

## **Donation/Contribution Process**

### **Updated: 07/15/23**

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There are times when members may want to include a donation to the Outdoor Club of South Jersey in their estate plan. We have to make it clear to the member that the donation we receive is not income and/or is not NJ inheritance tax deductible. We also have to inform the member that we do not give tax advice, so they may want to consult their attorney and/or accountant.

We are permitted to be a beneficiary of an estate and can accept contributions and gifts from an estate, an individual, or a corporation. Most contributions should come with a specific purpose, which needs to fit withing our mission guidelines. An example of this is the Richard Greve Memorial Fund, and that purpose is to advance leadership training.

We will always send a “thank-you for your generosity” type-letter.

The process is as follows:

1. Member contacts the Treasurer.
2. Treasurer vets the member.
3. If the member is accepted, Treasurer will provide the member with a copy of our W-9, which indicates our not-for-profit corporate status as defined by the IRS.
4. If the member is denied, Treasurer contacts the member and explains why.