



**Win/Win Network  
Voter Registration Sub-grant  
Memorandum of Understanding**

The following constitutes a formal agreement between **WWU Associated Students** and **Win/Win Network**.

Win/Win Network is a forward thinking collaborative that seeks to build political power by increasing civic engagement in underrepresented communities, enhancing capacity of partner organizations, and improving communication and collaboration. In order to maximize statewide impact and avoid duplication, participating organizations in this specific project voter registration project agree to a set of planning principles, to conducting voter registration in negotiated areas, and to submit program data and results, and to communicate and report results on a specified schedule to track progress toward goals.

**Principles and Factors of Consideration**

Partner organizations must commit to the following:

- Targeting potential voters who are members of the Rising American Electorate
- Adherence to goals as outlined in partner's approved civic engagement proposal in regards to voter registration, education and mobilization
- Working in a coordinated and collaborative fashion with Win/Win Network and other partner organizations involved in this project
- Submission and approval (by grantor) of a workplan, budget, schedule, and detail of data processing, collection and quality control plan for voter registration
- Regular and standardized reports and daily tracking to grantor on progress toward goal in a method that is mutually agreeable
- Adherence to all applicable laws and regulations regarding voter registration
- Proper training of all voter registration canvassers with regard to all applicable laws and regulations regarding voter registration and completed cards
- Covering the cost of all and procuring all materials needed for voter registration, including clipboards, pens and voter registration cards
- Submission of a short final report on lessons learned and outcome toward goals.

*Standardized Data Management Practices*

Participating organizations agree to standardized quality control, data management practices, and goal tracking in order to ensure the highest quality data and to ensure new voters will be able to receive GOTV contacts using the Voter Activation Network (VAN). Organizations agree to provide Voter Registration data weekly on Fridays and provide daily reports to Win/Win using the voter registration tracking tool.

*Accountability*

Instances of non-compliance are to be reported to Win/Win staff. Should an organization be deemed out of compliance with the terms of this memorandum of understanding, corrective action will be taken that could include: deactivation or

suspension of an organization's VAN access, loss of membership to Win/Win, or relinquishment of sub grant.

### *Confidentiality*

The undersigned acknowledges that in the performance of this Agreement, it may have access to information that is private or confidential to, or a trade secret of, the other party. The undersigned agrees not to disclose any such information to any third party that is not also taking part in this project without the specific written authorization of the other party, regardless of the form or format in which, or means by which, such party becomes aware of such information. The undersigned further agrees that the terms of this Agreement shall also be confidential information.

### **Capacity Building Support & Resources Provided by Win/Win**

- Access to a statewide database of voters (VAN)
- Coordination with the Secretary of State's online voter registration system
- Shared materials
- Networking with other peer organizations
- Trainings and workshops
- Access to a call-center facility in downtown Seattle

### *Sub-grant to Partner Organizations*

A. Partner will provide promptly such additional information, reports and documents as requested and will allow Win/Win Network and its representatives to have reasonable access during regular business hours to files, records, accounts or personnel that are associated with this project, for the purpose of making such financial reviews, verifications or program evaluations as may be deemed necessary.

B. Partner will allow Win/Win Network to review and approve the text of any proposed publicity concerning this partner support payment prior to its release.

C. Win/Win Network reserves the right to discontinue, modify or withhold any payments to be made under this partner support payment award or to require a total or partial refund of any funds provided by Win/Win Network, if it, in Win/Win Network's sole discretion, deems such action is necessary: (1) because Partner has not fully complied with the terms and conditions of this Agreement; (2) to protect the purpose and objectives of the partner support payment or any other activities of Win/Win Network; or (3) to comply with any law or regulation applicable to Partner, to Win/Win Network, or this Agreement.

D. Partner confirms that it is an organization or association that is currently recognized by the Internal Revenue Service (the "IRS") as a Tax-Exempt or Educational Organization under section 501 (c)(3) of the Internal Revenue Code (the "Code"), and Partner will inform Win/Win Network immediately of any change in, or IRS proposed or actual revocation (whether or not appealed) of its tax status described above.

E. These partner support payments may be used only for Partner's educational activities

within the meaning of 501 (c)(3) and may not be used to carry on propaganda or otherwise attempt to influence specific legislation, either by direct or indirect grassroots lobbying, nor to intervene in any election campaign for or against any candidate for public office, nor to make any grants to individuals, nor for any non-educational purposes. These partner support payments must be used for the project identified above and may not be expended for any other purposes without Win/Win Network's prior written approval. Partner accepts responsibility for complying with this agreement's terms and conditions and will exercise full control over the partner support payment and the expenditure of the respective funds. Win/Win Network may request that Partner return any unexpended support funds remaining at the end of the project period.

F. Partner will provide Win/Win Network with a Final Report including a financial report of partner support payment funds expended one and a half months after the end of the Partner Support Period.

**WWU Associated Students** will receive an \$6,364.83 subgrant/stipend for their participation in the Reclaiming our Democracy program, and will receive these funds in the following installments: \$3,280 will be granted after returning this signed MOU with Win/Win Network and after originating funds have been received from grantor(s). Another \$3,084 will be granted after evaluation of progress towards voter registration and GOTV goals as outlined in partner's proposal.

By signing below, as agenda of the undersigned Organization, I agree to abide by all aspects of this MOU.

Agreed on this 18 day of September, 2013

Win/Win Network:

WWU Associated Students:



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(signature)

\_\_\_\_\_  
(signature)

Dana Laurent

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(printed name)

Executive Director

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(title)

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(title)