



MEMORANDUM OF AGREEMENT  
Between the  
GIRL SCOUTS OF THE USA  
And the  
U.S. COAST GUARD AUXILIARY



Outlining the procedures to be followed by the Parties when sending letters of congratulation from the Auxiliary National Commodore to recipients of the Girl Scout's Gold Award.

I. **PARTIES**

The parties to this Agreement are the United States Coast Guard Auxiliary (Auxiliary) and Girl Scouts of the USA (GSUSA), collectively referred to herein as "Parties."

II. **AUTHORITY**

The Auxiliary is authorized to enter into this Agreement under the provisions of 14 U.S.C. §§821-832 and the U.S. Coast Guard Auxiliary Manual, (COMDTINST M16790.1 (series)). An authorized officer of GSUSA will execute this Agreement.

III. **PURPOSE**

The purpose of this Agreement is to provide the procedure to be followed by the Parties to facilitate sending letters of congratulation by the Auxiliary National Commodore ("NACO") to members of GSUSA who have been awarded the prestigious Girl Scout Gold Award.

IV. **RESPONSIBILITIES**

A. Girl Scouts of the USA

1. GSUSA shall inform local Girl Scout Councils of this Agreement. Participating councils shall notify the Auxiliary point of contact identified herein, in writing, (e-mail is acceptable), of the full name of Girl Scouts who have earned the Girl Scout Gold Award and for whom a letter of congratulation will be signed by the NACO.
2. No other personally identifiable information regarding the recipient of the Award, (e.g. age, address, or date of birth) shall be provided to the Auxiliary.

B. United States Coast Guard Auxiliary

1. Upon the Auxiliary point of contact's receipt of the names of the members of GSUSA who have received the Girl Scout Gold Award, the Auxiliary point of contact shall prepare a letter of congratulation which shall be provided to the NACO for signature.
2. The NACO's letter of congratulation will be transmitted to the award recipient's local Girl Scout council for timely delivery to the recipient.
3. No hard copies of letters or emails containing the names of the recipients of the Gold Award shall be made or retained by the Auxiliary in any format.
4. After the letters of congratulation are written and transmitted to the local Girl Scout council, the names of the recipients and the dates of the NACO's letters of congratulation will be maintained by the Auxiliary POC in a secure, password

protected data base and accessed only for the purpose of confirming that a letter of congratulation has been sent or providing a copy to the local Girl Scout council, or GSUSA, or recipient upon written request (e-mail is acceptable) .

**V. POINT OF CONTACT**

For The Auxiliary:

Mr. Stephan Reckie, BA-BLYB

14073 West 1<sup>st</sup> Drive

Golden, CO 80401-5263

(617) 538-8641

E-Mail: [youthprograms@bdept.cgaux.org](mailto:youthprograms@bdept.cgaux.org)

For GSUSA

Kammie Belgrave

Girl Scouts of the USA

420 Fifth Avenue

New York, NY 10018

(212) 852-8176

E-Mail: [kbelgrave@girlscouts.org](mailto:kbelgrave@girlscouts.org)

**VI. OTHER PROVISIONS**

A. Participation in this cooperative endeavor is voluntary and does not constitute a binding contractual agreement. The Parties acknowledge that any activities in furtherance of this endeavor by the Auxiliary must be in full compliance with all applicable law and Coast Guard regulations and policies, including those enumerated in the U.S. Coast Guard Auxiliary Manual, (Commandant Instruction M16790.1 (series)), and the GSUSA agrees not to take any action involving or referencing the Auxiliary which is contrary to the same.

B. The GSUSA, on behalf of all of its members, agrees not to use the Auxiliary name, insignia, logo or other reference to the Auxiliary which in anyway states or infers Auxiliary product endorsement, Auxiliary political or legislative position, or any other reference to the Auxiliary that is prohibited by law or regulation. If the GSUSA or any of its members have any questions regarding referencing the Auxiliary, they should contact the NACO for guidance and permission to use the Auxiliary name, insignia, logo or otherwise reference the Auxiliary.

C. This Agreement constitutes the entire understanding between the Parties. There are no representations, warranties, agreements, arrangements, undertakings, oral or written, between or among the Parties relating to the subject matter, which are not included in the Agreement. The Parties represent and warrant that their signatories have the authority to represent them.

D. Nothing in this agreement is intended to conflict with current law, regulation, or the directives of the Department of Homeland Security. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

**VII. EFFECTIVE DATE**

This Agreement will become effective on the date it is signed by both Parties.

**VIII. MODIFICATION**

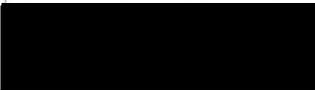
This Agreement may be modified upon the mutual written consent of the Parties.

**IX. TERMINATION**

The terms of this Agreement, as modified with the consent of both Parties, will remain in effect for three (3) years from the effective date. The Agreement may be extended by mutual written agreement of the Parties. Either Party, upon thirty (30) days written notice to the other Party, may terminate this Agreement.

APPROVED BY:

United States Coast Guard Auxiliary

By:   
Commodore Mark Simoni  
National Commodore

Date: 3-15-15

Girl Scouts of the USA

By:   
Angela R. Olden  
Chief Financial Officer

Date: 2/12/15