**Attachment 2B
Guest Donation Restricted Fund Authorization Form
and Direct Grant to Local Friends Group**

*Note: This form is to be used 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, and the Park Superintendent wishes to have the monies received granted from the National Park Foundation to a local friends group associated with the park.*

*Completion of this form by the participating concessioner and the park superintendent is required to establish the restricted fund with the National Park Foundation, and to direct transfer of monies deposited in such restricted fund to a local nonprofit friends group.*

1. Name of Fund:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name and Address of Fund Creator (Concessioner):
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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Type of Fund: Restricted
(The NPF reports the funds activities on its audited financial statements.)
4. Purpose of the Fund: Direct Grant to Local Friends Group
((All monies received will be immediately granted to the designated local park related nonprofit friends group designated on this form. All monies will be used for park purposes. No monies will be retained or used by the National Park Foundation.)
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
Disbursements by the National Park Foundation from the restricted fund to the local nonprofit friends group shall be made at least once per month whenever there is money in the account.
7. Management Fees
The National Park Foundation will charge no management fees on monies received and disbursed from this Fund.
8. 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, and that these requirements apply to monies transferred to a local nonprofit friends group. All signatories further understand and agree that no guest donation program may be operated by the concessioner unless the concessioner uses the National Park Foundation as the initial recipient of the donated funds prior to their disbursement to a local friends group. This requirement is necessary to ensure scrupulous avoidance of conflict of interest or the appearance of conflict of interest in the management of this program, the business of the local friends' group and concession contracts.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(insert name of concessioner)

and verify that the requirements of the SOP will be met. I request that the National Park Foundation, upon establishment of a restricted fund as directed above, arrange for the disbursement of all monies deposited into the fund to (enter full name and address of local nonprofit friends group) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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Transfer of deposited monies will be made as indicated in paragraph 6 above. I also request verification of the establishment of the requested transfer process in writing to me from the National Park Foundation.

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Signature of the Park Superintendent

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date