

Gift Acceptance and Administration Policy
San Elijo Lagoon Conservancy

Adopted February 14, 2007

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I. INTRODUCTION

San Elijo Lagoon Conservancy (hereinafter referred to as conservancy) is a nonprofit public benefit corporation organized under the laws of the State of California that encourages the solicitation and acceptance of gifts for purposes that will help to further and fulfill its mission.

a. Mission

The mission of the conservancy is to preserve, protect and enhance the San Elijo Lagoon Ecological Reserve and its watershed.

b. Purpose of Gift Acceptance and Administration Policy

This policy and these procedures govern the solicitation, acceptance, and administration of gifts by the conservancy and provide guidance to prospective donors and their advisors when making gifts. The provisions of this policy shall apply to all gifts received by the conservancy for any of its programs or services.

c. Administrative Responsibility

The Board of Directors of the conservancy (board) empowers the executive director to ensure appropriate compliance with this policy by all staff, consultants, and volunteers.

d. Ethical Standards

i. NCPG & AFP Guidelines

Every employee or person interacting with donors in the gift planning process on behalf of the conservancy shall adhere to the “Model Standards of Practice of the Charitable Gift Planner” set forth by the National Committee on Planned Giving (NCPG) attached in Appendix I, and the “Donor Bill of Rights” set forth in Appendix II, developed by the American Association of Fundraising Counsel (AAFRC), Association for Health Care Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and Association of Financial Professionals (AFP).

ii. Independent Counsel

Donors are advised to secure the advice of independent counsel with regard to the legal, estate, and tax consequences resulting from gifts to the conservancy. It is the policy of the conservancy that the donor’s attorney may not also represent the conservancy on a specific gift. Additionally, donor advisors that serve on a governing or advisory board for the conservancy must disclose any conflicts of interest and refrain from voting on gifts in which they serve as counsel to the donor.

iii. Confidentiality and Donor Disclosures

All information concerning donors or prospective donors, including name, names of beneficiaries, gift amounts, and other personal information shall be kept confidential unless permission is obtained from the donor to release such information. The role and relationship of all parties involved in the gift planning process shall be fully disclosed to donors, including how and by who each is compensated, if applicable. Donors receiving advice, recommendations, and/or illustrations for deferred and other major gift arrangements from the conservancy in contemplation of a gift transaction must sign the

“Donor Disclosure” attached in Attachment C that acknowledges that neither the conservancy nor any employee or agent is in the business of rendering legal or tax advice and that the donor has been advised to seek independent counsel on these matters.

iv. Public Disclosure

The conservancy will comply with the regulation contained in Section 6104 (d) of the Internal Revenue Code that became effective June 8, 1999, with regard to documents that must be made available for public inspection. These documents include application for tax exemption and annual information returns for the past three years including all schedules and attachments filed with the IRS except for parts of the return that identify names and addresses of donors. These documents will be available for public inspection at the conservancy’s principal office during normal business hours. Written requests will be honored within 30 days from the date the request is received.

e. Policy Review and Revision

This policy is subject to periodic review and revision by the conservancy board of directors. Potential donors are advised to request the most current policy document.

II. GIFT ACCEPTANCE

a. Types of Gifts

The policy of the conservancy shall be to encourage gifts of any type and description that are consistent with its mission. The conservancy reserves the right to abstain from accepting any and all gifts that are not consistent with its mission for any reason. Gifts that will be considered for acceptance include:

Cash and Cash Equivalents	Bargain Sales	Retirement Plan Designations
Tangible Personal Property	Life Insurance	Bequests
Securities and Closely Held Securities, etc.	Charitable Gift Annuities	Pooled Income Funds
Real Estate	Charitable Remainder Trusts	Ownership Interests
Remainder Interests in Property	Charitable Lead Trusts	Other Beneficiary Designations
Oil, Gas, & Mineral Rights	Patents/Royalties	Retained Life Estates

b. Authority

The executive director or his or her designee may accept any and all gifts, except for those listed in paragraph “c.” below that requires board approval.

c. Gifts Requiring Board Approval

The following gifts require review by the Finance Committee with recommendations to the board for action.

- i. Tangible Personal Property—Gifts of this type** require board approval if the gift requires ongoing costs to maintain; entails restrictions on the use, display, or sale; or is not readily marketable.
- ii. Closely Held Securities and interests in LLP’s and LLC’s or other Ownership Forms**--All gifts of these types shall be submitted to the Board for approval. The board will consider restrictions that would prevent or hamper liquidation, marketability issues, potential unrelated business income tax consequences, etc.
- iii. Real Estate**--All gifts of real estate require board approval. The board will consider an evaluation of the usefulness of the property for the organization’s purposes, the marketability, physical condition, zoning restrictions, appraised value, appreciation potential, management responsibilities, related expenses, environmental issues, and risk. Donors contemplating a current gift of real estate must provide the following:
 - 1. Qualified appraisal.
 - 2. Phase I Environmental Audit as part of the “due diligence” to protect against liability exposure under Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). This requirement may be waived for residential properties used exclusively for residential purposes for a period of 30 years with no known indication of environmental contamination.
 - 3. Disclosure of all restrictions, reservations, easements, mechanic liens and encumbrances.
 - 4. Disclosure of carrying costs, including but not limited to, taxes, insurance, maintenance, association dues, membership fees, and other expenses.
 - 5. Phase II Environmental Impact Study and/or an “Agreement to Indemnify” if requested by the Board.
- iv. Retained Life Estates**--All retained life estates in residential property require board approval. The board will consider the donor’s life expectancy, age and condition of the property, appreciation potential, and area property information. Donors must enter into a “Life Estate Agreement” with the conservancy that fully outlines the responsibilities of both parties.
- v. Bargain Sales**--All bargain sales (real estate, tangible personal property, inventory, artwork, etc.) require board approval. The board will consider use of the property, marketability, debt, holding period costs, and other facts deemed of relevance. Donors will be required to obtain a qualified appraisal prior to consideration for acceptance, and provide information required by sections 2 through 5 in paragraph iii, for a bargain sale of real property. Generally, the conservancy will obtain an independent appraisal substantiating the value of the property and will not enter into bargain sales in which the debt ratio exceeds 50% of the appraised market value.
- vi. Life Insurance**--The conservancy must be named as both beneficiary and irrevocable owner of an insurance policy before it can be recorded as a gift. The gift is valued at its

interpolated terminal reserve value, or cash surrender value, upon receipt. (Beneficiary designations do not require board approval).

1. Paid-up Policies: Although paid-up policies may be accepted without board approval, the board shall determine if the policy will be held, surrendered for cash value, or exchanged for another policy.
2. Other than paid-up policies: Insurance policies that are not paid-up require board approval. If accepted the donor must provide a statement that the conservancy did not select the policy donated and that the conservancy has no liability and gives no guarantees as to the financial performance of the policy or underlying insurer. If the donor contributes future premium payments, the conservancy will include the entire amount of the additional premium payment as a gift in the year that it is made. If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, the board shall determine whether it will continue to pay the premiums, convert or exchange the policy, or surrender the policy for cash value.

vii. Oil, Gas, and Mineral Interests-Oil, gas, and mineral interests require board approval. Working interests are generally not acceptable. Surface rights must be free of extended liabilities, valued at \$20,000 or more, and generate at least \$3,000 per year in royalties. Donors will be required to provide a qualified appraisal and environmental impact reports as requested.

viii. Patents-All gifts of patents and royalties require board approval.

ix. Major Restricted Gifts--Restricted gifts in excess of \$50,000 require board approval.

d. Deferred and Split-Interest Gifts-Deferred and split-interest gifts not listed above may include the following and do not require board approval:

Bequests	Charitable Remainder Trusts	Pooled Income Funds
Beneficiary Designations	Charitable Lead Trusts	Charitable Gift Annuities

i. Bequests, beneficiary designations, & charitable trusts

The conservancy may or may not be informed of its status as a beneficiary or remainderman with regard to bequests, beneficiary designations, or charitable trusts. If informed, the conservancy will provide guidance and appropriate language to the donor and/or donor's counsel to assist in ensuring that the donor's intentions are fulfilled. At gift maturity, all acceptance guidelines listed in paragraph II(b) and II(c) shall apply.

ii. Pooled Income Funds

The conservancy provides a Pooled Income Fund option to donors through The San Diego Foundation:

- *Name of Fund: The San Diego Foundation Pooled Income Fund III
- *Minimum initial contribution: \$5,000
- *Minimum additional contribution: \$1,000
- *Minimum Age to Participate: 50

iii. Charitable Gift Annuities

The conservancy is not licensed as a grants and annuities society but offers charitable gift annuities as a planned giving option through The San Diego Foundation.

- *Minimum Age to Receive Income: 55 for current contract; and, 45 for deferred contracts.
- *Minimum Contribution: \$25,000
- *Acceptable Assets: Cash and publicly traded securities
- *Types of Contracts Offered: Immediate and deferred
- *Maximum Rates Offered: As established by the American Council on Gift Annuities

e. Restricted Gifts

Restricted gifts must be consistent with the conservancy's mission. Donors considering making a restricted gift to the conservancy are invited to discuss their interests with the conservancy's executive director or development director. Restricted gifts in excess of \$50,000 are subject to board approval. The following guidelines apply:

i. Temporarily Restricted Gifts

Temporarily restricted gifts shall be used for a conservancy project or program as specified by the donor.

ii. Permanently Restricted Gifts (Endowments)

1. Permanently restricted gifts shall be used for a conservancy project, program or endowment as specified by the donor.
2. Gifts of any size are acceptable for addition to existing endowments funds.

3. Gifts for new endowments require the following minimum amounts:
*\$5,000 for new conservancy endowments to be managed by the Rancho Santa Fe Foundation.

*\$10,000 for new conservancy endowments to be managed by The San Diego Foundation.

*Conservancy endowments not established through either of the above foundations will be evaluated on a case-by-case basis.

iii. Donor Disclosure Waiver

Donors may be requested to sign the Donor Disclosure Waiver (included in Attachment C) allowing alternate use of a restricted gift in such case that it becomes impractical to administer the fund or the purpose for which the fund was established no longer exists.

iv. Operating Reserve Fund

The conservancy maintains the operating reserve fund as a board managed fund. Donors who might designate their gifts for this special fund are advised that its purpose is to provide funds which might be needed to augment the conservancy operating account from time to time, and that board action would result in expenditures from the corpus of this fund.

f. Cash, Cash Equivalents, and Publicly Traded Securities

Unrestricted gifts of cash, cash equivalents, and publicly traded securities with a value of less than \$50,000 do not require board approval.

g. Expense Reimbursement

Donors shall be responsible for all expenses related to making a gift, including but not limited to, attorney and other advisor fees, appraisal fees, and environmental surveys. Exceptions to this policy require board approval.

III. GIFT ADMINISTRATION

a. Receipts

Gift receipts, as required, will be issued for all gifts within 30 days from the date received. Receipts will state the name of the donor, date received, restrictions if applicable, and a description of the gifted property. If the donor received something of value in exchange for the gift (quid pro quo), the receipt will state the value of the item received; otherwise, the receipt shall state: "No goods or services were received in exchange for this gift". Gift receipts, for gifts of tangible personal property (including securities) shall not include a valuation of the asset, which is the responsibility of the donor.

b. Record Keeping

Gift records reflecting the name of the donor and details of the gift will be maintained in an electronic database and a hard copy of all gift receipts filed for reference.

c. Recognition

It is the conservancy's desire to publicly acknowledge gifts whenever it is acceptable to the donor and appropriate. Recognition of gifts will be guided by the conservancy's current Recognition Program Policies as outlined in Attachment V.

d. Valuation Standards and Gift Counting Policies

The following valuation standards and gift counting policies govern gifts to the conservancy:

i. Publicly Traded Securities

Average of the high and low value (or bid and ask) on the date received into the Charity's brokerage account.

ii. Closely Held Securities

If \$10,000 or less--the value of the per-share purchase price of the most recent transaction; If over \$10,000--the certified appraisal value.

iii. Life Insurance

Policies are valued at interpolated terminal reserve value, or cash surrender value, upon receipt. Death benefits are credited to the donor's record less any previously reported cash surrender values

iv. Pledges

Pledge payments are reported as gifts on the date received.

v. Real Property

Certified appraisal value

vi. Tangible Personal Property (other than securities)

Values of \$5,000 or less--use an estimate of value provided by the donor or other expertise; Values of over \$5,000--use certified appraisal value.

vii. Vehicles, Boats and Airplanes

Gift credit will be equal to sale proceeds received by the conservancy if vehicle is valued at over \$500, unless an approved IRS exception applies. The conservancy will generally utilize a professional car brokerage service company to collect and liquidate all donated vehicles. The conservancy will issue a 1098-C, required by the IRS, to all vehicle donors following the end of the year in which the gift was made.

viii. Deferred Gifts

No credit to the donor's record will be made unless the interest of the conservancy is irrevocable. If the conservancy's interest is irrevocable and the conservancy is apprised to the gift, the gift will be credited at the net-present value, based on life expectancy tables and discount values chosen by the conservancy's CFO or Accountant.

ix. Membership

Membership payments may or may not be deductible as gifts depending on the level of membership and the benefits provided to the member. The non-deductible portion will be indicated on the acknowledgement receipt.

e. Allocation of Gift Resources

The following policies will govern the allocation of gift resources:

i. Endowments

It is the intent of the conservancy to encourage and support the growth of endowments for the long-term financial stability of the conservancy by allocating all unrestricted realized deferred gifts (i.e. bequests, charitable trust distributions, gift annuities, etc.) toward this objective. The following policies govern the allocation of such gifts to conservancy endowments.

1. All such gifts up to \$50,000 will be divided equally and placed in the conservancy endowments at the Rancho Santa Fe Foundation and The San Diego Foundation. The board will determine the allocation of gift amounts over \$50,000. The amount of any realized gifts in excess of \$50,000 shall be allocated among conservancy endowments at the board's discretion.
2. During the annual budget review and approval, the board may determine a percentage or amount of the unrestricted balance of the conservancy operating account to be transferred to conservancy endowments.

ii. Operating Account

All unrestricted gifts other than unrestricted realized deferred gifts shall be first allocated to the conservancy operating account. The board at its discretion may elect to redirect funds from the conservancy operating account to any conservancy project, special fund, or endowment.

iii. Cash Reserves Fund

It is the policy of the conservancy to maintain an operating reserve fund equal to a minimum of 6 months of operating costs.

iv. Fund Management

1. Endowment and Board Managed Funds Held by the Conservancy:

The conservancy maintains a written investment policy which provides guidance to the professional money managers that make investment decisions for conservancy endowments and funds. The board shall review the investment policy annually. In order to ensure appropriate fiduciary conduct, these policies will be in conformance with the standards of the Uniform Management of Institutional Funds Act and the Uniform Prudent Investor Act and the process of managing these assets will include:

- Documentation of the process used to derive investment decisions.
- Diversification of portfolio assets with regard to specific risk/return objectives of the beneficiaries.
- The use of professional money managers and consultants (prudent experts) to assist with the investment decision process.
- Control and accounting for all investment expenses.

- Monitoring of all money manager and service provider activities.
- Avoidance of conflicts of interest.

2. Conservancy Endowments Held at the Rancho Santa Fe Foundation or The San Diego Foundation

The Rancho Santa Fe Foundation and The San Diego Foundation are responsible for maintaining investment and disbursement policies with regard to the conservancy endowments held at their respective foundations.

3. The San Elijo Lagoon Tidal Circulation Program Endowment and the San Elijo Lagoon Subsidiary Endowment

The conservancy maintains two separate endowments specifically established to support the maintenance, monitoring, and restoration of the tidal inlet and wetlands habitat of the San Elijo Lagoon. Fund management, investment strategy, disbursement schedule, and reporting requirements of the San Elijo Lagoon Tidal Circulation Program Endowment and the San Elijo Lagoon Subsidiary Endowment are subject to the terms and conditions of the Revised Trust Agreement between the California Coastal Conservancy and the Conservancy dated 4-19-05.

4. Cash Reserves and Short-Term Pools

The executive director, subject to the review and guidance of the board finance committee, shall be responsible for decisions with regard to the investment of cash reserves and short-term assets.

v. Special Procedures

1. Appraisals and Donor Reporting Requirements

Donors are required to file IRS form 8283 for gifts of tangible personal property if the aggregate reported value of the property exceeds \$5,000 (or in the case of non-publicly traded stock- \$10,000) and obtain qualified appraisals as may be required. The executive director will be responsible for signing on behalf of the conservancy on IRS form 8283 when presented for signature by the donor.

2. Conservancy Reporting Requirements

The executive director will be responsible for filing IRS Form 8282 within 125 days from the date of sale of any asset sold within two years of receipt by the conservancy when the charitable deduction value of the item is more than \$5,000.

3. Security Liquidation

It is the fiduciary policy of the conservancy to liquidate publicly traded securities as soon as possible after receipt to avoid unnecessary market fluctuation.

Realized gains or losses on security sales shall be reported as such and do not have an effect on the amount credited to the donor's gift record.

4. Serving as Trustee

To avoid potential conflicts of interest, the conservancy will not generally serve in a trustee capacity on trusts established by donors, in which the conservancy has a beneficial or remainder interest. Staff of the conservancy is prohibited from serving in any fiduciary capacity for donors, other than for members of their immediate family.

5. Accounting and Reporting Standards

The Board of the Charity is responsible for setting the standards for financial accounting. These standards are derived from the Financial Accounting Standards Board (FASB), the American Institute of Certified Public Accountants (AICPA), and the U.S. Federal Office of management and Budget (OMB).

THIS POLICY WAS APPROVED BY THE SAN ELIJO LAGOON CONSERVANCY BOARD OF DIRECTORS ON: (February 14, 2006)

Secretary, Board of Directors

ATTACHMENT A

Model Standards of Practice of the Charitable Gift Planner

Preamble

The purpose of this statement is to encourage responsible charitable gift planning by urging the adoption of the following Standards of Practice by all who work in the charitable gift planning process, including charitable institutions and their gift planning officers, independent fundraising consultants, attorneys, accountants, financial planners and life insurance agents, collectively referred to hereafter as “Gift Planners.”

This statement recognizes that the solicitation, planning and administration of a charitable gift is a complex process involving philanthropic, personal, financial, and tax considerations, and often involves professionals from various disciplines whose goals should include working together to structure a gift that achieves a fair and proper balance between the interests of the donor and the purposes of the charitable institution.

I. Primacy of Philanthropic Motivation

The principal basis for making a charitable gift should be a desire on the part of the donor to support the work of charitable institutions.

II. Explanation of Tax Implications

Congress has provided tax incentives for charitable giving, and the emphasis in this statement on philanthropic motivation in no way minimizes the necessity and appropriateness of a full and accurate explanation by the Gift Planner of those incentives and their implications.

III. Full Disclosure

It is essential to the gift planning process that the role and relationships of all parties involved, including how and by whom each is compensated, be fully disclosed to the donor. A Gift Planner shall not act or purport to act as a representative of any charity without the express knowledge and approval of the charity, and shall not, while employed by the charity, act or purport to act as a representative of the donor, without the express consent of both the charity and the donor.

IV. Compensation

Compensation paid to Gift Planners shall be reasonable and proportionate to the services provided. Payment of finders fees, commissions or other fees by a donee organization or an independent Gift Planner as a condition for the delivery of a gift are never appropriate. Such payments lead to abusive practices and may violate certain state and federal regulations. Likewise, commission-based compensation for Gift Planners who are employed by a charitable institution is never appropriate.

V. Competence and Professionalism

The Gift Planner should strive to achieve and maintain a high degree of competence in his or her chosen area, and shall advise donors only in areas in which he or she is professionally qualified. It is a hallmark of professionalism for Gift Planners that they realize when they have reached the limits of their knowledge and expertise, and as a result, should include other professionals in the process. Such relationships should be characterized by courtesy, tact and mutual respect.

VI. Consultation with Independent Advisers

A Gift Planner acting on behalf of a charity shall in all cases strongly encourage the donor to discuss the proposed gift with competent independent legal and tax advisers of the donor's choice.

VII. Consultation with Charities

Although Gift Planners frequently and properly counsel donors concerning specific charitable gifts without the prior knowledge or approval of the donee organization, the Gift Planners, in order to insure that the gift will accomplish the donor's objectives, should encourage the donor, early in the gift planning process, to discuss the proposed gift with the charity to whom the gift is to be made. In cases where the donor desires anonymity, the Gift Planners shall endeavor, on behalf of the undisclosed donor; to obtain the charity's input in the gift planning process.

VIII. Explanation of the Gift

The Gift Planner shall make every effort, insofar as possible, to insure that the donor receives a full and accurate explanation of all aspects of the proposed charitable gift.

Full Compliance

A Gift Planner shall fully comply with and shall encourage other parties in the gift planning process to fully comply with both the letter and spirit of all applicable federal and state laws and regulations.

Public Trust

Gift Planners shall, in all dealings with donors, institutions and other professionals, act with fairness, honesty, integrity and openness. Except for compensation received for services, the terms of which have been disclosed to the donor, they shall have no vested interest that could result in personal gain.

Developed by the National Committee on Planned Giving

ATTACHMENT B

Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for intended purposes.
2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Developed by the American Association of Fundraising Counsel (AAFRC), Association for Health Care Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and Association of Financial Professionals (AFP).

ATTACHMENT C
Donor Disclosure and Waiver

Privacy Notice

All information supplied by the donor is considered confidential and will not be disseminated to others except if required by law.

Consent to Use Personal Information

We are grateful for the support we have received from you and other donors. One of the ways our appreciation is expressed may be through the listing of your name in publications. Should you wish that your name not appear as a donor, please let us know.

Independent Counsel.

Our policy requires that we advise you to consult with your own independent counsel to review any gift transaction prior to completion. The undersigned acknowledges that neither the conservancy nor its representatives render legal or tax advice.

Fiduciary Responsibility

The San Elijo Lagoon Conservancy is a California nonprofit, public-benefit corporation with the responsibility for governance vested in its Board of Directors.

I have read and understand the above disclosures.

Donor Name

Signature of Donor

Date

Signature of Conservancy Executive Director or Board Officer

Date

WAIVER

Should the purpose designated for my gift no longer exist or become impractical in the opinion of the conservancy board of directors, I direct that the Board elect an alternate use for the gift and make every effort to apply the proceeds of my gift to a related purpose or purposes which in the Directors' opinion will most nearly accomplish my wishes while meeting the needs of the conservancy.

Signature of Donor

Date

ATTACHMENT D
SAMPLE LANGUAGE FOR CHARITABLE BEQUESTS

GIFT OF A PERCENTAGE OF THE ESTATE

“I give, devise, and bequeath to San Elijo Lagoon Conservancy, a nonprofit public benefit corporation, with offices currently at 2049 San Elijo Avenue, Encinitas, California, _____% of the residue of my estate for its unrestricted use (OR INSERT SPECIFIC PURPOSE) in carrying out its benevolent purposes.

GIFT OF A SPECIFIC DOLLAR AMOUNT

“I give, devise, and bequeath to San Elijo Lagoon Conservancy, a nonprofit public benefit corporation, with offices currently at 2049 San Elijo Avenue, Encinitas, California, the cash sum of \$ _____ for its unrestricted use (OR INSERT SPECIFIC PURPOSE) in carrying out its mission.

GIFT OF SPECIFIC PROPERTY

“I give, devise and bequeath to San Elijo Lagoon Conservancy, a nonprofit public benefit corporation, with offices currently at 2049 San Elijo Avenue, Encinitas, California, the following real property (here describe the premises with exactness and particularity) with power to lease, mortgage, or sell the same at its discretion, for its unrestricted use (OR INSERT SPECIFIC PURPOSE) in carrying out its mission.

GIFT OF THE RESIDUE OF AN ESTATE

“I give the residue of my estate, including all failed and lapsed gifts to San Elijo Lagoon Conservancy a nonprofit public benefit corporation, with offices currently at 2049 San Elijo Avenue, Encinitas, California, for its unrestricted use (OR INSERT SPECIFIC PURPOSES) in carrying out its mission.

Fur further information or assistance contact:
SAN ELIJO LAGOON CONSERVANCY 760-436-3944

ATTACHMENT E
DONOR RECOGNITION GUIDELINES

Donors to the operating endowment are recognized in the following manner:

PUBLICATIONS

The names of operating endowment donors are published in our endowment and deferred giving brochures, in our newsletter and on our website, unless anonymity is otherwise requested by the donor.

RECEPTIONS

Donors to the operating endowment and deferred gift donors are invited to the conservancy's annual major donor reception.

RECOGNITION GIFTS

Deferred gift donors receive a small token gift of appreciation, typically a heron shaped sun catcher.