

Memorandum of Agreement

This Memorandum of Agreement is between the Minnetonka Alumni Association, Inc. (referred to as "MAA"), and representatives of the Minnetonka High School Graduating Class of _____.

1. The Graduating Class, having held a reunion event or events, has a surplus of income over expenses, and wishes to have that money excess placed in a designated reserve for use in future reunion event(s).

2. The MAA agrees to hold the money of the Graduating Class in a separate accounting category, and to hold the money on deposit until the money is requested by representatives of the Graduating Class.

3. The MAA will release the monies to the reunion committee representing the class upon their request for funding for a future reunion activity. The MAA will assume that a group of three or more classmates from the Graduating Class who state they are acting as a reunion committee is in fact representatives acting for the class. The MAA will research and verify the efforts of the reunion committee before releasing the monies. The Reunion Planning Group (RPG) will provide a brief description of the reunion activity by giving date and location of the event. Upon consent from MAA the monies will be released to the Reunion Planning Group.

4. If there are two or more reunion committees claiming to represent the Graduating Class, the MAA will pay the monies to the committee which, in the view of the MAA, is most representative of the Graduating Class, and which has developed the best reunion plan. The MAA may continue to hold the monies if in the MAA's judgment the funds are not being used for the benefit of all of the members of the Graduating Class.

5. In requesting withdrawal of funds from the MAA, RPGs agree that they shall defend, indemnify and hold the MAA, its officers, officials, employees and volunteers harmless for any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Memorandum of Agreement and in connection with the planning or execution of any reunion activity, except for injuries and damages caused by the sole negligence of the MAA.

For the Minnetonka Alumni Association

For the Graduating Class of _____

Minnetonka Alumni Association

Class Reunion Fiscal Agent Letter of Understanding

Maintenance of Funds

The Minnetonka Alumni Association (MAA) will hold class reunion funds as received from the class reunion Committee with some or the entire principal (original fund amount) to be returned upon request subject to the following rules. The earnings or income on the funds will remain the property of the MAA. In the event that funds are unclaimed by a representative of the class reunion Committee and no class member can be found as a representative for the class, the funds will become the property of the Minnetonka Alumni Association. Funds will not be returned to individual class members unless they represent the class reunion Committee.

Distribution of the Funds

At the time the funds are transferred to the MAA, the class reunion Committee will indicate the year and estimated month that they will be requesting return of some or all of the funds.

The funds will be paid back to the Committee not to exceed the original principal deposited with the MAA; funds will be paid in no more than three installments and only to a pre-designated class representative. All requests for distribution must be received 30 days prior to the actual date of the distribution.

At the time the funds are given to the MAA, the names and signatures of three (3) class Committee representatives will be required. Distributions of the funds back to the Committee will require the signature of at least two (2) of the three designated representatives.

Class Year: _____ **Fund Amount:** _____ **Date:** _____

Estimated date for first distribution of funds: (Month) _____ **(Year)** _____

CLASS REUNION COMMITTEE REPRESENTATIVES

Printed Name	Address	Phone	E-mail	Signature
1 _____	_____	_____	_____	_____
2 _____	_____	_____	_____	_____
3 _____	_____	_____	_____	_____

For the MAA

Printed Name	Signature
1 _____	_____
2 _____	_____

Minnetonka Alumni Association
Class Reunion Fiscal Agent Letter of Understanding

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Class Year:	Fund Amount:	Date:
Estimated date for first distribution of funds	Month:	Year:
Committee Representatives	Names and Address	Signature
Received for the MAA		