



Medfield Town House
459 Main Street
Medfield, MA 02052

February 6, 2010

Fund Name
c/o Fund Chairman
Fund Address
Medfield, MA 02052

Re: Fund

Ladies and Gentlemen:

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

You have indicated that the ___ Fund was established by volunteers for the purpose of fundraising for (state Fund’s purpose). The 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 Fund and the MFI wish to work together to facilitate fundraising efforts for the (state Fund’s cause).

In this connection, the Fund will be operated as a sub-committee of the MFI and will follow the MFI’s Standard Operating Procedures (“SOP’s”) as the same may be amended from time to time. Please consult our website, www.medfield foundation.org, for the SOP’s in effect from time to time, as you will be subject to all changes and amendments made hereafter.

For purposes of the disbursement request SOP, 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.

In the event that there remain any funds on hand at the conclusion of the _____Fund's work which are not used for (fund'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 the MFI General Fund to be used strictly for charitable purposes in accordance with MFI's organizing documents and IRS regulations.

If the _____Fund 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: _____
Kevin Hern, Jr.,
Its Authorized President

Enclosures

Acknowledged and Assented to:
_____FUND

_____ Date: _____

_____ Date: _____

_____ Date: _____