



# AUTHORIZATION FORM

## CHARITABLE CHECKING FUND

Groups

Date: \_\_\_\_\_

- I. Please open a fund in The Community Foundation of Louisville Corporate Depository, Inc. for:

Fund Name: \_\_\_\_\_

- II. *Quarterly reports and other Foundation mailings will be sent to the contact below:*

Main Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ ☐ Home ☐ Business ☐ Cell

E-mail: \_\_\_\_\_ Date of Birth : \_\_\_\_\_

*Additional copies of Quarterly reports and other Foundation mailings should be sent to:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ ☐ Home ☐ Business ☐ Cell

- ☐ The Foundation DOES NOT have permission to list the fund name in Foundation marketing materials (annual report, newsletter, website, etc.)

- III. The following persons are authorized to make distributions from this fund. The number of people that must authorize any distribution is \_\_\_\_\_. (*Required: two or more signatures*)

Authorized Signer: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ ☐ Home ☐ Business ☐ Cell

E-mail: \_\_\_\_\_ Date of Birth : \_\_\_\_\_

Signature: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ ☐ Home ☐ Business ☐ Cell

E-mail: \_\_\_\_\_ Date of Birth : \_\_\_\_\_

Signature: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Preferred Phone: \_\_\_\_\_ ☐ Home ☐ Business ☐ Cell  
E-mail: \_\_\_\_\_ Date of Birth : \_\_\_\_\_  
Signature: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Preferred Phone: \_\_\_\_\_ ☐ Home ☐ Business ☐ Cell  
E-mail: \_\_\_\_\_ Date of Birth : \_\_\_\_\_  
Signature: \_\_\_\_\_

- IV. Distributions can be made to any IRS-approved public charity in the United States. Distributions may be made weekly.
- V. Any balance remaining in a fund at the deaths of all signatories will be distributed to the Fund for Louisville within the following twelve months, unless otherwise designated by the signatories in the Letter of Final Disposition.
- VI. We understand and agree to the following procedures regarding fundraising activities when the proceeds will be added to the fund. We also acknowledge that the Community Foundation does not give tax advice, so we should always seek legal advice before publicly announcing that individual contributions will be tax deductible. Before conducting any campaign or event that will benefit the fund, we will consult with the Community Foundation to confirm we are in compliance with the following procedures.

#### **Fundraising with a Donor Benefit or a Special Event**

The Community Foundation of Louisville does not directly accept contributions or participate in fundraising campaigns where the donor receives goods or services in exchange for their donation. Additionally, the Foundation does not participate in or sanction special events on behalf of a Fund at the Community Foundation, and the benefits of the Community Foundation's nonprofit status may not be used for such special events. The Community Foundation will not promote the special event or be directly involved in its planning or execution in any way. Rather, an event host plans and executes a fundraising event, and donor checks are made payable to that individual (or organization). The event organizer then makes one lump sum donation to the Fund. Unless the event is sponsored by a qualified non-profit organization (not the Community Foundation), individual contributions are not tax-deductible to the donor.

## Procedures for Fundraising with a Donor Benefit

1. A person or group plans and executes a fundraising program or event with benefits to the donor. Organizers may not use the Community Foundation name, logo, tax exempt number, or name of the Fund in any materials connected with the program.
2. The planning group is responsible for obtaining any necessary insurance, permits, licenses, approvals, etc.
3. Donors and individual event participants (ticket purchasers, sponsors, golf players, etc.) should make their payments to the organizing group or person and not to the Community Foundation.
4. The organizers may record the contributors' names and addresses and may provide a "courtesy acknowledgement." The acknowledgement letter *must not* include any language stating that the letter serves as an official receipt for IRS purposes or include any reference to tax deductibility.
5. The planning group pays expenses and sends the net proceeds of the fundraiser to the Community Foundation for addition to the Fund. The Community Foundation records the gift as coming from the event from a variety of "third party donors."

## Fundraising with No Donor Benefit

You may plan on conducting a gift solicitation – with no donor benefit – that will be deposited into your Charitable Checking Fund. The Community Foundation will not promote such a solicitation or be directly involved in its planning or execution in any way.

## Procedures for Fundraising with No Donor Benefit

1. The organizing person or group conducts the direct solicitation, either by phone, letter, e-mail, or any other solicitation methods. Any materials that include the Community Foundation name must be approved by the Community Foundation in advance.
2. All checks should be made payable to the Community Foundation of Louisville and reference the fund name on the memo line of the check. All cash additions to the Fund will be considered contributions from the organizing person or group. Donors may also make online donations through the Community of Foundation of Louisville's website.
3. Checks should not be sent directly to the Foundation by donors. Rather, the organizer should collect the checks and then forward a batch of checks to the Foundation. The organizing group should retain name and address information for all contributions so they can directly thank the donor for all gifts.
4. The Foundation will acknowledge up to 25 individual contributions without a fee. The Fund will be assessed a \$50.00 administrative fee for each additional batch of 25 acknowledgement letters sent by the Foundation. The Foundation will send a letter to the organizer that acknowledges the receipt and deposit of the total checks received in each batch.
5. If a donor wishes to make a gift of appreciated stock to the Fund, the donor (or organization) should contact the Foundation before any stock transfer is attempted. The Foundation will acknowledge all gifts of stock to the Fund.

6. The Community Foundation does not provide any outcomes reporting to funding organizations; fund organizers should partner with another non-profit organization for any grant proposal purposes. The Community Foundation should not be named in any grant applications or other funding request documentation.
7. Procedures for accepting and acknowledging gifts to the organization's Fund within the Community Foundation will be followed as described above, unless an exception is attached to this document.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_



# LETTER OF FINAL DISPOSITION CHARITABLE CHECKING FUND

The Community Foundation of Louisville Corporate Depository, Inc.

Date: \_\_\_\_\_

Please accept this letter as our instructions to The Community Foundation of Louisville Corporate Depository, Inc., for the disposition of the remaining balance in our Corporate Charitable Checking Fund in the event of our deaths. We understand that all distributions must be distributed to IRS-approved, public charitable organizations.

*Specific Distribution Instructions for all Funds.*

- ☐ Please distribute any balance remaining in my/our Charitable Checking fund to the charitable organizations listed below and in the percentages indicated. If no charities are named, or if the fund balance is less than \$100, the assets of the fund will be distributed to the Fund for Louisville of the Foundation.

\_\_\_\_\_ % of the fund to \_\_\_\_\_  
(name of charitable organization)

\_\_\_\_\_ % of the fund to \_\_\_\_\_  
(name of charitable organization)

\_\_\_\_\_ % of the fund to \_\_\_\_\_  
(name of charitable organization)

\_\_\_\_\_ % of the fund to \_\_\_\_\_  
(name of charitable organization)

\_\_\_\_\_ % of the fund to the Fund for Louisville of the Community Foundation of Louisville, Inc.

\_\_\_\_\_ % of the fund to the General Unrestricted Endowment of the affiliate foundation in the following area:

- |   |  |
|---|--|
| <input type="checkbox"/> Shelby County                    | <input type="checkbox"/> Nelson County |
| <input type="checkbox"/> Green River area                 | <input type="checkbox"/> Oldham County |
| <input type="checkbox"/> Wilderness Trace area (Danville) |  |

\_\_\_\_\_ % to add to my existing permanent fund in The Community Foundation of Louisville, the \_\_\_\_\_ Fund.

\_\_\_\_\_ % to establish a new permanent fund in The Community Foundation of Louisville to be named the \_\_\_\_\_ Fund (\$25,000 minimum).

- ☐ Attached is a separate letter with detailed instructions for distributions to charitable organizations.

Please make this letter part of our Corporate Charitable Checking Fund file to be used if needed. We understand that these instructions may be changed at any time by a new letter to the file.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature