Sample Umbrella Agreement

Memo of Agreement Between

Umbrella Program

and

CASA/GAL Program

The intent of this memo of agreement is to specify the relationship between Umbrella Program and the CASA/GAL Program Founding Committee in order to provide high quality services to the youth of the county.

Both Umbrella Program and the CASA/GAL Program Founding Committee agree to the following:

1. For the first two years, beginning on (Date), Umbrella Program will be the administrative agent for the CASA/GAL Program. This will include:
   a) Use of the 501(c)(3) status as a program of Umbrella Program.
   b) Coverage as part of the Umbrella Program liability insurance.
   c) The staff to be hired will be employees under the personnel policies of Umbrella Program with all rights and benefits. There will be a consensus process in all hiring for CASA/GAL Program.
   d) The CASA/GAL Program director will be supervised on a day-to-day basis by the management structure of Umbrella Program.
   e) Umbrella Program will establish a separate fund within the Umbrella Program accounting system to receive and distribute resources of the CASA/GAL Program.
   f) Umbrella Program will do grant writing capabilities to the extent possible as designated by the executive director.
   g) Provide support and expertise to help shape and implement the work of the CASA/GAL Program within the county.

2. There is an agreement that in all public relations materials, the name of Umbrella Program is used. Written material to include “CASA/GAL Program is administered in County by Umbrella Program.”

3. If a conflict arises as to applying for grants or fundraising activities, the executive director of Umbrella Program will make the final determination.

4. The CASA/GAL Program Founding Committee will provide appropriate individuals for the establishment of a separate founding committee. These individuals will:
   a) Provide two individuals to sit on the board of directors of Umbrella Program in order to provide the support and connection with the governing board.
   b) Raise funds so that the program could be self-sufficient and self-sustaining in County.
   c) Seek to establish itself as a separate non-profit organization within the two-year period as described above.
   d) Adhere to the agreement in the budget as to in-kind contributions from Umbrella Program and as to fundraising.

5. The CASA/GAL Program will at all times abide by the rules and policies of Umbrella Program and preserve the positive reputation of Umbrella Program in the community.

6. Funds raised by the Friends of CASA/GAL Program, an auxiliary board, CASA/GAL staff, or the founding board will be used for CASA/GAL Program and stay within the CASA/GAL account.

7. CASA/GAL Program is regulated by State Superior Court and must be implemented in the fashion and language described in Section 100 of the Welfare and Institutions Code. Any screening or other activities through Umbrella Program must adhere to these regulations.

This document is binding until revised by both parties. Either party may terminate this agreement with 30 days notice.