

## **Memorandum of Agreement between The Governance Board of Laupahoehoe Community Public Charter School and Hui Kako'o O Laupahoehoe**

This agreement is to define the relationship between the Laupahoehoe Community Public Charter School (LCPCS) and the Hui Kako'o O Laupahoehoe (The Hui).

- It is understood that LCPCS and The Hui are separate entities.
- It is understood that the LCPCS Governing Board governs the school.
- It is understood that The Hui is a 501(c)3 non-profit organization incorporated to raise funds and otherwise support LCPCS and the Laupahoehoe community.
- The Hui's mission as a 501(c)3 includes researching and applying for grants and additional resources to support the school. The Hui is required under the LCPCS Grant Management Policy and School Event Policies to obtain approval and to report updates to the Governance Board for any grant writing or fundraising activities, unless a formal request is made by LCPCS asking the Hui to solicit funding for a specific purpose. LCPCS is expected, under the same policies, to inform the school community (which includes the Hui) of school needs.
- It is understood that the Hui is not solicited by LCPCS to raise funds and that LCPCS had no part in the designation of the Hui's mission. Hui activities to solicit support for the school may or may not be solicited by LCPCS, the solicitation of which by LCPCS would be formally documented as a request of Hui support for a specific fundraising campaign or grant application.
- The Hui is solely responsible for managing the accounting of funds, reporting, and documentation for all grant awards it procures under its 501(c)3 status. The Hui may request financial reports, updates, and documentation on school activities.
- In the event that the Hui procures funds designated for a specific school program/event, or other school sponsored activity or expense, the Hui and the school administration will collaborate on appropriate and necessary accounting, reporting, and approval procedures to meet the Hui's needs, LCPCS policies and the grantor's requirements. The Hui and LCPCS must come to terms of agreement on policies and procedures prior to spending grant funds. This agreement may include timely reports from LCPCS to the Hui or vice versa and may designate parties responsible for the management of funds and approval of grant expenditures. The Hui has the right to withhold funding and may recover funds that have been misused against the agreement.
- Each party to this agreement has the authority to end the agreement at any time with a majority vote of its governing board.