



SAMPLE Memorandum

The purpose of this memorandum is to confirm our mutual understanding of **Donor Name(s)**' intentions for the **Donor Name(s) Endowed Fund** to be established at the time of the surviving spouse's death.

Donors request that the endowed fund make annual grants to the following designated charities in the following percentages with the total annual payout to be based on the spending policy of Hutchinson Community Foundation:

<u>Percentage</u>	<u>Charity</u>
25%	Favorite Charity 1
25%	Favorite Charity 2
25%	Church
25%	Fund for Hutchinson

Donors request that if any of the charities noted above go out of business or cease to exist as a qualified 501(c)(3) tax-exempt organization, then that share shall be distributed to the Fund for Hutchinson Endowment.

Donors agree to be listed in any publications of Hutchinson Community Foundation. All distributions shall be made in the name of "Donor Name(s)."

Donors understand that should their philanthropic goals change in the future, they may request a change to this document in a way that will meet the charitable requirements of the Foundation.

Should the status of any of the organizations above be altered in any way that is in conflict with the charitable purposes of the Foundation, Donors understand that the Variance Power of the Hutchinson Community Foundation, as described in the Foundation's Policies and Procedures, will be imposed.

Donor Name	Date	Donor Name	Date
Aubrey Abbott Patterson, President		Date	