



Citizens' Climate Lobby

Legacy Giving Policies

Citizens' Climate Lobby

Citizens' Climate Lobby (CCL), an international 501(c)(4) charitable organization based in the city of Coronado, California, openly accepts the donation of Legacy Gifts in order to advance its mission of “creating the political will for climate solutions by enabling individual breakthroughs in the exercise of personal and political power”.

I. Purpose of a Legacy Giving Policy

Legacy gifts, which are charitable bequests made in a personal will, retirement account, or life insurance policy, offer CCL supporters an opportunity to further their financial and ethical goals while strengthening CCL to build the political will for a livable world for generations to come. Because these gifts testify to a donor's most lasting values, it is vital that donors and development staff understand the institutional framework in which these gifts are given and accepted. This document articulates the policies and procedures of the Board of Directors of CCL concerning the donation and acceptance of legacy gifts.

II. Responsibility to Donors

- A. *Commitment to a Donor-Centered, Philanthropic Approach:* CCL, its staff, and volunteers shall endeavor to assist donors in accomplishing their philanthropic objectives in a donor-centered way. In many circumstances, this may involve the donor's professional advisors, as charitable support is often integrated with a donor's overall tax, estate, and financial planning.
- B. *Confidentiality:* Information concerning all transactions between a donor and CCL shall be held by CCL in confidence, and may be disclosed only with the permission of the donor or the donor's designee.
- C. *Anonymity:* CCL shall respect the wishes of any donor offering anonymous support and will implement reasonable procedures to safeguard such donor's identity.
- D. *Ethical Standards:* CCL is committed to the highest ethical standards. CCL staff and volunteer representatives shall adhere to the [Model Standards of Practice for the Charitable Gift Planner](#) as adopted by the National Association of Charitable Gift Planners (NACGP). CCL will not participate in gift discussions if

there is a question as to the title/ownership of the asset or the donor's competency to transfer an asset.

III. Legal Considerations

- A. *Compliance*: CCL shall comply with all local, state and federal laws and regulations concerning all charitable gifts it encourages, solicits, or accepts. All required disclosures, registrations, and procedures shall be made and/or followed in a thorough and timely manner.
- B. *Endorsement of Providers*: CCL shall not endorse legal, tax, or financial advisors to prospective donors.
- C. *Finder's Fees and Commissions*: CCL shall not pay fees to any person as consideration for directing a gift by a donor to CCL.
- D. *Legal, Tax and Financial Advice*: CCL shall inform prospective donors that it does not provide, legal, tax, or financial advice, and shall encourage prospective donors to discuss all charitable gift planning decisions with their own advisors before entering into any gift commitments to CCL.
- E. *Preparation of Legal Documents*: CCL shall not prepare legal documents for execution by donors, except forms to create charitable gift annuities. CCL may provide model language, such as sample bequest language or gift agreements, but shall strongly encourage prospective donors to have this language reviewed by their own counsel.
- F. *Payment of Fees*: It will be the responsibility of the donor to secure an appraisal (when required) and to pay for the advice of independent legal, financial or other professional advisers as needed for all gifts made to CCL.
- G. *Service as Executor or Living Trust Trustee*: CCL will not agree to serve as executor of a decedent's estate or as trustee of a living trust or other trust intended to serve as a person's primary estate planning document.
- H. *Trusteeship*: CCL will not act as a trustee of charitable remainder trusts, charitable lead trusts, or on charitable gift annuities. These gifts will not be accepted by the organization.
- I. *Use of Counsel*: CCL shall seek the advice of legal counsel in matters relating to the acceptance of gifts when appropriate.

IV. Types of Gifts Accepted

- A. CCL directly accepts the following types of gifts:
 - 1. Charitable bequests in a personal will
 - 2. Designation of CCL as a beneficiary of a retirement plan
 - 3. Designation of CCL as a beneficiary of a life insurance policy

4. Publicly traded stocks
 5. US Treasury bonds
 6. Municipal bonds
 7. US open-end and closed-end mutual funds
- B. CCL does not accept the following gifts, but advises that they can be given to Citizens' Climate Education Corp with the assistance of a community foundation or third-party broker:
1. Closely held stocks
 2. Closely held bonds
 3. Real Estate
- C. CCL does not at this time accept the following types of gifts:
1. Charitable remainder trusts
 2. Charitable lead trusts
 3. Charitable annuities

V. Procedure of Gift Making and Gift Acceptance

- A. Upon notification of interest from the prospective legacy club donor, a CCL development team member will speak with the prospective legacy club donor about their desired gift and assist in setting up the gift. Throughout the process, CCL development team members will:
1. Provide guidance on how best to set up a legacy gift.
 2. Mention that these decisions are best done in consultation with a financial planner, accountant, or estate planner.
 3. Confirm whether donor would prefer anonymity or public recognition for their gift.
 4. Proofread provided documentation and share with CCL's legal counsel to confirm that gift will be received properly when applicable.
- B. At the legacy club donor's discretion, he/she/they will incorporate legacy gifts into their estate planning documents.
- C. When the donor decides to leave a legacy gift, they may notify CCL by sending an electronic copy to development@citizensclimate.org or a physical copy of the documentation to 1330 Orange Avenue, #309, Coronado, CA 92118.
- D. Upon the passing of the legacy club donor, their legacy gift shall be transferred directly to CCL and spent according to the direction given by the legacy club donor.
- E. Appropriate recognition will be given in accordance with the donor's expressed wishes.

VI. Restricting your legacy gift

- A. *Unrestricted Gifts:* To provide CCL with maximum flexibility in the pursuit of its mission, donors shall always be encouraged to consider unrestricted gifts or gifts restricted to budgeted priorities of CCL.
- B. *Budgeted Program Support:* CCL may accept gifts restricted to specific budgeted programs and purposes.
- C. *Other Restrictions on Gifts:* CCL may accept gifts restricted to non-budgeted programs and purposes only upon the prior, written approval of the Senior Development Director. CCL reserves the right to decline gifts that are too restrictive in purpose, too difficult to administer, or for purposes outside of its mission.

VII. Periodic Review

- A. *Regular Review:* The Governing Board of CCL will review these policies every 4 years, starting in 2019, in order to ensure that they accurately reflect the current policies and procedures of CCL. Any suggested changes will be ratified by the Governing Board of CCL.
- B. *Special Review:* A special review of the legacy gift acceptance policies will be initiated by any legislation or regulation which affects the policies, or upon the start of a formal fundraising campaign by the CCL development team. All suggested changes must be submitted to the Governing Board for ratification.