**Attachment 2A
Guest Donation Restricted Fund Authorization Form**

*Note: This form is to be used in when a concessioner desires to establish a Guest Donation Program and to set up a Guest Donation Restricted Fund with the National Park Foundation to receive such funds from a concessioner participating in the Guest Donation Program, and the Park Superintendent wishes to have the monies managed by the National Park Foundation.*

*Completion of this form by the participating concessioner and the park superintendent is required to establish and manage a restricted fund with the National Park Foundation.*

1. Name of Fund:
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2. Name and Address of Fund Creator (Concessioner):
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3. Type of Fund: Restricted
(The NPF reports the Fund's activities on its audited financial statements, manages the investment and manages disbursements in consultation with the park superintendent.)
4. Purpose of the Fund: General Fund
(All monies received and earned including principal and interest will be spent for park purposes, excluding only those funds required for management fees by the National Park Foundation and fees charged by the mutual fund provider.)
5. Contributions to the Fund by the Concessioner: Contributions to the fund are made payable to the Fund named in paragraph 1, or to the National Park Foundation with the Fund specified on the check or in an accompanying letter.
6. Disbursements
The National Park Foundation in consultation with the Park Superintendent (or officially delegated staff) shall determine disbursements. Once recommendations are developed, they will be proposed in writing by the Foundation to the Superintendent for her/his approval. On receipt of written approval the Foundation will make the disbursements. Such disbursements shall not be made more than twice per year, unless exceptions are agreed to in writing between the Park Superintendent and the Chief Operating Officer of the Foundation.
7. Investment Portfolio
The Restricted Fund will be invested in the Vanguard Prime Money Market Fund, which is invested in cash funds and money market instruments. The National Park Foundation Board of Directors may, from time to time, make changes as it deems necessary or prudent to asset allocation guidelines. Such changes, if they apply to this portfolio, will also be made to this fund.
8. Management Fees
The National Park Foundation will charge fees for management of this fund as enumerated in Section 6 of the Standard Operating Procedures for the Guest Donation Program.
9. Authorization
All signatories to this form affirm by their signatures that they have read the form and the Standard Operating Procedures for the Guest Donation Program. All signatories affirm their understanding of the requirements of the program. The requirements are necessary to ensure scrupulous avoidance of conflict of interest or the appearance of conflict of interest in the management of both this program and concession contracts.

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Signature of the Creator of the Fund (Concessioner) Date

I am aware of, and agree with, the establishment of a Guest Donation Program in the park of which I am Superintendent by

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(insert name of concessioner)

and verify that the requirements of the SOP will be met.

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Signature of the Park Superintendent Date