

## 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](mailto:sarah_west@transportationfoundation.org).



# Memorial Signage Fund Request Form

Email the Completed Request to [sarah\\_west@transportationfoundation.org](mailto:sarah_west@transportationfoundation.org)

**Fund Name:** \_\_\_\_\_

**Fund Purpose:** A brief description of the purpose of, need for and transportation industry relevance of the requested fund. \_\_\_\_\_

If a work related death occurred, briefly describe what happened.

## Designated Contact Person's Information

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Check from this Fund for the Memorial Sign Should Be Made Payable to

**Name:** \_\_\_\_\_

**Mailing Address to Send Check:** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Requestor's (Work Supervisor's) Information

**Requestor's Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Please Read and Sign Disclosure Statement:

I understand that any amounts received by CTF and designated for the requested fund are held by CTF exclusively as an agent of the fund beneficiary(ies), that CTF retains no discretion over the use of such funds and that amounts received by the fund do not constitute tax deductible contributions to CTF. I will include the statement that amounts received by the fund are not charitable contributions in all written and oral statements relating to the fund. In the case of a disaster assistance fund I understand that contributions may be tax deductible to the extent permitted by law and that CTF will exercise discretion over the distribution of the funds received.

Requestor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

\*If Caltrans related, requires Division Chief or Deputy District Director. In the case of other organizations, an equal level manager must authorize and sign.

**CALIFORNIA TRANSPORTATION FOUNDATION**

3540 La Habra Way, Sacramento, CA 95864 (916) 489-1629

[www.transportationfoundation.org](http://www.transportationfoundation.org)