

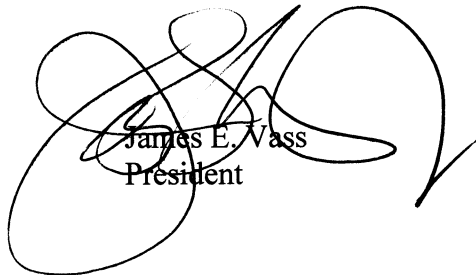
Coast Guard Auxiliary Association, Inc.
Policy and Procedures

NO. 9-005

The Board of Directors does hereby adopt the Coast Guard Auxiliary Association Unit Property Donation Policy, a copy of which shall be attached to this Policy.

Any exceptions or changes to this policy shall be approved by the Board.

Adopted this 4th day of April, 2009.



James E. Vass
President

Attest:



Richard L. Lawrence
Secretary

COAST GUARD AUXILIARY ASSOCIATION UNIT PROPERTY DONATION POLICY

This document establishes the Donation Policy of the Coast Guard Auxiliary Association for property designated to a specific Auxiliary unit. It prescribes the donor requirements that must be met prior to accepting such property; the process within the Association to accept, document, and pass-through the property to the designated Auxiliary unit; and the designated Auxiliary unit's responsibilities in accepting the pass-through donation.

I. **Donor Requirements.** Any donor that is offering an in-kind donation of property for the use of an Auxiliary unit must work through the Association's Director of Development for the acceptance of the donation and its transfer to the designated Auxiliary unit. Prior to acceptance of any in-kind donation by the Association the donor must provide appropriate documentation as discussed below.

- A. **Description of Property:** A complete description of the property to include applicable serial numbers, current registration information, list of all known discrepancy issues with the property, age, whether purchased new or from another source, etc.
- B. **Recent Marine Survey for Boats or fair market value for other property:** All donations of watercraft/boats must have a recent marine survey conducted by a reputable marine surveyor that establishes the material condition of the vessel as well as the fair market value based upon that survey. Donations of boat trailers, recreational trailers or other types of property must be inspected to ensure its suitability for use by the Auxiliary unit and include a fair market value of the property.
- C. **Clear Title/Registration:** The donor must present clear title/registration paperwork to facilitate transfer of the property to the designated Auxiliary unit.
- D. **Defined Auxiliary Unit recipient/Point of Contact:** The identity, address, telephone number, e-mail address and other contact information of the Auxiliary unit's point of contact shall be provided to the Association's Director of Development.
- E. **Submission to Association:** The documents stated above shall be forwarded with a letter from the donor that makes the offer and include any conditions or restrictions that may be placed on the donation. All information will be forwarded to the Director of Development for consideration.

II. **Association Process**: Upon receipt of the letter and documentation of an offer of an Auxiliary unit owned property donation, the Director of Development shall contact the Auxiliary unit's Point of Contact to verify their need and desire to receive the donation. The Director of Development will inform the unit's POC of their requirements as specified in III below. Upon receipt of the unit's documentation that all responsibilities in III below are understood and requirements have been complied with the Director of Development shall provide all information to the General Counsel, the Risk Manager, and the Executive Director for final review.

- A. **Acceptance**: Upon completion of the final review by the responsible officers, the Director of Development shall draft a letter of acceptance and forward it to the President/COO for review, approval and signature.
- B. **Documentation**: Complete documentation of the donation shall be provided to the Executive Director for the Association's files. The Executive Director, in consultation with the Treasurer, shall ensure appropriate accounting transactions are completed to properly document the donation.
- C. **Pass-Through**: The Director of Development shall provide all applicable documentation of the donation to the receiving Auxiliary unit, ensure they have received the donated property and placed it on the unit property list. The acceptance letter signed by the President/COO shall be provided to the donor by the Director of Development along with any required IRS forms documenting the donation.

III. **Designated Unit Responsibilities**: The Auxiliary unit receiving the donated property must comply with any conditions/restrictions imposed by the donor. The property may only be used for authorized Auxiliary program purposes and not for any personal or other unofficial use.

- D. **Affirmative Vote of Unit**: The Auxiliary unit must provide proof that the voting members of the unit approved the acceptance of the donation within the terms specified and agree to the financial and maintenance support for the property.
- E. **Financial Support Plan**: The unit must develop and submit to the Director of Development a complete financial support plan that shows adequate funds are available to operate and maintain the property as well as meet the registration and insurance responsibilities.
- F. **Upkeep and Maintenance Plan**: The unit must submit to the Director of Development a plan to maintain the property in an operational condition that allows it to be used in supporting their Auxiliary programs.
- G. **State Registration(s)**: The unit is responsible for obtaining any state registrations that may be required in order to operate the donated property, i.e. trailer licenses, boat registration, etc. The registrations shall be in the name of the Auxiliary unit.

H. **Insurance Coverage**: The unit is responsible for obtaining insurance coverage for the donated property as needed to cover the property when not specifically under authorized Coast Guard orders for its use.