

F05.0 BEQUESTS AND PLANNED GIVING

SCOPE

Soliciting of funds, acceptances, releases, and administration of pledges and bequests.

POLICY

The Director of Finance shall approve all communication with prospective donors. This will ensure that all requests are coordinated, appropriately phrased, and followed up in the most advantageous way.

BEQUEST AND PLANNED GIVING PROGRAM

1. The Director of Finance is responsible for coordinating, administrating and developing literature that will promote the Bequest and Planned Giving Program of the *Society*. This includes liaison, maintaining and safeguarding confidential bequest correspondence, working directly with prospective donors, volunteer leaders, lawyers, estate officers and developing relations with other beneficiaries of a testator.
2. All inquiries concerning Bequests or Planned Giving should immediately be brought to the attention of the Director of Finance who will advise on the best approach to be adopted. Information received from lawyers, trust companies or executors of estates concerning bequests should also be forwarded to the Director of Finance. Should legal counsel or execution of releases be necessary, the Director of Finance will refer the matter to the *Society's* Executive Director.
3. The Director of Finance of the *Society* will be responsible for the execution of releases and other related documents, and the retention of legal counsel. Appropriate Board Members may be consulted and assigned roles.
4. Upon realization of a bequest the Director of Finance will arrange for an income tax receipt to be issued, if required, and will inform the Executive Director of the terms, conditions and value of the bequest. The value of the asset will also be recorded in the *Society's* financial ledgers.