



Let good grow.

Contents

- 1 Purpose**
 - 1.1 Interests served
 - 1.2 Balance
- 2 Policy**
 - 2.1 Scope
 - 2.2 Objective
 - 2.3 Application
- 3 General guidelines**
 - 3.1 Objectives
 - 3.2 Ethical considerations
 - 3.3 Legal considerations
 - 3.4 Gift planning services
 - 3.5 Donor restrictions
 - 3.6 Privileged information
- 4 Authority for review and acceptance**
 - 4.1 Board directives
 - 4.2 Negotiations
 - 4.3 Other approval
 - 4.4 Guidance and marketing
 - 4.5 Referral to OCF Special Gifts Foundation
- 5 Types of property**
 - 5.1 Tangible property
 - 5.2 Intangible property
 - 5.3 Other property
 - 5.4 Suitability
- 6 Current gifts**
 - 6.1 Absolute gifts
 - 6.2 Bargain sale
 - 6.3 Charitable lead trust
 - 6.4 Life insurance and commercial annuities
- 7 Deferred gifts**
 - 7.1 Promises and pledges
 - 7.2 Gifts by will or living trust
 - 7.3 Gift annuities



Let good grow.

- 7.4 Charitable remainder trusts
- 7.5 Gift of real property with a retained life estate
- 7.6 Retirement plans
- 7.7 Life insurance and commercial annuities
- 7.8 Administrative endowment levy
- 8 Gift planner's services**
 - 8.1 Finder's fees and commissions
 - 8.2 Professional services
 - 8.3 Professional fees
 - 8.4 Donor relations
- 9 Gift processing, receipt, and acknowledgement**
 - 9.1 Processing
 - 9.2 Receipt
 - 9.3 Acknowledgement
- 10 Use of legal counsel**
 - 10.1 Advice sought
 - 10.2 Format
- 11 Gift disposition**
 - 11.1 Cash
 - 11.2 Securities
 - 11.3 Other property
- 12 Review and responsibilities**
 - 12.1 Review
 - 12.2 Responsibilities
- 13 Approval**

Appendix A

- Association of Fundraising Professionals, Statement of Ethical Principles
- Association of Fundraising Professionals, Standards of Professional Practice
- Model Standards of Practice for the Charitable Gift Planner adopted by the Partnership for Philanthropic Planning and American Council on Gift Annuities

Appendix B

- Checklist for potential gifts or real property to OCF

Appendix C

- Prospective donor information: Assets and gift techniques preferred by OCF

Appendix D

- Excess Business Holdings Questionnaire



Let good grow.

1 Purpose

1.1 Interests served

These gift acceptance policies provide equitable protection for the interests of The Omaha Community Foundation (the “OCF”) and those who financially support its programs through charitable gifts.

1.2 Balance

These policies are established to assure that each gift to the OCF is structured to provide maximum benefits to both donor and donee. Furthermore, these policies are intended to serve the best interests of both the donor and the OCF in any particular gift planning opportunity.

2 Policy

2.1 Scope

These policies address both current and deferred gifts, with an emphasis on contributions by individuals and specific types of deferred gifts and gifts of non-cash property.

2.2 Objective

To encourage financial support for the OCF without encumbering the OCF with gifts that may be restricted in a manner that is not in keeping with the mission of the OCF, or are likely to generate a disproportionate cost or obligation compared to the benefit received by the OCF.

2.3 Application

Each mention of the OCF in these policies includes funds from which grants are made, special projects, and other initiatives, including services provided to other charitable organizations by the OCF.

3 General guidelines

3.1 Objective

To earn the support and confidence from persons who are planning to make a gift. The OCF must be capable of responding quickly, and in the affirmative, where



Let good grow.

possible, to all gifts offered by prospective donors. Some gift arrangements and techniques can be complex and decisions to accept gifts will be made following an expeditious and careful consideration of the circumstances for each proposed gift. These policies require that the merits of any particular gift not otherwise described in these policies be reviewed as described in Section 4.

For gifts of illiquid assets, special consideration will be given to evaluate the potential charitable benefit of the proposed gift. This consideration may include, but not be limited to:

1. The purpose for or restrictions placed upon the gift
2. Reason to believe the proposed gift asset is marketable
3. Identification of future gift asset liquidation opportunities
4. Precedent created by the proposed donation influencing future similar donations.
5. The donor's long-term grantmaking intentions and objectives
6. Alignment with the Omaha Community Foundation's strategic priorities

3.2 Ethical considerations

The OCF will not participate in gift planning activities if there is a question as to whether the donor has sufficient title to the asset or whether the donor is mentally competent or legally able to transfer the property as a gift to the OCF. The OCF does not solicit gifts or market gift planning techniques as investments or securities. The OCF will adhere to the Code of Ethical Principles and Standards of Professional Practice adopted by the Association of Fundraising Professionals and the Model Standards of Practice for the Charitable Gift Planner adopted by the National Committee on Planned Giving (Appendix A).

3.3 Legal considerations

The OCF shall comply with all local, state, and federal laws and regulations concerning every charitable gift it encourages, solicits, or accepts.

3.4 Gift planning services

The OCF staff and volunteers are encouraged to assist prospective donors with consideration of important charitable gifts. This is often done in coordination with a



Let good grow.

donor's personal financial and estate plans. In the interest of positive donor relations, the OCF shall strive to acquaint donors and their advisors with gift arrangements that provide maximum benefit to both the donor and donee. Because the OCF does not give legal or financial advice, staff and volunteers must recommend that a donor seek the advice of his or her own legal or tax counsel prior to making a gift.

3.4.a Administrative expenses

The OCF will have all direct administrative and investment management costs and fees assessed against life income assets held in its control. This policy is intended to assure that each gift arrangement is valued on its own merit so the general funds of the OCF and others' unrestricted gifts are not diluted.

3.4.b Disclosures

Based on Section 3.3 herein, all disclosures, registrations, and procedures required by federal, state, and local authorities (such as those required for gift annuities, gifts in trust, and other arrangements) shall be made and/or followed in a thorough and timely manner.

3.5 Donor restrictions

Efforts will be made to accommodate reasonable restrictions sought by the donor for any charitable gift, subject to the requirements of Sections 1.2, 2.2, and 3.1 herein.

3.6 Privileged information

Discussions between prospective donors and OCF staff and volunteers will be treated as privileged communication. Prospective donors shall be able to convey private or personal information in the course of discussing charitable objectives and evaluating any potential gift with the expectation that confidences will be maintained.

4 Authority for review and acceptance

4.1 Board directives

OCF staff and volunteers may accept gifts and are so authorized by the policies of the Board of Directors as described herein.

4.1.a Gift Acceptance Committee ("GAC")



Let good grow.

Responsible for accepting any proposed gift of real property, securities issued by closely held corporations, and other property described in Section 5.3 herein, as well as any proposed gift that does not conform with these Gift Acceptance Policies.

4.1.b President and CEO

The Board of Directors has generally delegated to the President and CEO, the final authority to accept all proposed gifts that are conveyed in a manner that conforms to these Gift Acceptance Policies and are not funded with the following assets:

1. Real property
2. Securities issued by closely held corporations
3. Other property described in Section 5.3 herein

4.1.c OCF staff

The President and CEO, Vice President and COO, or Director of Donor Accounts shall conduct due diligence work to review major current and deferred gifts that are offered to the OCF. Such review shall be made for the purpose of facilitating a decision to accept or decline the proposed gift.

4.2 Negotiations

OCF employees authorized to negotiate gift planning agreements and arrangements with prospective donors following the guidelines of these policies and the format of specimen gift and fund agreements as approved by OCF General Counsel are:

- President and CEO
- Vice President and COO
- Director of Donor Accounts

Requests for exceptions or adjustments to the established fee schedule of the OCF must be approved by the GAC.

4.3 Other approval

Gift agreements that do not substantively follow the format and content of the specimen gift and fund agreements, or otherwise meet the requirements of these policies, shall require approval by a majority of the members of the GAC before execution by or the creation of an obligation for the OCF.



Let good grow.

4.4 Guidance and marketing

OCF staff shall make available to prospective donors, materials that describe assets that the OCF seeks and the gift techniques it supports based on the preferences of the GAC and historical practices of the OCF (Appendix C). Such materials are to be used in marketing and as a guide for discussing gifts that provide maximum benefits to both the donor and donee.

4.5 Referral to OCF Special Gifts Foundation

In the event a certain asset is offered, or a gift arrangement proposed, and the asset or arrangement does not conform to these policies, the matter may be referred by the GAC to an OCF Special Gifts Foundation, a supporting organization yet to be created and designed to administer such special or nonconforming gifts.

5 Types of property

5.1 Tangible property

Generally defined as those forms of property that may be touched and have a value that is readily ascertainable.

5.1.a Real property

Defined as land and generally whatever is affixed to the land and those rights that issue out of the land. A gift of real property may be accepted upon the approval of a majority of the members of the GAC.

1. Each prospective donor shall be given a real property disclosure checklist (Appendix B) by the Vice President and COO or Director of Donor Accounts who will seek information about the property from the prospective donor. Upon receipt of this information from the donor, OCF staff shall proceed with due diligence work to promptly assess the gift opportunity. A person is considered to be a serious prospective donor following delivery of a completed checklist to the OCF.

2. In general, gifts of commercial or residential real property with a value estimated at \$100,000, or greater, may be considered if there is reason to believe the property is highly marketable. The President and CEO may also consider gifts with restricted marketability if the use of the property is suitable for particular OCF uses, provided there is an



Let good grow.

adequate and appropriate source of funds to manage the cost of ownership.

3. Real property shall not be accepted to fund any form of gift annuity or deferred payment without the OCF seeking a legal opinion as to the permissibility of this action under the laws of the state(s) involved and upon the recommendation of the Vice President and COO or Director of Donor Accounts.
4. Special attention shall be given to the receipt of real property encumbered by a mortgage, the transfer of which may create adverse consequences for certain donors unless handled properly when ownership is transferred to the OCF.
5. Mineral interests and oil and gas rights may be considered if there is reason to believe the property is highly marketable or has provided significant or consistent royalties or other income during the three most recent years. Special consideration must be given to working interests, environmental review, and depletion allowances and reserves to avoid adverse consequences to either the donor or the OCF.
6. A Phase One environmental assessment shall be completed for any proposed gift of real property prior to consideration and approval by the GAC. The OCF will require the prospective donor to either: (a) make a contribution to the OCF in an amount that offsets the expense of the Phase One environmental assessment that will be contracted by the OCF; or (b) deliver a copy of a completed Phase One environmental assessment secured and paid for by the prospective donor. Further, the OCF will request that the prospective donor make a contribution to the OCF to offset the costs of a survey, title insurance, and revenue stamps.
7. A qualified appraisal is required for any gift of real property. Prior to the GAC's acceptance of a gift of real property, the donor must agree to provide a qualified appraisal no later than February 15th of the consecutive year following the year in which OCF receives the gift. If the donor fails to provide a qualified appraisal by February 15th of such consecutive year, the OCF may obtain an appraisal or otherwise value the property and offset all related costs from the donor's OCF account.



Let good grow.

8. A title search shall be conducted for any proposed gift of real property prior to consideration and approval by the GAC. The OCF will require the prospective donor to either: (a) make a contribution to the OCF in an amount that offsets the expense of the title search that will be contracted by the OCF; or (b) deliver a copy of a title search secured and paid for by the prospective donor.

8. Insurance will be carried on any real property received by the OCF. The OCF will require the prospective donor to make a contribution to the OCF in an amount that offsets the expense of the insurance secured by the OCF.

5.1.b Cash

Gifts in the form of currency will not be accepted in any amount except in extenuating circumstances as recommended by the President and CEO, Vice President and COO, or Director of Donor Accounts.

5.1.c Other tangible personal property

Gifts of artwork, jewelry, collections, equipment, and tangible personal property shall not be solicited unless there is reason to believe the property has a value in excess of \$50,000. The value shall be independently confirmed by an OCF employee, appraiser, or volunteer working on behalf of the OCF. Such property may be accepted upon the recommendation of the Vice President and COO or Director of Donor Accounts.

1. Personal property shall be accepted by the OCF if there is reason to believe that it may be used in accordance with the mission of the OCF or if it may be readily sold. Gifts-in-kind (defined as equipment or material that may be put to immediate use for purposes related to the mission of the OCF) are included in the definition of personal property.

2. A gift of perishable property, or property that requires special facilities or security to properly safeguard it, may be accepted after making arrangements for the appropriate protection.

3. A gift that may obligate the OCF to perpetual ownership shall not be accepted. The President and CEO, Vice President and COO, or Director of Donor Accounts may represent to a donor that property may be held for a specific period of time for purposes related to the tax treatment of the transfer.



Let good grow.

4. The President and CEO, Vice President and COO, or Director of Donor Accounts shall notify donors contributing tangible gift property that the OCF will cooperate fully in matters related to Internal Revenue Service reporting and review of non-cash charitable gifts.

5.1.d Suitability

Appropriate inquiry shall be made by the Vice President and COO and Director of Donor Accounts, and special considerations shall be given, to the nature of any tangible gift property offered and whether it is in keeping with the mission of the OCF prior to the acceptance of any gift by the OCF.

5.2 Intangible property

Generally defined as those forms of property that may not be touched and are representative of a type of ownership in an underlying asset.

5.2.a Checks

Gifts in the form of checks may be accepted in any amount. All checks must be made payable to the OCF and shall, in no event, be made payable to an employee, agent, or volunteer for the credit of the OCF.

5.2.b Publicly traded securities

Securities that are traded on an exchange or other publicly reported market may be accepted by the OCF. It may be anticipated that such securities will ordinarily be sold by the OCF immediately upon receipt. Employees and volunteers of the OCF may not represent to a prospective donor that a particular security will be held for investment by the OCF.

5.2.c Securities issued by closely held companies

Securities that are not publicly traded may be accepted by the GAC. No commitments shall be made by the OCF for the repurchase or other disposition of such securities prior to completion of the gift of securities issued by closely held companies.

At its sole discretion, the GAC will evaluate whether or not to hold a non-marketable security. The sale or holding of donated non-marketable assets will be considered by the GAC in a manner that is in the best interests of the



Let good grow.

OCF considering the market of potential buyers. Retention of non-marketable securities shall be considered by the OCF if there is reason to believe that it may be used in accordance with the mission of the OCF. Generally, retention of non-marketable securities will be considered if the following criteria are met:

1. The company issuing the non-marketable security's Articles of Incorporation allows for a charitable entity to retain a stock interest and the GAC is comfortable with its understanding of any other restrictions, requirements, issues, or opportunities imposed by the issuing company's governing documents related to the retention of such non-marketable securities.
2. A financial institution will accept the non-marketable security as collateral for non-recourse debt that could be used to provide liquidity to the OCF for the realization of fees and to finance grant making activity deemed appropriate for up to a maximum value being retained by the OCF in any individual fund, as determined by the Finance Committee.
3. The issuing company is comfortable releasing its financial information to the OCF annually to be disseminated to any financial institution offering non-recourse debt with that company's security as collateral. In all events, the OCF will take reasonable steps to cooperate with the company issuing the security, including but not limited to, acquiring a confidentiality agreement from the financial institution providing non-recourse debt.
4. The non-marketable security pays dividends or there is another method through which the cost of the non-recourse debt could be financed over time.
5. Retention of the non-marketable security will not violate Excess Business Holdings Provisions under §4943, as applied to Donor Advised Funds under the Pension Protection Act of 2006. Donors who have contributed non-marketable securities that are retained by the OCF will be required to complete an Annual Excess Business Holdings Questionnaire (Appendix D) to ensure compliance.
6. The GAC has explored options it may need to pursue to liquidate its position in the non-marketable securities, including but not limited to: The market of potential buyers; whether or not the the OCF can



Let good grow.

ensure a put option on the stock; if a right-of-first-refusal exists; what options are available in the event of a change in corporate structure or ownership of the security's issuing company.

7. If the non-marketable security cannot be donated in non-voting shares, the impact of accepting voting shares has been fully evaluated.
8. A qualified appraisal is required for any gift of nonmarketable securities, including securities issued by closely held companies. Prior to the GAC's acceptance of a gift of nonmarketable securities, the donor must agree to provide a qualified appraisal no later than February 15th of the consecutive year following the year in which OCF receives the gift. If the donor fails to provide a qualified appraisal by February 15th of such consecutive year, the OCF may obtain an appraisal or otherwise value the property and offset all related costs from the donor's OCF account.

The decision to retain specific non-marketable assets will be re-evaluated no less than annually by the GAC.

5.3 Other property

Other property, not otherwise described in this section, whether real or personal, of any description (including mortgages, notes, copyrights, trademarks, and royalties) may be accepted upon the recommendation of the President and CEO and approved by a majority of the members of the GAC. Mortgages, loans, and other related instruments may be considered if the asset is highly marketable or has provided significant and consistent income during the three most recent years. Special consideration must be given to purchase money encumbrances and limited partnership interests.

5.4 Suitability

Appropriate inquiry shall be made by OCF staff and special consideration given to the nature of any intangible gift of property offered and whether it is in keeping with the mission of the OCF prior to the acceptance of such gift.

6 Current gifts

6.1 Absolute gifts



Let good grow.

Defined as those gifts that are not deferred. An absolute gift is transmitted at the time of, or during the same accounting period following, a donor's commitment to make the gift.

6.1.a Completion

Such absolute gifts may involve any of the types of property described in Section 5 herein.

6.1.b Matching gifts

Often the value of a gift of cash or securities may be increased through a corporate matching gift program.

6.2 Bargain sale

A form of a current gift, a bargain sale is part sale and part gift. Such gift arrangements may involve any of the types of property described in Section 5 herein and may be either absolute or structured as outlined in this section.

6.2.a Review

All proposed bargain sale arrangements may be accepted upon the recommendation of the President and CEO and approved by a majority of the members of the GAC.

6.2.b Considerations

To determine whether a bargain sale arrangement will be accepted, the OCF will consider securing an independent appraisal or valuation of the property. The OCF will also consider the marketability or current utility of the property, the holding costs of illiquid property, and whether the OCF would assume any debt with the property.

6.3 Charitable lead trust

Defined as an irrevocable trust that pays defined amounts of income to the OCF based on the value of the property held in trust for a term of years, or for the life of an individual, with the remainder passing to a non-charitable beneficiary. A charitable lead unitrust provides a variable income based on a fixed percentage of the annual value of the trust, while a charitable lead annuity trust pays a fixed income based on the initial value of the trust.



Let good grow.

6.3.a Trustee

In general, the OCF does not serve as sole trustee of charitable lead trusts that benefit the OCF.

6.3.b Co-trustee

Upon the recommendation of the GAC, the Board of Directors may authorize an arrangement in which the OCF serves as co-trustee of a charitable lead trust that is to benefit the OCF, provided the co-trustee is an organization or individual with the expertise and ability to serve as a fiduciary for such an arrangement.

1. If the OCF is to serve as co-trustee without compensation, then a charitable lead trust shall be entered into with a donor provided the annual income is expected to be \$100,000, or more.
2. Alternatively, the Board of Directors may accept a charitable lead trust arrangement for which the anticipated expenses related to the trust do not exceed a specified percentage of the anticipated annual benefit to the OCF.

6.4 Life insurance and commercial annuities

Life insurance is defined as a contract between the owner of a policy and an insurance company whereby the company agrees, in return for specified premium payment(s), to pay a specified sum to the beneficiary(ies) upon the death of the insured. A commercial annuity is defined as a contract between the owner of the annuity and an insurance company whereby the company agrees, in return for specified payment(s), to pay a specified sum to the annuitant(s) under the contract. Life insurance and annuity contracts may contain other provisions related to investment, conversion, and other options in addition to their primary purposes.

6.4.a Existing plans

The OCF will consider gifts of life insurance policies or annuity contracts irrevocably naming the OCF as owner and primary beneficiary. Notwithstanding Section 8.4 below, the gift will be valued on the date of gift at either its interpolated terminal reserve or cash surrender value (if both are available, the higher shall apply). If there is an ongoing premium payment obligation, the OCF may accept subsequent cash gifts from the policy/contract donor or third party to meet that obligation. With the OCF as owner of a life insurance policy or commercial annuity, the GAC will, from



Let good grow.

time to time, make the investment decision whether to keep a contract in force, elect a conversion under the contract, or surrender it for its current cash value.

6.4.b New plans

The OCF does not encourage gift planning wherein the primary gift technique involves the purchase of a new policy of life insurance or annuity contract designating the OCF as a beneficiary. No insurance products and no insurance companies are endorsed by the OCF for use in funding charitable gifts or wealth replacement strategies.

6.4.c Marketing practices

In no event shall the OCF or its employees become involved in furnishing names of its constituents to other persons for the purpose of marketing life insurance products to those constituents. This practice represents a potential conflict of interest, raises issues concerning donor relations and privacy, and may subject the OCF to regulation under state insurance law if the activity is construed as involvement in the marketing of life insurance. Any external request for donor information from the OCF shall be referred to the President and CEO.

7 Deferred gifts

7.1 Promises and pledges

Gifts may be promised or pledged to be paid over a period of time, and such gifts may be completed using any of the types of property indicated in Section 4 herein. A promise or pledge may be considered to be part current (to the extent that it represents a gift made during the present accounting period) and part deferred (to the extent that it is a promise to make a subsequent gift). A promise or pledge may be fulfilled with one or more current gifts described in Section 6 herein.

7.2 Gifts by will or living trust

The will and the living trust are instruments by which a person may make a disposition of property to take effect after death and which may be altered or revoked at any time during life. Gifts by will and living trust shall be actively encouraged by the OCF.

7.2.a Expectancies



Let good grow.

Attempts may be made to discover expected gifts by will or living trust in order to recognize the donor and to find opportunities for positive donor relations.

7.2.b Inquiries

From time to time an inquiry may be received as to the acceptability of property proposed to be contributed by a person who is considering a gift by will or revocable living trust to the OCF. The prospective donor shall be encouraged to make the gift in accordance with the terms and provisions of these policies. Such inquiries shall be promptly referred to the Director of Donor Accounts.

7.3 Gift annuities

Defined as a contractual arrangement between the OCF and the donor(s), the OCF agrees to accept a gift of cash or publicly traded securities in exchange for annual amounts paid to one or more annuitants for life under terms specified in the contract. Gift annuities may provide for immediate annuity payments or deferred payments.

7.3.a Charity limits

Gift annuities shall be issued by the OCF for amounts of \$10,000, or more. Any annuitant shall be 50 years, or older, at the time of the first annuity payment whether the arrangement provides for immediate payments or deferred payments, unless an exception is approved by the GAC. Arrangements providing for deferred payments have a deferral period that does not exceed 20 years. A gift annuity agreement shall be for one or two lives. No exceptions will be made to this requirement because under law the OCF will be taxed on a large part of the gift's earnings.

7.3.b Statutory limits

No gift annuity agreement shall be issued unless the charitable gift, as computed using government tables, exceeds 10% of the amount transferred for the annuity. No exception shall be made to this requirement, otherwise under law OCF will be taxed on a large part of the gift's earnings.

7.3.c Suggested rates

The OCF shall be a sponsor of the American Council on Gift Annuities (ACGA) and shall issue gift annuities at rates suggested by the ACGA and in effect on the date the gift annuity is issued. The current rates recommended by the ACGA are incorporated to this policy by reference.



Let good grow.

7.3.d Restrictions

Gift annuity contracts may be issued in the following manner.

1. The donor places no restrictions on the use by the OCF of the gift annuity residuum.
2. The donor, by a separate agreement, directs the gift annuity residuum to an existing or new permanent fund.
3. The donor, by a separate agreement, directs not less than 50% of the gift annuity residuum to the Fund for Omaha with the remaining proportion directed to an existing or new permanent fund.

7.3.e Other organizations

The OCF may issue gift annuities to donors seeking to benefit other not-for-profit organizations served by the OCF. The residuum of all such gift annuities shall be used to add to or establish a permanent agency/organization endowment fund that exists as a component fund of the OCF or be disbursed among other public charities by separate agreement with not less than the administrative levy referenced in Section 7.8 herein provided to the OCF in acknowledgment of its service.

7.4 Charitable remainder trusts

These are irrevocable trusts that generally pay defined amounts of income, based on the value of property in trust, to a non-charitable beneficiary(ies) for life or a term of years. A charitable remainder unitrust provides a variable income based on a fixed percentage of the annual value of the trust, while a charitable remainder annuity trust pays a fixed income based on the initial value of the trust.

7.4.a Trustee

In general, the OCF does not serve as sole trustee for a charitable remainder trust that is to benefit the OCF.

7.4.b Co-trustee

If approved by a majority of the GAC, the OCF may serve as co-trustee of a charitable remainder trust that is to benefit the OCF provided: (1) That a competent individual or financial institution, or its successor, is specifically named in the trust agreement as co-trustee; and (2) the trust remainder for



Let good grow.

the OCF shall be retained as permanent assets of the OCF. If the OCF is to serve as co-trustee without compensation, then a charitable remainder trust shall be entered into with a donor provided that the amount funding the trust is \$250,000, or more. Alternatively, the GAC may recommend acceptance of a charitable remainder trust arrangement for which the net present value of the remainder interest is at least 25% of the initial amount funding the trust.

7.4.c Statutory limits

Notwithstanding the limits of Section 7.4.b, the OCF may serve as co-trustee provided: (1) The unitrust or annuity amount is not less than 5% (the minimum allowed by law); (2) must be distributed at least annually to one or more beneficiaries for life or for a term not to exceed 20 years; and (3) the present value of the remainder is computed to be greater than 10% of the value funding the trust. In the case of a charitable remainder annuity trust, there may not be more than a 5% probability that a non-charitable income beneficiary will survive the exhaustion of the trust in which the OCF has a remainder interest.

7.4.d Charity limits

Notwithstanding the limits of Section 7.4.b, any income beneficiary shall be 30 years, or older. The maximum number of income beneficiaries shall be four and the calculated net present value of the charitable contribution, computed using government tables, shall be at least 25% of the value of the initial amount funding the trust. Alternatively, the OCF may serve as co-trustee when the anticipated financial benefit to the OCF from the trust is not less than 50% of the charitable remainder and net present value of the remainder interest is at least 25% of the initial amount funding the trust.

7.4.e Revocability

The OCF does not serve as co-trustee without compensation for a charitable remainder trust where the charitable designation of the OCF is revocable.

7.5 Gift of real property with a retained life estate

Defined as a gift to the OCF of a personal residence, farm, or ranch where the



Let good grow.

donor(s) retains the absolute right to use and enjoyment of the subject real property for life.

7.5.a Disclosure

Life estate gifts may be accepted when there has been a full discussion with the donor(s) concerning the risks inherent in this type of gift. Such transfers are occasionally not in the best interest of the donor(s) and may hold the potential for adverse donor relations where the real property involved is not an incidental portion of the donor's current and future estate.

7.5.b Future risk

The OCF does not wish to put a donor in the position of needing to sell the donor's interest in the property and only being able to raise a nominal amount as owner of the life estate.

7.6 Retirement plans

Almost any personal account, including Individual Retirement Accounts and other qualified pension and profit sharing plans, may be considered retirement savings. Gifts from these plans may be established by making a beneficiary designation and formally notifying the plan administrator or account manager. The OCF encourages retirement plan participants to name the OCF as a contingent or last beneficiary of a specified percentage or the residual amounts in a retirement plan following the death of the retiree and a surviving spouse. Lifetime gifts of retirement plan assets may also be considered and the OCF will encourage the plan participant or donor to carefully examine the tax consequences of a lifetime gift.

7.7 Life insurance and commercial annuities

As defined in Section 6.4 herein, the OCF encourages donors to name the OCF as a primary, secondary, or last beneficiary under life insurance policies or annuity contracts they have previously purchased.

7.8 Administrative endowment levy

Generally, the OCF is not compensated for its service as trustee or co-trustee of a charitable trust or for administering other life income arrangements. Recognizing the costs inherent in these donor services, and to defray the expense of fulfilling donor intentions, an administrative levy will be applied to certain gift proceeds and added to the OCF's administrative endowment.



Let good grow.

7.8.a Five per cent levy

A one-time administrative levy of 5% of the net amount of the gift is applied upon receipt of the gift property by the OCF.

7.8.b Application

The administrative levy is applied to net amounts realized from any charitable trust remainder, gift annuity residuum, gift of real property with a retained life estate, gift by will, gift by living trust, and any beneficiary designation in a retirement plan, life insurance policy or commercial annuity that is not designated for an endowed fund to be managed by the OCF.

7.8.c Waiver

Upon request from OCF staff, the GAC may agree to waive all or a portion of the Administrative Endowment Levy as it deems appropriate in the interest of positive donor relations.

8 Gift planner's services

8.1 Finder's fees and commissions

The OCF will pay no fee to any person as consideration for directing a gift by a donor to the OCF. Payments of this nature raise legal and ethical concerns and, in the case of irrevocable deferred gifts that involve the management of assets, the payment of such fee may subject the OCF and its management and directors to regulation under federal and state securities law.

8.2 Professional services

The OCF does not endorse any professional services offered or provided to prospective donors concerning their gift, tax consequences, or financial and estate plans. During the course of gift planning, prospective donors may ask for, and OCF employees and volunteers may provide, names of several persons or organizations who can advise whether to make a gift to the OCF. In all cases, the OCF shall urge prospective donors to seek the advice of qualified professional counsel prior to the completion of any gift to the OCF.



Let good grow.

8.3 Professional fees

The OCF may pay fees for professional services rendered to the OCF in connection with the establishment of a gift arrangement that will benefit the OCF. Such fees may be paid only upon approval of the President and CEO.

8.3.a Reasonable fees

Professional fees shall be reasonable and directly related to the gift arrangement benefiting the OCF. Examples include legal fees for the preparation of documents and accounting fees incident to the transaction.

8.3.b Review

The President and CEO will review itemized statements of fees prior to payment and, in cases where fees are not reasonable, will negotiate appropriate fees.

8.3.c Donor benefit

In cases where professionals are initially employed by a donor and the OCF is asked to pay the fees or payments involved, the donor shall be informed that such payments can result in taxable income to the donor in the amount of the payment or diminish the donor's charitable deduction.

8.3.d Exclusions

The OCF shall not pay any fees for professional services rendered to donors in connection with a charitable contribution to the OCF. Examples include charges for "fee for service" financial planners, commissions paid related to donor product transactions, and appraisals prepared for the purposes of substantiating a donor's charitable gift.

8.4 Donor relations

The OCF produces materials that educate and inform prospective donors and their advisors about various plans and opportunities for giving to the OCF. To illustrate the benefits that these techniques offer, specific examples using OCF donors and their gifts may be explained or promoted in a public forum, provided that the



Let good grow.

individuals identified have given their permission to be named and their examples presented in that manner. Donors who make planned gifts may be recognized in publications and at events as a method of honoring and celebrating the commitment to an important gift.

8.4.a Gift valuation

The financial value of a current gift is expressed as the dollar value to the OCF at the time the gift is made. The financial value of an irrevocable deferred gift is expressed: (1) As the discounted present value of the future interest to the OCF based on the applicable federal rate in effect on the date of the gift (a donor's calculated income tax charitable deduction) at the time the gift is made; and (2) as the face amount funding the deferred gift at the time the gift is made. The financial value of a revocable deferred gift (e.g., designation of the OCF as beneficiary in a will, living trust, life insurance contract, or retirement plan) is deemed to have a discounted present value of one dollar and a face amount at its value if the gift were to be immediately realized by the OCF.

8.4.b Revaluation

Deferred gift expectancies will be revalued and recorded at the time the property actually transfers to the OCF.

9 Gift processing, receipt, and acknowledgement

9.1 Processing

All solicitations of cash gifts, whether unrestricted or restricted, shall instruct donors to make their gifts payable to the "Omaha Community Foundation, Inc." and be sent in a manner that results in prompt receipt and deposit by the OCF's finance staff. All unrestricted gifts received by any employee or volunteer shall be transmitted within one day to the OCF's finance staff. All restricted and endowment gifts received by any employee or volunteer shall be transmitted within one day to the OCF's finance staff with a gift transmittal identifying the restriction/endowment.

9.1.a Non-cash gifts

Gifts of property other than checks, wherever received, must be forwarded



Let good grow.

within one day of receipt, together with a gift transmittal to the OCF's finance staff. The Vice President and COO or Director of Donor Accounts may determine that the physical transfer of some gifts to the OCF's finance staff are impractical or unnecessary (as with gifts-in-kind and securities gifts). In such cases, the gift transmittal and any donor correspondence will be forwarded within one day to the OCF's finance staff. The OCF's finance staff shall coordinate with the Vice President and COO or Director of Donor Accounts any receipt of a non-cash gift and assess the terms, transfer, and form of the gift.

9.1.b Expectancies

All gift expectancies such as trusts, wills, and other instruments that designate a future transfer of property to the OCF obtained by an employee or volunteer of the OCF shall be forwarded to the Director of Donor Accounts within one day of receipt. The Director of Donor Accounts will be responsible for involving the appropriate OCF staff in order to value and complete the gift commitment.

9.1.c Donor relations

Under no circumstances shall a gift involving securities be sold or deposited into an account from which it may not be withdrawn without the independent confirmation of donor(s)' cost basis and holding period by OCF staff.

9.1.d Declining gifts

A gift consisting of, or including, property that is not acceptable may be declined upon the recommendation of the President and CEO, Vice President and COO, or Director of Donor Accounts. The OCF, through the President and CEO, shall promptly and respectfully communicate the decision to decline a gift to the donor(s). In the event such gift is from the estate of a deceased donor, the decision to decline the gift will be communicated to the legal representative of the estate.

9.2 Receipt

Documentation for all gifts, including gift transmittals, shall be promptly forwarded to the Accounting Assistant. The Accounting Assistant shall be responsible for preparing and mailing an original donor receipt in accordance with the OCF's separate Gift Acknowledgement Policies.



Let good grow.

9.3 Acknowledgement

The OCF will be responsible for the prompt execution of acknowledgements and appropriate donor recognition for all gifts. The Vice President and COO or Director of Donor Accounts will initiate additional acknowledgements and recognition for donors in certain groups and publications.

10 Use of legal counsel

10.1 Advice sought

The OCF shall seek the advice of legal counsel in all matters pertaining to planned gifts and shall execute no gift agreement without the advice of legal counsel.

10.2 Format

All agreements shall follow the format of the specimen agreements and fund agreements approved by the General Counsel and incorporated by reference to these policies. All prospective donors shall be urged to seek their own counsel as described in Section 3.4.

11 Gift disposition

11.1 Cash

Gifts to the OCF involving cash will be promptly deposited into the appropriate account(s) as directed by the OCF's finance office.

11.2 Securities

Gifts involving securities (such as common and preferred stocks, bonds, and notes), proceeds from a policy of life insurance, and other assets that are either publicly traded or otherwise readily valued will be promptly deposited into a safekeeping account as directed by the OCF's finance staff. The Vice President and COO or Director of Donor Accounts will confirm the title held by the donor(s), charitable intent, and other information that may be relevant to the gift transaction (such as cost basis) before sale of the asset(s) or commingling with other OCF gifts or assets. All relevant information shall then be transmitted to the OCF's finance staff and Vice President and COO.

11.3 Other property



Let good grow.

Gifts of hard to value items such as real property, tangible personal property, partnerships, restricted stock, debt instruments, copyrights, royalties, patents, and other property that is approved for acceptance will be promptly deposited into a safekeeping account by, or as directed by, the OCF's finance staff. The OCF's finance staff shall take action as necessary to secure assets from uninsured risk of loss and damage as appropriate and promptly notify the Vice President and COO and Director of Donor Accounts of the receipt. The Vice President and COO or Director of Donor Accounts will confirm title held by the donor(s), charitable intent, and other information that may be relevant to the gift transaction (such as cost basis).

12 Review and responsibilities

12.1 Review

These policies shall be reviewed every year by management on or before March 31.

12.2 Responsibilities

The Vice President and COO shall initiate periodic review and ongoing compliance with these policies.

13 Approval

Approved by the Board of Directors on June 9, 2010 as reflected in the minutes of the OCF's Board of Directors meeting.



Let good grow.

Appendix A

Statement of Ethical Principles, Association of Fundraising Professionals

The Association of Fundraising Professionals (AFP) exists to foster the development and growth of fundraising professionals and the profession, to promote high ethical standards in the fundraising profession and to preserve and enhance philanthropy and volunteerism.

Members of AFP are motivated by an inner drive to improve the quality of life through the causes they serve. They serve the ideal of philanthropy; are committed to the preservation and enhancement of volunteerism; and hold stewardship of these concepts as the overriding principle of their professional life. They recognize their responsibility to ensure that needed resources are vigorously and ethically sought and that the intent of the donor is honestly fulfilled. To these ends, AFP members embrace certain values that they strive to uphold in performing their responsibilities for generating charitable support.

AFP members aspire to:

- Practice their profession with integrity, honesty, truthfulness and adherence to the absolute obligation to safeguard the public trust.
- Act according to the highest standards and visions of their organization, profession and conscience.
- Put philanthropic mission above personal gain.
- Inspire others through their own sense of dedication and high purpose.
- Improve their professional knowledge and skills, so that their performance will better serve others.
- Demonstrate concern for the interests and well-being of individuals affected by their actions.
- Value the privacy, freedom of choice and interests of all those affected by their actions.
- Foster cultural diversity and pluralistic values, and treat all people with dignity and respect.
- Affirm, through personal giving, a commitment to philanthropy and its role in society.
- Adhere to the spirit as well as the letter of all applicable laws and regulations.
- Advocate within their organizations, adherence to all applicable laws and regulations.
- Avoid even the appearance of any criminal offense or professional misconduct.
- Bring credit to the fundraising profession by their public demeanor.
- Encourage colleagues to embrace and practice these ethical principles and standards of professional practice.
- Be aware of the codes of ethics promulgated by other professional organizations that serve philanthropy.

Standards of Professional Practice, Association of Fundraising Professionals

Furthermore, while striving to act according to the above values, AFP members agree to abide by the AFP Standards of Professional Practice, which are adopted and incorporated into the AFP Code of Ethical Principles. Violation of the Standards may subject the member to disciplinary sanctions, including expulsion, as provided in the AFP Ethics Enforcement Procedures.

Professional obligations

1. Members shall not engage in activities that harm the members' organization, clients, or profession.
2. Members shall not engage in activities that conflict with their fiduciary, ethical, and legal obligations to their organizations and their clients.
3. Members shall effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.
4. Members shall not exploit any relationship with a donor, prospect, volunteer, or employee to the benefit of the members or the members' organizations.



Let good grow.

5. Members shall comply with all applicable local, state, provincial, and federal civil and criminal laws.

6. Members recognize their individual boundaries of competence and are forthcoming and truthful about their professional experience and qualifications.

Solicitation and use of charitable funds

7. Members shall take care to ensure that all solicitation materials are accurate and correctly reflect their organization's mission and use of solicited funds.

8. Members shall take care to ensure that donors receive informed, accurate, and ethical advice about the value and tax implications of potential gifts.

9. Members shall take care to ensure that contributions are used in accordance with donors' intentions.

10. Members shall take care to ensure proper stewardship of charitable contributions, including timely reports on the use and management of funds.

11. Members shall obtain explicit consent by the donor before altering the conditions of a gift.

Presentation of information

12. Members shall not disclose privileged or confidential information to unauthorized parties.

13. Members shall adhere to the principle that all donor and prospect information created by, or on behalf of, an organization is the property of that organization and shall not be transferred or utilized except on behalf of that organization.

14. Members shall give donors the opportunity to have their names removed from lists that are sold to, rented to, or exchanged with other organizations.

15. Members shall, when stating fundraising results, use accurate and consistent accounting methods that conform to the appropriate guidelines adopted by the American Institute of Certified Public Accountants (AICPA)* for the type of organization involved. (* In countries outside of the United States, comparable authority should be utilized.)

Compensation

16. Members shall not accept compensation that is based on a percentage of charitable contributions; nor shall they accept finder's fees.

17. Members may accept performance-based compensation, such as bonuses, provided such bonuses are in accord with prevailing practices within the members' own organizations, and are not based on a percentage of charitable contributions.

18. Members shall not pay finder's fees, commissions or percentage compensation based on charitable contributions and shall take care to discourage their organizations from making such payments.

Model Standards of Practice for the Charitable Gift Planner adopted by the Partnership for Philanthropic Planning and American Council on Gift Annuities

Preamble

The purpose of this statement is to encourage responsible gift planning by urging the adoption of the following Standards of Practice by all individuals who work in the charitable gift planning process, gift planning officers, fund raising consultants, attorneys, accountants, financial planners, life insurance agents and other financial services professionals (collectively referred to hereafter as "Gift Planners"), and by the institutions that these persons represent.



Let good grow.

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 as such 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 to 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 advisors

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. Description and representation of gift

The Gift Planner shall make every effort to assure that the donor receives a full description and an accurate representation of all aspects of any proposed charitable gift plan. The consequences for the charity, the donor and, where applicable, the donor's family, should be apparent, and the assumptions underlying any financial illustrations should be realistic.

IX. 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.

X. 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.



Let good grow.

Appendix B

Checklist for potential gifts of real property to OCF

1 Identification and valuation of real estate

Owner(s) _____ Phone _____

Address _____

Date acquired _____ How acquired _____

Legal description _____

Current cost basis including improvements \$ _____

Zoning _____

Land area (acres or sq. ft.) _____

Building(s) area (acres or sq. ft.) _____

- Occupancy: Vacant (building/dwelling with no personal property, no occupants)
- Unoccupied (building/dwelling with personal property, no occupants)
- Occupied (building/dwelling with personal property and occupants)

Most recent appraisal date _____ Appraised value \$ _____

Appraiser _____

Land value \$ _____ Building value \$ _____

Estimated market value \$ _____ Property insurance coverage \$ _____

Estimated replacement cost of building(s) \$ _____

Mortgage balance \$ _____ Assessed value \$ _____

Please indicate your awareness of any condition or circumstances that may affect the title, uses, or marketability of this property. Mark yes or no in sections 2 through 7 that follow, and use section 8 for additional information.

2 Title and zoning	Yes	No
Title	___	___
Zoning variances	___	___
Zoning violations	___	___
Restrictions or easements	___	___
Survey not available	___	___



Let good grow.

3	Rentals	Yes	No
	Rent control	___	___
	Tenants with leases	___	___
	Tenants with rent in arrears	___	___
	Common area fees in arrears	___	___
	Building or sanitary code violations	___	___
	Operating/capital budget	___	___
4	Buildings	Yes	No
	Foundation or slab cracked	___	___
	Basement water or dampness	___	___
	Roof leaks	___	___
	General structural concerns	___	___
	UFFI (formaldehyde insulation)	___	___
	Asbestos	___	___
	Lead paint	___	___
	Termites, ants, or other pests	___	___
	Wood stove, coal stove	___	___
	Swimming pool	___	___
	Radon	___	___
	Building systems operational		
	Plumbing	___	___
	Electrical	___	___
	Heating	___	___
	Air conditioning	___	___
	Hot water	___	___
	Water supply	___	___
	Sewage connection	___	___
	Other fixtures	___	___
5	Environmental	Yes	No
	History		
	Property has prior or current use for industrial, agricultural, manufacturing, waste disposal, or other non-residential purpose	___	___
	Condition		
	Stressed or denuded vegetation, unusual barren areas	___	___
	Discoloration, oil sheens, unnatural odors in water	___	___
	Storage drums present	___	___
	Storage tanks, vent, or filler pipes	___	___
	Evidence of oil or chemical in soil	___	___
	Evidence of PCBs	___	___
	Evidence of toxic air emissions	___	___



Let good grow.

Adjacent properties

Properties adjacent or close to subject property have conditions requiring "yes" answer to any questions in section 5 above	_____	_____
Flood plain, wetlands, drainage	_____	_____
Endangered plants or wildlife	_____	_____

6 General **Yes** **No**

Are you aware of any other information concerning any other part of the land or improvements that might affect the decision of a buyer to buy, or which might affect the use of the property? _____

7 Property income and expense estimates

Indicate anticipated income and expenses if this property is held as an asset for the next 12 months and it is continued in its current use.

Income	Monthly	Annual
Rent	\$ _____	
Other	_____	
Total income	\$ _____	\$ _____
Expenses		
Real estate taxes		
1 st payment \$ _____ due _____		
2 nd payment \$ _____ due _____		\$ _____
Utilities		
Gas	\$ _____	
Oil	\$ _____	
Electric	\$ _____	
Water and sewer	\$ _____	
Other	\$ _____	
Services		
Property manager, caretaker	\$ _____	
Landscaping	\$ _____	
Heating, cooling service contract	\$ _____	
Security	\$ _____	
Other	\$ _____	
Maintenance and repairs	\$ _____	
Insurance	\$ _____	
Total expenses	\$ _____	\$ _____
Net Income (Loss)		\$ _____

8 Additional information

Please attach information needed to explain answers for sections 2 through 7.



Let good grow.

9 Acknowledgement

Owner(s) hereby affirm(s) that the information set forth above is true and accurate to the best of my(our) knowledge. These facts and estimates are provided to the Omaha Community Foundation in confidence and without obligation.

Owner _____ Date _____

Owner _____ Date _____

Please return to: Sara Boyd, President and COO
Omaha Community Foundation
Blackstone Building, Suite 100
302 South 36th Street
Omaha, NE 68131



Let good grow.

Appendix C

Prospective donor information: Assets and gift techniques preferred by OCF

<u>Gift property</u>	<u>Authority to accept</u>	<u>Limits and considerations</u>
Real property	Gift Acceptance Committee	Minimum \$100,000 value
Securities held by closely held companies	Gift Acceptance Committee	None
Cash, checks	President	None
Publicly traded securities	President	None
Tangible personal property (works of art, jewelry, equipment, collections, etc.)	President	Minimum \$50,000 value Use related to OCF mission
Other property	Gift Acceptance Committee	None

Note: Gifts of hard-to-value items (such as real estate, tangible personal property, partnerships, restricted stock, debt instruments, copyrights, trademarks, royalties, patents, etc.) typically receive special attention to assess valuation, marketability, and suitability for use by OCF.

<u>Gift technique</u>	<u>Authority to accept</u>	<u>Limits and considerations</u>
Charitable lead trust	Board of Directors	\$100,000 annual income (OCF is co-trustee)
Bargain sale	Gift Acceptance Committee	None
Charitable remainder trust	President	Minimum \$250,000 value (OCF is co-trustee)
Gift annuity	President	Minimum \$10,000 value Annuitant age 50 or above Deferred up to 20 years
Gift of real property with retained life estate	President	Minimum \$100,000 value Insubstantial portion of estate

Note: The President may accept property and techniques that conform to OCF Gift Acceptance Policies as established by the Board of Directors. The President's authority to accept a gift may be delegated to other staff as appropriate.



Appendix D: Annual Excess Business Holdings Questionnaire

OCF account number (for internal use only): _____

If Donor Advised Funds held by the Omaha Community Foundation combined with the personal holdings of various individuals equal 20% or more of the enterprises voting shares, profits interest, or beneficial interest, the Internal Revenue Service requires these Donor Advised Funds held by the Omaha Community Foundation to follow a phased divestiture schedule over a period of year to reduce the proportion of the combined holdings.

In order to determine if the Donor Advised Fund you established is subjective to this divestiture schedule, we need to annually inventory the combined holdings of the Donor Advised Fund combined with those of the donor, donor's family, and other current or future advisors authorized to act on behalf of the Donor Advised Fund.

Please be assured that all information gathered is strictly confidential is treated with the highest regard for your privacy and that of your family and other trusted individuals. Please complete the questionnaire below to the best of your ability and return it in the envelope enclosed or via fax, attention Sara Boyd at 402.342.3582. If you have any questions, please contact Sara Boyd, Vice President, or Hillary Nather-Detisch, Director of Donor Accounts, at 402.342.3458.

Legal name of business enterprise _____

DBA name (if applicable) _____

Number of outstanding shares (if applicable) Voting _____ Non-voting _____ Total _____



Please outline the personal interest in the aforementioned enterprise of the following individuals:

	Name	Number of shares, percent of profits interest, percent of beneficial interest ¹	
		Voting	Non-voting
Donor Name			
Donor Name (if applicable)			
Children or other named advisors to OCF account (if applicable)			

Please list any other entities in which individuals listed above own 35% of the voting stock, profits interest, or beneficial interest:

I certify to the best of my knowledge that the above information is accurate: _____
Signature Date

¹ If the enterprise in question is an incorporated business, please delineate the number of shares held by each individual by voting classification. If the enterprise is a partnership or joint venture, please delineate the percent of profits interest held by each individual. If the enterprise in question is a trust, estate, or unincorporated business, please delineate the percent of the beneficial interest held by each individual.