

# *Friends of Hospice*

SUPPORTING PARTNERS IN CARE

## **SAMPLE LETTER OF AGREEMENT**

This is a letter of agreement between Friends of Hospice (FOH) and \_\_\_\_\_ (Business).

### **PROPOSAL**

Friends of Hospice is a supporting organization of Partners In Care; both are tax-exempt organizations serving residents of Central Oregon. Friends of Hospice is a membership-based organization, offering household memberships of \$25 per year per household. Friends of Hospice members (members) will receive a membership cards that entitle them to several benefits. Tangible benefits include a variety of discounts or other offers by businesses in Central Oregon.

### **TERMS AND CONDITIONS**

1. The undersigned business agrees to provide the following offer or discount to members.
2. Members will be required to present their FOH membership card to redeem the benefit.
3. The above offer and website link or contact information will be posted on the FOH website.
4. Business will provide website and/or contact information to FOH.
5. Business may use the FOH logo and name in its promotional materials or on its website. The FOH logo and name must be used in good taste and reflect FOH's image, values, and policies. The FOH logo will be provided to Business Partner in the format appropriate for the specific use.
6. During the time period of the benefit offer, the business must be responsible and respected in the community, maintaining a reputation that will enhance the image of FOH. The business must be in full compliance with any local, state, or federal laws in the conduct of their business.
7. FOH will not be held responsible for the fulfillment of any offers or discounts provided to members.
8. FOH will not promote the business or services offered by the business except through the offer stated herein. This agreement does not imply endorsement of the business.
9. FOH is not liable for money lost or injuries incurred as a result of the activities of the business.
10. The relationship between FOH and the business will be evaluated annually. Either party can cancel this Agreement by giving three business days' notice. FOH is not responsible for financial or other damages that may result from such a cancellation.
11. There must be full disclosure of any perceived or real conflict of interest in relation to the proposed promotion by both FOH and the business, especially that of the direct participation by any FOH or Partners In Care employee, volunteer or board member.
12. This Agreement supersedes any prior written or verbal agreement between FOH and the business.