

EXHIBIT C

Scouting Council Unliquidated Bequests

Unliquidated Bequests Policy and Procedures

Background

Your council is occasionally notified that it will be a future beneficiary of an estate settlement or that it is the beneficiary of a deceased donor estate that is being executed. In both cases, your council stands to benefit from settlement of these estates, and it behooves you to keep diligent records of those items of which it is aware.

Policy

It is the policy of the council to perpetually maintain an Unliquidated Bequest Register documenting all pending bequests. A copy of a page in the register is attached.

Procedures

At the time of the creation or change in status (receipt of notice, change in status, partial or full distribution of funds, etc.) of an Unliquidated Bequest it is the responsibility of the council's staff to place notification of such change in status as an agenda item for the next Executive Board meeting. These items are not to be included in consent agendas.

The Scout Executive or other staff member will notate every contact or status change of the estate change or settlement on the bottom of the Unliquidated Bequest Register form.

Annually, the Finance or Development Committee should review every item in the register, and the Committee Chair should solicit, when appropriate, updates as to the status of several items (i.e. health of benefactor, status of contingent beneficiaries, etc.)

At the time that final closure is reached, the Finance or Development Committee Chair will list the final activity on the Event log at the bottom of the form, place the date in the "Date of Final Closure" space and sign the "Person Closing" space. All closed documents will be maintained at the back of the register and a copy placed in the individual benefactor file, if sufficient documentation exists to warrant creation of a file.

BSA Council Unliquidated Bequest Register

Date_____

Name of benefactor_____

Brief biographical sketch:

Form of documentation used to notify the council (attach copy, if available)

Significant provisions of the bequest (i.e. contingent beneficiaries, etc.)

Will the council receive proceeds or will proceeds come through a trustee? (i.e. if so, source: community foundation, or other trustee)

Basis of value in the bequest (i.e. fixed dollar amount, percentage of estate, etc.)

Date of notification _____

Age of benefactor as of the date of this document:_____

Date of birth of benefactor, if known _____

Contact information related to the bequest:

Name_____

Address_____

City _____ State _____

Zip Code _____ Phone Number _____

Email address_____

Benefactor's significant other(s)/ relatives/ Estate Executor

Trustee, if applicable _____

Log of Contacts/Events

Date

Contact/Event

Date of final closure _____

Signature _____

Title _____