



Medfield Foundation, Inc.  
c/o Medfield Town House  
459 Main Street  
Medfield, MA 02052

May 1, 2016

Re: \_\_\_\_\_ Initiative

Ladies and Gentlemen:

The \_\_\_\_\_ Initiative has expressed an interest in working with the Medfield Foundation, Inc. (“MFi”). This letter is to notify you of certain rules established by MFi which are required to be followed by all of MFi’s constituent initiatives, including the \_\_\_\_\_ Initiative should it wish to work with MFi.

You have indicated that the \_\_\_\_\_ Initiative was established by volunteers for the purpose of fundraising for \_\_\_\_\_ MFi, also created and run by volunteers, is our town's non-profit charitable corporation dedicated to raising funds for public purposes in the Town of Medfield. The Initiative and MFi wish to work together to facilitate fundraising efforts for the Initiative’s cause.

In this connection, the Initiative will be operated as a sub-committee of MFi and will follow MFi’s Standard Operating Procedures (“SOP’s”) as the same may be amended from time to time. We will notify you if/when changes are made to our SOP’s.

For purposes of the disbursement request, the following persons are authorized to sign and submit such a request, but in all cases at least two (2) of the following signatures, consistent with the sample signatures shown below, are required:

- 1.
- 2.
- 3.



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In the event that there remain any funds on hand at the conclusion of the \_\_\_\_\_ Initiative's work which are not used for initiative's stated cause, it is expected that such funds will be applied towards \_\_\_\_\_. In the remote event that a balance remains thereafter, such funds will revert to the benefit of MFi's General Fund to be used strictly for charitable purposes in accordance with MFi's organizing documents and IRS regulations.

If the \_\_\_\_\_ Initiative wishes to work with the MFi, please sign below to indicate your assent, initial the attachments where indicated and return this letter with attachments to us as soon as possible.

We look forward to working together for this worthwhile cause.

Very truly yours,  
MEDFIELD FOUNDATION, INC.

By: \_\_\_\_\_  
President's Name  
Its Authorized President

Enclosures

Acknowledged and Assented to:

\_\_\_\_\_ Initiative

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

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

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