

**Columbia Community Foundation
Remembrance Memorial Donation Policy
Version 1.0**

1.0 Purpose

- 1.1 *The purpose of this document is to define the procedure for making fair remembrance memorial donations for people whom honoring their passing is a significant event to the Columbia Community Foundation. The responsibility for properly and professionally identifying and recognizing those who have passed away for the Columbia Community Foundation is an important responsibility for all current board members.***

2.0 Definitions

- 2.1 *Current Board of Directors Members are those who are currently serving on the Columbia Community Foundation's Board of Directors or as an Officer.***
- 2.2 *Past Board of Directors Members are those who had served on the Columbia Community Foundation's Board of Directors or as an Officer for at least 12 months.***
- 2.3 *Past Honorary Chairpersons are persons who has been recognized at one of the Columbia Community Foundation's Fall Gala fundraising events as an Honorary Chairperson.***
- 2.4 *Significant Donors are those who have given in only the top tier level of the individual or corporate donors during the past 12 months.***

3.0 Identifying Those Who Have Passed Away

- 3.1 *Any board member who finds out about the passing of somebody significant to the foundation shall inform all of the other Board of Directors as soon as possible.***
- 3.2 *The passing of an individual must be verified through an obituary or a personal connection with the individual or his/her family so as to not act upon a rumor or falsehood.***
- 3.3 *Once the passing of the individual has been verified, the next step on this policy shall be made.***

4.0 Identifying Those Whom Will Receive A Memorial Donation

- 4.1 *If the person who passed away is a Current Board Member, Past Board Member, Honorary Chairperson, Significant Donor, or an immediate family member of one of these, then they shall receive a remembrance memorial donation from the Columbia Community Foundation.***

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- 4.1.1 If the person who passed away is a Current Board of Directors Member or their immediate family member, then their family shall receive either a \$100 flower arrangement along with a sympathy card on behalf of the Columbia Community Foundation, or a \$100 memorial donation to the charity of their choice along with a sympathy card on behalf of the Columbia Community Foundation.
- 4.1.2 If the person who passed away is a Past Board of Directors Member or their immediate family member, then their family shall receive either a \$100 flower arrangement along with a sympathy card on behalf of the Columbia Community Foundation, or a \$100 memorial donation to the charity of their choice along with a sympathy card on behalf of the Columbia Community Foundation.
- 4.1.3 If the person who passed away is a Past Honorary Chairperson or their immediate family member, then their family shall receive either a \$100 flower arrangement along with a sympathy card on behalf of the Columbia Community Foundation, or a \$100 memorial donation to the charity of their choice along with a sympathy card on behalf of the Columbia Community Foundation.
- 4.1.4 If the person who passed away is a Significant Donor or their immediate family member, then their family shall receive either a \$100 flower arrangement along with a sympathy card on behalf of the Columbia Community Foundation, or a \$100 memorial donation to the charity of their choice along with a sympathy card on behalf of the Columbia Community Foundation.

5.0 Making Memorial Donations

5.1 Since the passing of individuals usually is unexpected, no vote will be needed to purchase the required sympathy card and flowers or to make the memorial donation, therefore, the Secretary and Treasurer are authorized to handle this task independently on behalf of the Columbia Community Foundation and report upon it at the next regularly scheduled Board of Directors meeting.

6.0 Policy Activation

6.1 This policy becomes active and binding immediately.

Ronald B. Krisko
Columbia Community Foundation President

Deborah Hitchcock
Columbia Community Foundation Secretary

10/12/11
Date:

10/12/11
Date: