



# Local Coordinator Agreement

Revised 4/3/2008

## A. Introduction

Farmers and Hunters Feeding the Hungry (FHFH) is a tax-exempt, non-profit corporation. Local Coordinators are representatives of FHFH that function under the supervision of the FHFH staff and the FHFH Board of Directors, in accordance with the descriptions and guidelines found in this Agreement, and in any additional policy or procedural guides established by FHFH, until such time as the Agreement is dissolved.

## B. Board of Directors

FHFH is governed by a Board of Directors with appointed corporate officers who are the only persons authorized to sign legal documents or tax forms as president, vice-president, secretary and treasurer. No one may enter into any legal or financial contracts on behalf of the corporation without approval from the FHFH staff or Board of Directors.

## C. Tax-Exempt Mission

1. The mission of the Local Coordinator is to carry out the tax-exempt purposes of FHFH, which includes assisting hunters in returning to their heritage as food providers by transforming deer and other big game—God-given and renewable resources—into food for the hungry.
2. Local Coordinators must operate FHFH locally in a manner consistent with all wildlife regulations and all local, state and federal laws.
3. As a tax-exempt organization, FHFH and its representatives may not endorse candidates for public office and may not engage in political lobbying activities.
4. A Local Coordinator desiring to engage in any activities which are not described in this Agreement or in any other FHFH policy or procedural guides must first obtain express written permission to do so from the FHFH staff so that compliance with applicable laws and the general mission of FHFH can be reviewed and verified.

## D. Local FHFH Program Description

1. **Local FHFH Team**—The Local Coordinator will assemble and maintain a team of at least two additional people to assist them. This team should meet together regularly (quarterly is suggested). Meeting notes including any decisions that are made will be forwarded to the FHFH main office.
2. **Fundraising**—The FHFH staff will help the Local Coordinator create and implement a fundraising plan to raise the funds necessary to pay for the processing of donated deer and other big game, and other local program expenses. This plan will include types of donors that will be approached directly along with one or more fundraising projects and special events such as a fundraising banquet.
3. **Finance Management**—All FHFH income and expenses are handled through the general FHFH bank account. Contributions and income will be forwarded to the main FHFH office for deposit and donor receipting as applicable. In general 85% of the local program income is allocated to a fund to cover that program's meat processing fees and other expenses. The remaining portion will help fund the supporting services and development work carried out by the FHFH staff. Invoices and bills for local FHFH expenses will be forwarded to the FHFH main office for payment.
3. **Meat Processors**—The Local Coordinator will establish a working relationship with one or more meat processors to cut and package donated deer, other big game and/or domestic livestock into meat for food banks and feeding ministries to distribute and feed to the poor and hungry. The Local Coordinator will seek to negotiate a fair, discounted amount to pay the processor for these services and will sign an annual agreement supplied by the FHFH main office with each processor. A 20% discount from their normal rate is typical. Each meat processor must meet the following criteria:

- a) Must be a licensed butcher that is inspected for health and sanitation by the city, county or state *OR* the USDA and provide a copy of the current inspection certificate or license to the Local Coordinator who will forward a copy to the FHFH main office.
- b) Must have general liability insurance coverage and provide a certificate of coverage from their insurance provider to the Local Coordinator who will forward a copy to the FHFH main office.
4. **Food Banks**—Any non-profit organization or ministry desiring to pick up and distribute donated venison must submit a letter of request to the Local Coordinator on the organization’s letterhead stationary.
5. **Communication & Reporting**—The Local Coordinator will communicate regularly with the FHFH staff by phone, email or in person. Notes from Local FHFH Team meetings and a basic annual report of activities and results will be forwarded to the FHFH main office.
6. **Media Policy**—The Local Coordinator and Team members are encouraged to comment freely about the general history, goals, and mechanics of FHFH with the media. To help guard our 501(c)(3) tax-exempt status, requests from the media for opinions or statements about other issues, particularly those of political nature, must be cleared with the FHFH staff before any such opinions or statements are provided.
7. **Coordination with the Wildlife Department**—The Local Coordinator should make contact with the state Game or Wildlife Department and explore avenues for promotional and financial assistance.

### **E. Problem Solving & Accountability**

1. Problems relating to the local FHFH program, FHFH staff, this Agreement, or general FHFH policies will be resolved with the help of the FHFH Operations Director and/or Executive Director. Any problem that cannot be resolved will be taken up with the FHFH Board of Directors at the next scheduled meeting or at a special meeting called for the purpose of resolving the issue.
2. If the Local Coordinator and/or Team member(s) become involved in or convicted of any criminal activity, any violation of game/wildlife laws, or any activities that do not fall within the corporation’s tax-exempt purpose or that jeopardize the tax-exempt status of FHFH, the Board of Directors will investigate and take any action(s) necessary to protect the organization.

### **F. Insurance and Liability**

1. FHFH carries general liability insurance with coverage limits of \$1,000,000 per occurrence and \$2,000,000 total per year. The FHFH general liability insurance is applicable to 3<sup>rd</sup> party liability claims only. The loss of property or money due to theft or any other destructive event is NOT COVERED.
2. The FHFH general liability insurance DOES NOT cover special events such as (but not limited to) banquets and charity golf or shooting tournaments. Special event coverage may be required in such cases. The FHFH staff will help determine what is needed based on the proposed event.
3. Worker’s compensation coverage for acts or injuries sustained is not extended to Local Coordinators, Team members, and other volunteers who are not employees of the corporation.
4. The Local Coordinator should contact the FHFH staff with any questions regarding insurance coverage and liability before planning or participating in any event or fundraiser. Likewise, the FHFH main office should be notified immediately should any incident or claim arise.
5. FHFH, the FHFH staff, and the FHFH Board of Directors will not be held responsible for any occurrence or loss that results from the Local Coordinator, Team, or other associated person(s) failing to follow established FHFH policy and procedures as described in this Agreement along with any supplemental policy and procedural documents that are developed and distributed.

### **G. Dissolving this Agreement**

This Local Coordinator Agreement may be dissolved under any of the following circumstances:

1. The terms and conditions set forth in this Agreement and/or other policies and guidelines established by FHFH are violated;
2. The Local Coordinator and Team are unable to continue serving; and/or
3. The Board of Directors, in its sole discretion, orders the dissolution of the Local Coordinator Agreement.

If this Local Coordinator Agreement is dissolved, funds remaining after the payment of any outstanding bills will be used wherever needed to continue the mission of FHFH. In addition, any materials, supplies or equipment owned by FHFH will be returned to the FHFH main office.

## **FHFH Local Coordinator Agreement—Signature Page**

This page is to be signed, dated and returned by the applicant to the FHFH main office along with the Coordinator Application and other completed application forms and materials.

**As the Local Coordinator for \_\_\_\_\_ FHFH, I agree to operate FHFH locally in the manner specified in the FHFH *Local Coordinator Agreement*.**

Coordinator Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

-----*For Main Office Use*-----

### **FHFH Board of Directors:**

**The FHFH Board of Directors hereby recognizes the person listed above as the FHFH Local Coordinator for \_\_\_\_\_ FHFH.**

### **FHFH Officer:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_