated County )  
 foundations which were )  
 specifically set up to provide )  
 financial support for specific )  
 County Departments to )  
 participate in the County's )  
 Combined Giving Campaign as )  
 independent agencies ..... )

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APR 28 1994

ADMINISTRATIVE OFFICE

The Monterey County Board of Supervisors declares its continued support and facilitation of fund raising on behalf of voluntary charitable organizations. In order to continue to provide a convenient channel through which County employees may contribute to these efforts,

IT IS THEREFORE RESOLVED by the (Monterey County Board of Supervisors that:

1. Resolution No. 89-012 which established the County's Combined Giving Campaign is hereby rescinded and replaced with this Resolution.
2. Incorporated County foundations which were specifically set up to provide financial support for specific County Departments are hereby authorized to participate in the County's Combined Giving Campaign as independent agencies.
3. A voluntary combined giving campaign exists to provide for a coordinated fund raising drive for eligible charitable organizations.
4. An eligible charitable organization must be either an umbrella organization in existence for a minimum of one year with fifteen or more signatory agencies, or an incorporated Monterey County foundation which was specifically set up to provide financial support for specific County Departments. Eligible organizations must demonstrate and maintain federal and state tax exempt status.
5. An eligible organization must have an audited financial statement or in the case of County Foundations, must provide a financial summary of receipts, disbursements, and ending cash balance for the previous fiscal year, whichever is most recent.
6. An eligible organization must allow direct designation of

employee donations to its member/affiliated agencies.

7. Applications by eligible organizations shall be made to the County Administrative Office by March 1, of each year. The Board of Supervisors shall approve all new eligible organizations for inclusion in the combined giving campaign by May 1 of each year.
8. Eligible organizations shall sign an agreement with the County to develop a cooperative campaign and share in the cost of designing and printing the combined brochures, payroll deduction forms and related documents for the annual combined giving campaign.
9. No payroll deduction shall be made for less than \$2.00 per pay period per eligible organization, and the employee's authorization for deduction must be for not less than 12 months. Employees shall have the right to cancel the payroll deduction in accordance with paragraph 10.
10. An authorization or cancellation shall not be effective as to any payroll period unless received in sufficient time for the Auditor-Controller to process and enter or cancel the deduction on the payroll for that period.
11. Warrants shall be issued by the Auditor-Controller to each participating eligible organization on a monthly basis. Warrants shall not be issued to individual member agencies or non-affiliates.
12. Participation in the combined giving campaign shall be reviewed annually to determine if all organizations accorded this privilege continue to meet the above criteria.
13. The County Administrative Office shall be responsible for the implementation of this Resolution.

IT IS FURTHER RESOLVED THAT THE BOARD:

14. Approves the inclusion of the Natividad Medical Foundation, the Parks Foundation of Monterey County and the Foundation for Monterey County Free Libraries in the County's Combined Giving Campaign.
15. Approves continued participation of United Way of Salinas Valley, United Way of Monterey Peninsula, Combined Health Appeal of California, and Earth Share of California in the Combined Giving Campaign.

PASSED AND ADOPTED on this 26th day of April, 1994,  
upon motion of Supervisor Karas, seconded by

Supervisor Salinas, by the following vote, to-wit:

AYES: Supervisors Salinas, Shipnuck, Perkins, Johnsen, Karas  
NOES: None  
ABSENT: None

I, ERNEST K. MORISHITA, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board Supervisors duly made and entered in the minutes thereof at page \_\_\_ of Minute Book --, on April 26, 1994.

Dated: April 26, 1994

ERNEST K. MORISHITA, Clerk of the Board of  
Supervisors, County of Monterey,  
State of California.

By Stimela Olivera

Deputy

Order 10/4/93