

CALIFORNIA TRANSPORTATION FOUNDATION

MEMORIAL SIGNAGE POLICY

The California Transportation Foundation's (CTF) Memorial Signage program was established to help the California transportation industry honor transportation employees for their service.

The establishment and maintenance of Memorial Signage Fund accounts by CTF furthers CTF's tax-exempt purpose of recognizing transportation service. CTF provides an accounting of contributions to each Signage Fund account to the designated contact person. Amounts contributed to Memorial Signage Funds are tax-deductible contributions.

The following conditions apply to the Memorial Signage Fund program:

1. The person(s) being honored must be a member of the California transportation community.
2. If the person(s) being honored was a transportation employee who was injured or died while on the job, then CTF will administer the temporary Memorial Signage account and make a matching contribution. In no case will the total amount of matching funds provided by CTF exceed \$5,000 per sign.
3. If the person(s) being honored was not injured or killed on the job, then CTF will administer the temporary Memorial Signage Fund account but NOT make a matching contribution.
4. CTF will not match donations received from the person(s), trust or entity who is the beneficiary or receiver/trustee of person(s) who passed away.
5. CTF will determine when the account will be closed.

In order to establish a temporary Memorial Signage Fund, the requesting party shall provide CTF:

- A. Fund Name.
- 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 and transportation industry relevance of the requested 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 to sarah_west@transportationfoundation.org.