



CALIFORNIA TRANSPORTATION FOUNDATION

LOCAL GOVERNMENT AND CALTRANS DISTRICTS MEMORIAL CEREMONY FUNDS AND GRANTS POLICY

The California Transportation Foundation's (CTF) Local and Caltrans Districts Memorial Ceremony Fund program was established to help the California transportation industry honor fallen transportation employees.

The establishment of Local and Caltrans Districts Memorial Ceremony Fund accounts by CTF furthers CTF's tax-exempt purpose of recognizing transportation service. Amounts contributed to Memorial Ceremony Funds are tax-deductible contributions.

The following conditions apply to the Local and Caltrans District Memorial Ceremony Fund program:

1. The person(s) being honored must be a member of the California transportation community.
2. The person(s) being honored was a transportation employee who was injured or died while on the job.
3. CTF will establish and administer a Memorial Ceremony Fund to which tax-deductible donations may be made.
4. CTF will match those donations up to \$500.
5. After the ceremony is completed, CTF will determine when the account will be closed, for example due to inactivity. The fund will not be permanent.

In order to establish a Local and Caltrans District Memorial Ceremony Fund, the requesting party shall provide CTF:

- A. Fund Name. For example, San Joaquin Co. Fallen Transportation Employees Memorial Ceremony Fund.
- B. Contact Person. The name, address, phone number, and e-mail address of the designated contact person(s).
- C. Fund Purpose. A brief description of the purpose of, need for the Fund.
- D. Requestor. The name, title, organization, mailing address, phone number and email address of the manager authorizing the fund request. If Caltrans related, all Assistance Fund requests must be authorized by signature of a Division Chief or Deputy District Director. In the case of other organizations, an equal level manager must authorize and sign.

E-mail the completed request on page 2 to sarah_west@transportationfoundation.org.

Date: February 3, 2020



CTF District Memorial Ceremony Fund Request Form

Email the Completed Request to sarah.west@transportationfoundation.org

Fund Name: _____

Fund Purpose: A brief description of the purpose or need for the fund.

Briefly describe the person(s) being honored.

Designated Contact Person's Information (Person we may direct questions to)

Name: _____

Phone: _____ Email: _____

Mailing Address: _____ City _____ State _____ Zip _____

Checks from this Fund Should Be Made Payable to

Name: _____

Mailing Address to Send Checks: _____ City _____ State _____ Zip _____

Requestor's (Work Supervisor's) Information

Requestor's Name: _____ Title: _____

Organization (If Caltrans, which district): _____

Phone: _____ Email: _____

Mailing Address: _____

City _____ State _____ Zip _____

Please Read and Sign Disclosure Statement:

I understand that any amounts received by CTF and designated for the requested fund are held by CTF exclusively as an agent of the fund beneficiary(ies), that CTF retains no discretion over the use of such funds and that amounts received by the fund do not constitute tax deductible contributions to CTF. I will include the statement that amounts received by the fund are charitable contributions in all written and oral statements relating to the fund.

Requestor's Signature _____ Date: _____

*If Caltrans related, requires Division Chief or Deputy District Director. In the case of other organizations, an equal level manager must authorize and sign.

CALIFORNIA TRANSPORTATION FOUNDATION
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