



Foothills Country Hospice Society Share Certificate Donations Policy

Share Certificate Donations

Foothills Country Hospice Society (FCHS)

Date - October 4, 2007

Review of policy - For review yearly in month anniversary.

FCHS Account # [701-72280-1-1](tel:701-72280-1-1)

Procedure to Procure Share Certificate Donations

Requirements needed for invested shares transferred and sold on behalf of the Foothills Country Hospice Society (FCHS):

1. Donor realizes that the shares are redeemed and a taxable receipt is to be issued. The donor will not receive cash for the donated shares but will receive a charitable receipt for the value of the stock the day they are sold.
2. Shares will be sold, once transferred, at the earliest possible date, and FCHS will not be holding the securities for further market speculation.
3. Letter of authorization needs to be sent from the donor's broker stating the above.
4. The letter includes the following:
 - a. The donor's name
 - b. Security identification #, name, etc.
 - c. Total # of shares redeemed
 - d. Broker's identification #
5. The letter needs to be sent to FCHS broker, Fax #403-299-6541, Phone #403-299-7142, FCHS Broker will accept the letter, notify FCHS that the shares are being held by them, and upon a phone call or email from the designated FCHS person will convert the shares, notify FCHS, and advise as to the current value of the shares to be deposited.
6. A tax receipt will be issued by FCHS to the original donor for the value of the cash received.

This procedure is necessary to ensure the donor receives proper charitable recognition for their donations and so that the donor does not have to pay capital gains.