

ATTACHMENT H

AGREEMENT
BETWEEN THE NATIONAL PARK SERVICE,
SPRINGFIELD ARMORY NATIONAL HISTORIC SITE
AND
FRIENDS OF THE SPRINGFIELD ARMORY NATIONAL HISTORIC SITE, INC.
FOR THE MANAGEMENT OF DONATION BOXES

This agreement is made and entered into between Friends of the Springfield Armory National Historic Site, Inc., a corporation organized and doing business under the laws of the Commonwealth of Massachusetts (hereinafter referred to as "The Friends"), and the National Park Service, U.S. Department of Interior, Springfield Armory National Historic Site (hereinafter referred to as "the Park") for the purpose of placement and management of donation boxes within the park.

The National Park Service (NPS) supports and authorizes placement of one (1) donation box within the park under the following conditions:

1. One donation box will be placed in the Park's Museum/Visitor Center in a location authorized by the Park. The donation box may remain at the agreed-upon location for the life of this agreement or until the NPS notifies the Friends in writing of any needed changes to location or other aspect of this agreement.
2. One hundred percent of all funds raised through the donation box, including any interests thereon, must be used to support the Park's educational and public programs and projects identified in the approved annual work plan. The Friends cannot charge overhead costs or other administrative fees from donations received, but they may use donations to purchase supplies in support of Park programs and pay for audits, maintenance of the donation box, electronic donation fees, and other similar costs of doing business. Costs of doing business will be capped at \$1000 or 10% of annual revenue, whichever is higher. This standard NPS requirement is intended to prevent parties who are not motivated by altruism towards parks from seeking to place donation boxes in parks.
3. All accounting, document retention, and document access provisions of the Agreement signed May 16, 2025, between the Friends and the Park, as amended or superseded, will apply to funds raised through the donation box. The Friends will ensure that its accounting and reporting system clearly identifies and tracks from receipt to expenditure all funds and associated interest attributable to the donation boxes.
4. The NPS must review and approve the proposed design and location of donation boxes within the Park. All donation boxes must clearly inform the public that all funds donated will be used solely to support the Park's educational and public programs, as detailed in DO 21.

5. The Friends may accept donations electronically at the donation box. Bank statements from the account in which the electronic donations are deposited must be submitted monthly to the Chief of Interpretation and Visitor Services for review to fulfill internal control requirements. Bank statements should be submitted for each month by the end of the next month.
6. The Friends will take reasonable and appropriate measures to ensure their safety and the security of donation box funds. Such measures will include secure donation box design, frequent emptying of the donation box (a minimum of twice per month and more frequently if large amounts of cash accumulate), and measures to safeguard against theft after the box has been emptied.

If a robbery should occur, the following actions can reduce the risk to those collecting the donations and others around them:

- a. Do not resist. Cooperate fully with the robber's demands and do whatever the robber asks of you, except you should not leave with the robber.
 - b. Give the robber all the money demanded. Do not attempt to hold back money or otherwise outsmart the robber.
 - c. Never attempt to thwart a robbery. Leave this up to trained law enforcement personnel.
 - d. Make detailed mental notes of the physical description of the robber, his/her clothing, tone of voice, name (if used), distinguishing marks, vehicle description, license number, weapon, and anything else that may be of importance. If there is more than one robber, concentrate on the description (eyes, hair color and length, height, weight, scars, etc.) of the one demanding and receiving the money.
 - e. When the robber has left, try to immediately secure the area and protect the scene of the crime. Request that anyone who witnessed the robbery, whether staff or visitor, not leave the area. Do not let anyone touch anything in the area, particularly the door, doorway, and donation box until a law enforcement officer has taken over the scene.
 - f. Immediately report the crime to 911. Make sure to relay information about any injuries that have occurred. Give as much information as possible about the robbery. Include a description of the robber(s), the vehicle description and license number, the direction the vehicle headed, and whether the robber is armed or should be considered dangerous. Remain calm; speak clearly and distinctly.
7. The Friends will be covered for liability of handing cash donations through liability insurance.

In order to meet internal controls requirements, the Friends will use the following protocols when collecting and handling donations collected from a donation box located inside the park:

1. Two people will be present at all times when collecting and counting funds.

2. The donation box will be outfitted with two locks or locking mechanisms, and the keys will be kept by different individuals to ensure no one person has access to the donation box by him or herself. Both locks will be placed securely back on the donation box immediately after the funds are removed and before counting begins.
3. The funds will be placed in a lockable bank bag immediately upon removal from the donation box and securely locked until the collectors are in a secure location to count the funds.
4. A predetermined amount of funds may be left in the box as seed money. This amount is generally around \$40 and is left as \$1, \$5 and \$10 bills. The seed money must be documented on the donation box report and cannot vary from one collection to another.
5. Funds must be counted in a secure location immediately following their removal from the donation box.
6. Both people assisting with the collection will count the money individually to doublecheck accuracy, and both people will sign and date a completed donation box report. A copy of the report will be submitted to the Park Interpretation & Education Program Manager within 48 hours of the count to keep on hand for audits.
7. Funds will be deposited into the Friends bank account within three (3) business days. The Friends will provide documentation of the cash deposits through submission of bank statements or deposit slips to the Interpretation & Education Program Manager via email or in person. If banks statements are submitted, they will be submitted on a monthly basis.

At least annually, the Park's Interpretation & Education Program Manager will compare the donation reports to the deposit slips and Friends financial statements to help meet audit provisions required by NPS policy. (Note: The main philanthropic agreement addresses the thresholds for when an independent audit of the Friends finances by a certified public accountant is required.)

In the event that a program with designated funds is terminated, any funds donated to the Friends for use for that program must be remitted to the NPS for use within the Park or used by the Friends, with NPS approval, for other similar programs or projects benefiting the Park.

Placement and operation of donation boxes will be governed by applicable laws, regulations or NPS policies as exist at this time or as amended.

SIGNATURES:

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date the last signature is affixed.

FRIENDS OF THE SPRINGFIELD ARMORY NATIONAL HISTORIC SITE, INC.

By: Neil Daboul _____
(Signature) Date

Name: Neil Daboul

Title: President

NATIONAL PARK SERVICE:

By: Kelly Fellner _____
(Signature) Date 5/16/2025

Name: Kelly Fellner

Title: Superintendent

FRIENDS OF THE SPRINGFIELD ARMORY NATIONAL HISTORIC SITE, INC.
Donation Box Report

Date: ____/____/____

Donation Box Location: Springfield Armory National Historic Site Museum/VC

Count Summary:

BILLS

Hundreds	_____	x	\$ 100.00	=	_____
Fifties	_____	x	\$ 50.00	=	_____
Twenties	_____	x	\$ 20.00	=	_____
Tens	_____	x	\$ 10.00	=	_____
Fives	_____	x	\$ 5.00	=	_____
Two	_____	x	\$ 2.00	=	_____
Ones	_____	x	\$ 1.00	=	_____

COINS

One Dollar Coin	_____	x	\$ 1.00	=	_____
Half Dollar	_____	x	\$ 0.50	=	_____
Quarter	_____	x	\$ 0.25	=	_____
Dime	_____	x	\$ 0.10	=	_____
Nickel	_____	x	\$ 0.05	=	_____
Penny	_____	x	\$ 0.01	=	_____

TOTAL CASH

TOTAL CHECKS

(List individually on back of sheet)

CASH NOT DEPOSITED

(Amount left in box as seed money)

(subtract this amount)

DEPOSIT AMOUNT

Note any designated gifts: _____

List Checks Individually:

# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____
# _____	\$ _____

I assisted with the removal of funds from the Friends of the Springfield Armory National Historic Site, Inc. donation box located in the Springfield Armory National Historic Site Museum/Visitor Center and attest that this report reflects an accurate accounting of these funds.

_____	_____	_____
Print name	Signature	Date

_____	_____	_____
Print name	Signature	Date