

Example Letter - Memorandum of Understanding

TEXAS COUNTY



<Date>

<To>
<Address>

Dear _____,

This letter summarizes an agreement between the _____ County 4-H Program and the _____. This group is authorized to use the 4-H name and emblem in support of the _____ county 4-H program. The authorization period is from _____ to _____.

We, the undersigned, sign this agreement with the understanding that:

1. The group will conduct business and practices that are in the best interest of the _____ county 4-H program and enrolled youth.
2. Should this group dissolve, any funds that are raised in the name of 4-H or through use of the 4-H name and emblem or any equipment/asset purchased by the group, will become the property of the _____ county 4-H program.
3. This agreement may be revoked if the group conducts any practices that are not in the best interest of the 4-H program.
4. The 4-H name and emblem will be used in accordance to National 4-H Headquarters rules and guidelines.

Signed:

County Extension Agent

Organization Official

Date

Date

Joe Brown, CEA-4-H
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