



Memorial Gift Acceptance Policy

Memorandum of Understanding and Memorial Gift Direction Form

When a loved one dies, keeping their memory alive through memorial gifts is one way of honoring their life, finding comfort, and preserving their memory. The Branch County Community Foundation is honored to accept memorial contributions as a fitting tribute to those who have enriched our lives and our community.

To assure that we have a common understanding with the family and friends of the loved one of how memorial gifts are best used, the Community Foundation has developed this *Memorial Gift Acceptance Policy* and the *Memorandum of Understanding and Memorial Gift Direction Form*.

Memorial Gift Acceptance Policy

Gift Acceptance

Memorial gifts will be accepted in accordance to our general Gift Acceptance Policy. In general, the Community Foundation will accept gifts in the form of checks, cash, or cash equivalents and marketable securities. (A complete copy of Policy is available upon request.)

Designation

A gift in memory of a friend or loved one can be made to *any existing fund or designated area of interest* at the Branch County Community Foundation. The Forever Fund will be the designated fund for those families who want to designate memorial gifts to help our community and the Catalyst Fund will be the designated fund for those families who want to designate memorial gifts for post-secondary scholarships. For those who prefer to designate another interest area, the Community Foundation will provide a complete list of funds for the family to choose from. Call/text 517-278-4517 or email info@BrCoFoundation.org for the listing.

Gift Donation Form

To assure proper recognition of the loved one and appropriate designation for the gift, the Community Foundation's *Memorial Gift Donation Form* should be included with all gifts whenever possible. The Memorial Gift Donation Form is included with this Memorandum, is available on our website at BrCoFoundation.org, and if requested, can be printed and provided at the location where the loved one will be honored.

Gift Receipts

If the Community Foundation has the relevant information about the donor, we will prepare gift receipts for all of those who make memorial gifts to a fund within the Community Foundation. Gifts will be acknowledged as deductible for purposes of federal income tax.

Gift Notifications

The family or friend who designates donations to the Community Foundation may request a list of names and addresses of those who donate in memory of their loved one for purposes of sending personal thank you notes.



Memorandum of Understanding and Memorial Gift Direction Form

Name of Loved One *(as it should appear on gift acknowledgements and in publications)*

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Main Friend or Family Member Contact Information

Name:	
Mailing Address:	
E-Mail:	
Home Phone:	
Cell Phone:	
Work Phone:	

Alternate Friend or Family Member Contact Information (if applicable)

Name:	
Mailing Address:	
E-Mail:	
Home Phone:	
Cell Phone:	
Work Phone:	

I/we have read, understand, and agree to abide by the Branch County Community Foundation’s Memorial Gift Acceptance Policy as stated above. I/we wish memorial gifts in the name of our loved one (as listed above) be directed as noted below (please check one box).

- Gifts should be directed to the **Forever Fund** which awards grants for any project or program that improves the quality of life in Branch County & Colon and also supports the Community Foundation’s work toward that goal.

Gifts should be directed to the **Catalyst Fund** which awards scholarships to assist individuals who demonstrate the potential for success in post-secondary education and their chosen career and who show promise toward creating better communities through their advanced education.

Gifts should be directed to the _____ Fund.

Printed Name

Signature

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Printed Name

Signature

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