

Schultz & Williams

Letter of Agreement

November 19, 2018

Michael J. Benard
Cosley Foundation, Inc.
1356 North Gary Avenue
Wheaton, IL 60187
Registration: 01017067

Dear Mike,

This Letter of Agreement outlines how **Schultz & Williams (S&W)** will support the **Cosley Foundation (Foundation)** with capital campaign preparation and fundraising counsel.

Our work will serve to support the Foundation in its mission of helping the Cosley Zoo achieve its mission to promote the understanding of the relationship among humans, animals and the environment through recreation, education and wildlife conservation.

This contract will commence on January 1, 2019 or upon approval by the State of Illinois, whichever is later, and will terminate on June 30, 2019.

Scope of Services – Continuation of Campaign Implementation

Building upon S&W's relationship and knowledge of Cosley Zoo, S&W will provide the following services to position Cosley Zoo for the successful implementation of its capital campaign – campaign counsel and interim staffing.

S&W will continue to provide a team approach to this work to supplement the Zoo and Park District staff and volunteer resources. I will provide the campaign counsel and be supported by Cathy Mousseau, who will serve as campaign manager/fundraiser in an interim staffing role.

Campaign Counsel Services

I will continue to serve as campaign counsel, leading the development of campaign strategy and facilitating key meetings with the Campaign Committee. I will make monthly trips to Cosley Zoo (two days/one night) in fulfilling this role.

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- Oversee the development and production of campaign materials.
- Oversee the campaign budget and resources.
- Monitor and coordinate schedules for staff and volunteers as relates to meeting and communicating with prospects.
- Oversee the computer database of prospect information and gift processing and recording. Support a filing system of prospect information, materials and correspondence.
- Share a monthly Board update to report on campaign progress and provide ongoing solicitor training.
- Calculate and produce regular campaign status reports.

Staffing

Rick Biddle will serve as the Managing Director-in-Charge on this assignment, providing oversight and strategic input to the project team, as necessary. I will serve as Campaign Counsel, providing a total of 12 consulting days (2 days/month - combination of on- and off-site) over the six months of the contract. The Campaign Manager, Cathy Mousseau, will provide a total of 90 consulting days (30 hours per week - 15 days/month on-site) over the six months of the contract.

Fees

You will be billed \$11,350 monthly from January through June 30, 2019. This does not include out-of-pocket reimbursable expenses. Any out-of-pocket reimbursable expenses incurred for travel (coach airfare, transportation, parking, hotel and per diem) and mileage for fundraising meetings/donor visits will be invoiced at cost times a 1.1 administrative multiple. The reimbursable travel expenses for each trip to Wheaton for me will not exceed \$1,000 based on the following limits: airfare (\$550); hotel (\$200); car rental (\$100); parking (\$50) and per diem (\$75).

All invoices are due upon receipt. Any balances outstanding after 30 days will be assessed a late fee of 1% per month. You agree to pay all approved invoices submitted by us according to the terms specified above. Unless otherwise requested, all invoices will be sent to the email address provided below.

Any changes or additions to this Letter of Agreement will be submitted in writing and must be approved by both parties prior to execution. Either party may terminate this agreement at any time with thirty (30) days' written notice. The

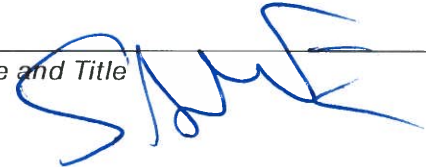
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AGREED AND ACCEPTED BY:


for Colsey Foundation Michael Bernard Sec. 12/18/18
Date


for Colsey Foundation 12/18/18
Date

PLEASE PROVIDE BILLING CONTACT INFORMATION

Billing Contact Name and Title 

Billing Address

Billing Email Address