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GOVERNANCE AND GIFT POLICIES & PROCEDURES
NORTH TEXAS SOCIETY OF HISTORY AND CULTURE
(DBA TALES 'N' TRAILS MUSEUM)
AS AMENDED APRIL 30, 2021

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1. OVERVIEW:

- A. **Mission Statement:** The North Texas Society of History and Culture believes that the legacy of the past enhances and enriches the lives of current and future generations. We strive to preserve and interpret our history through exhibits, programs, and archives that will evoke an appreciation of our shared heritage, inspire a vision for our future, and protect the memories of our past.
- B. **Code of Ethics / Governance:** The North Texas Society of History and Culture believes that its governance is a public trust responsible for the Tales 'N' Trails Museum's service to our community. The Board of Directors seeks to protect and enhance the museum's collections and programs as well as its physical, human and financial resources, ensuring that all resources support the Museum's mission. Thus, the governing authority ensures that:
- All those who work for or on behalf of the Museum understand and support its mission and public trust responsibilities;
 - The Museum's collections and programs and its physical, human and financial resources are protected, maintained and developed in support of the Museum's mission;
 - Working relationships among Board members, employees, and volunteers are based on equity and mutual respect;
 - Professional standards and practices inform and guide all Museum operations;
 - Museum policies are articulated and prudent oversight is practiced;
 - Governance promotes the public good rather than individual financial gain.

Code of Ethics / Collections: The stewardship of the Museum's collections entails the highest degree of public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility, and responsible disposal. Thus, the Museum ensures that:

- Collections within its custody support its mission and public trust responsibilities;
- Collections within its custody are lawfully held, protected, secured, unencumbered, cared for, and preserved;
- Collections within its custody are accounted for and documented;
- Access to the collections and related information is permitted and regulated;
- Acquisition, disposal, and loan activities are conducted in a manner that respects the protection and preservation of natural and cultural resources and discourages illicit trade in such materials;
- Acquisition, disposal, and loan activities conform to the Museum's mission and public trust responsibilities;
- Disposal of collections through sale, trade, or research activities is solely for the advancement of the Museum's mission. Proceeds from the sale of collection items are to be used consistent with the established standards of the Museum's discipline, but in no event shall they be used for anything other than the acquisition or direct care of collections;
- Collections-related activities promote the public good rather than individual financial gain;
- Competing claims of ownership that may be asserted in connection with objects in the Museum's custody should be handled openly, seriously, responsively, and with respect for the dignity of all parties involved.

Code of Ethics / Programs: The Museum serves the public good by advancing an understanding of and appreciation for cultural and natural history through exhibitions, research, publications, and educational activities. These programs further the Museum's mission and are responsive to the concerns, interests and needs of the public. Thus, the Museum ensures that:

- Programs support the Museum's mission and public trust responsibilities;
- Programs are founded on scholarly research and marked by intellectual integrity;

- Programs are accessible and encourage participation of the widest possible audience consistent with the Museum’s mission and resources;
- Programs respect pluralistic values, traditions, and concerns;
- Revenue-producing activities, and activities involving relationships with external entities, are compatible with the Museum’s mission and support its public trust responsibilities;
- Programs promote the public good rather than individual financial gain.

C. **Core Standards / Public Trust & Accountability:** The Museum is committed to public accountability and transparency in its mission and operations, and demonstrates a commitment to providing the public with physical and intellectual access to its collections and resources. The Museum complies with local, state, and federal laws, codes, and regulations applicable to its facilities, operations, and administration. The Museum strives to be inclusive and offers opportunities for diverse participation, placing education at the center of its role.

Core Standards / Planning: The Museum’s Board of Directors and staff think and act strategically to acquire, develop, and allocate resources to advance the mission of the Museum, and engages in ongoing and reflective institutional planning that includes involvement of its audiences and community. The Museum establishes measures of success and utilizes them to evaluate and adjust its activities.

Core Standards / Financial Stability & Risk Management: The Museum operates in a fiscally responsible manner that promotes its long-term sustainability. The Museum legally, ethically, and responsibly acquires, manages, and allocates its financial resources in a way that advances its mission and meets the needs of the collections, audience, and staff. The Museum allocates its space and uses its facilities with appropriate measures to ensure the safety and security of people, its collections, artifacts, and facilities. The Museum has an effective program for the care and long-term maintenance of its facilities, and takes appropriate measures to protect itself against potential risk and loss.

Core Standards / Conflict of Interest: The Museum shall operate in such a manner as to avoid any conflict of interest arising when an individual with a fiduciary responsibility to the Museum has a personal or professional financial interest in the outcome of any situation involving the Museum.

- Upon encountering or becoming aware of such a situation, the individual shall disclose it to the President of the Board of Directors, who will then inform the Executive Committee which will determine if the conflict is of a significant nature and decide what measures are needed to protect the Museum’s interests.
- If the individual is present at any meeting when the matter is considered, he or she shall withdraw from the meeting prior to its commencement of deliberations and not make any attempt to improperly influence the deliberations.
- Such a situation is not necessarily prohibited or adverse to the Museum and may be permitted or managed to protect the Museum against any adverse affect.
- If the Executive Committee has reasonable cause to believe that a conflict of interest has failed to be disclosed, it shall inform the individual of such and allow the individual to provide a response. If, after hearing that response and making any further investigations warranted by the circumstances, the Executive Committee shall take appropriate disciplinary or corrective actions.

D. **Records Retention & Management:** Records disposition is determined by age and may be kept in the Museum’s office for both current and prior calendar year. As a general rule, records should be kept on-site for a minimum of 3 years, or in accordance with IRS regulations. All destruction of records is conducted in a manner that safeguards the interests of the Museum and the safety, security, and privacy of individuals. In destroying records containing information that is confidential or exempt from disclosure, the Museum shall employ destruction methods that prevent unauthorized access to or use of the information, and ensure that the information cannot be practicably read, reconstructed, or recovered. When possible, recycling following destruction is encouraged.

- E. **Whistleblower Policy:** A whistleblower is defined as any individual, whether or not associated with the Museum, who reports an activity within the Museum operations that he/she considers to be illegal, dishonest, unethical, or otherwise improper. A whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate members of the Executive Committee are charged with these responsibilities. If a person has knowledge of or a concern of illegal or dishonest fraudulent activity, they are to contact any member of the Board of Directors. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Museum will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of adverse action of any kind. The rights of a whistleblower for protection against retaliation do not include immunity for any personal wrongdoing that is alleged and investigated.
- F. **Planned Giving Policy:** The planning for, solicitation of, and administration of a charitable planned gift are complex processes involving philanthropic, personal, tax and financial considerations. All aspects of this process are conducted in a professional and ethical manner. Thus, the Museum ensures that:
- The Museum's Executive Committee of the Board of Directors will act as the Gift Acceptance Committee to assist in the solicitation and administration of gifts to the Museum. The tasks for this Committee are:
 - Review general policies for planned giving and make recommendations to the Board of Directors;
 - Assist in identifying and cultivating potential donors;
 - Provide contacts with potential donors;
 - Identify and contact professionals such as financial planners, lawyers, and accountants who may voluntarily assist with the giving program;
 - Monitor the administration of planned gifts;
 - Review the budget for planned gift programs, and make budget recommendations to the Board of Directors.
 - The Museum will not pay a finder's fee, commission, or any other fee to a financial planner, lawyer, accountant, or other professional as a condition for the delivery of a charitable gift.
 - All Board members, volunteers and staff shall have no vested interest that could result in personal gain, and shall disclose all relationships that might constitute, or appear to constitute, conflicts of interest.
 - It is the donor's responsibility to determine whether it is necessary to obtain an appraisal of a proposed gift and, if so, to secure such appraisal. No member of the Museum Board or staff will act to assign a specific value to a gift.
 - The individual representing the Museum will urge all prospective donors to seek the assistance of personal legal and financial advisors of their choice relating to their gifts and resulting tax and estate planning consequences. No individual representing the Museum shall give legal advice to prospective donors.
 - The individual representing the Museum should take into consideration that he/she is representing the Museum itself insofar as the gift will be used solely to further the mission of the Museum.
 - Gifts restricted to purpose or programs not already approved by the Board of Directors may be accepted only upon action of the Board.
 - Except as where the donor may otherwise agree, information concerning gifts and donors shall be regarded as confidential.
- G. **Donor Bill of Rights:** This policy has been developed to assure donors that philanthropy merits the respect and trust of the general public and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support. The Board of Directors, staff and volunteers support the Donor Bill of Rights and agree that donors have the following rights:

- To be informed of the Museum's mission, of the way the Museum intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the Board of Directors and to expect the Board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the Museum's most recent financial statements.
- To be assured their gifts will be used for the purposes for which they were given.
- To receive appropriate acknowledgment and recognition.
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- To be informed whether those seeking donations are volunteers or staff. The Museum will not utilize hired solicitors.
- To have the opportunity for their names to be deleted from mailing lists that the Museum may intend to share. As a matter of policy, the Museum will not share its membership list with outside organizations, individuals or groups.
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

H. **Use of Legal Counsel:** The Museum shall seek the advice of legal counsel in matters relating to acceptance of gifts where appropriate. Examples of these might be: (1) Closely held stock transfers that are subject to restrictions of buy-sell agreements, (2) Documents naming the Museum as Trustee, (3) Gifts involving contracts, such as bargain sales or other documents requiring the Museum to assume an obligation, (4) Transactions with potential conflict of interest that may invoke IRS sanctions, (5) Gifts of real estate, and (6) Other instances in which counsel is deemed appropriate by the Executive Committee of the Board of Directors.

2. GIFT ACCEPTANCE POLICIES:

- A. **Use of Funds Received / Unrestricted:** Unrestricted gifts allow the Museum the most flexibility to invest the funds where it is most needed, and are for use by the Museum to address any needs without limitations. Unrestricted gifts shall be used by the Museum to support current operating expenses until that year's budgeted expenditure amount is received. Once said amount is reached, any excess funds received in a given calendar year shall be set aside, and the Executive Committee shall make recommendations to the Board of Directors with respect to the use of the funds.

Use of Funds Received / Restricted: In approving a restricted donation, the Museum agrees to follow the donor's stipulations as to how the funds are to be dispersed. By accepting this approved gift, the Museum Board agrees to distribute the funds as directed, relying on the staff to spend them according to the donor's wishes. This will include both those funds that are to be completely distributed and those that are to be invested with only the proceeds spent. The donor's wishes on how the funds are to be used should be documented in writing and approved (with signature) by both the donor and the Board of Directors. The Executive Committee of the Board of Directors shall make all final decisions on the restrictive nature of a gift, and its acceptance or refusal.

It is the intention of the Board of Directors that restricted funds will only be accepted when the donor-stipulated restriction is approved in advance or falls within approved budgetary guidelines. Examples of gifts that will not be accepted include those gifts that are made for purposes outside of the Museum's mission, in violation of the terms of the Museum's mission, and gifts that are too difficult to administer.

Use of Funds Received / Endowments: Gifts to create a named Endowment may take the form of either Unrestricted or Restricted funds. Gifts to create a named Endowment will be subject to review and approval by the Executive Committee of the Board of Directors. Such a gift may be given over multiple years, given by several individuals, or even as a collection for a memorial. If a fund does not reach the minimum level for a named fund as determined by the Executive Committee within a designated time period, the fund will be merged with existing accounts with the understanding that the name will be maintained through another means of recognition. Restricted funds that are named will be tracked separately so that earnings can be assigned to the specific restriction. The minimum amount necessary to establish an endowment fund is \$50,000, including contributions pledged over a maximum term of five years.

If an endowment gift is known about in advance (as opposed to a bequest received after the death of the donor), an Endowment Agreement should be prepared by the Museum. The Endowment Agreement must outline investment and spending policies (*See Appendix A*). If there is an institutional change that affects a particular endowed fund, then the Executive Committee has the right to re-assign the funds to another use deemed to be as close as possible to the original intent of the donor. The Board of Directors is committed to protecting the endowment. Decisions as to the portion of the total return to be distributed will remain with the Executive Committee, as is outlined further under Investment Spending Policies.

- B. **Gift Assets and Conveyance:** Donations generally will be accepted from individuals, partnerships, corporations, foundations, organizations, government agencies, or other entities without limitations, unless acceptance of gifts from a specific source is inconsistent with the Museum's mission and values. The Museum reserves the right to refuse any gift if it is determined by the Board of Directors that the gift is not in the best interests of the Museum. The Board members, staff, and volunteers of the Museum do not provide any legal or professional advice to our donors or potential donors. Donors are strongly encouraged to consult with their attorney, tax advisor or other professional advisor before making any final decisions about a gift to the Museum. In general, the following gift assets may be donated to the Museum:

- **Outright Gifts:** Any individual may make a general contribution to the Museum or to one of its funds. Such a gift may be made in the form of cash, securities (including closely held stock), or other negotiable assets. In the case of securities, the Board of Directors Executive Committee retains the option to sell or hold a security as they see fit. Generally, however, securities will be sold upon receipt. For gifts of closely held stock, the donor will generally be asked to cover the costs of a qualified appraisal to determine the gift's fair market value. Consultation with legal counsel is recommended before accepting gifts or closely held stock.
- **Retirement Fund Assets:** The Museum may be designated as primary or contingent beneficiary for all or part of a donor's qualified retirement plan such as IRAs, 401Ks, Keogh, and others. Donors may also choose to make withdrawals from their IRA accounts to fund gifts to the Museum. Consultation with a tax professional is recommended before accepting gifts from retirement fund assets. The Museum's donor information sheet on gifts from retirement fund assets can be found in *Appendix B*.
- **Tangible Personal Property:** Gifts of tangible personal property (jewelry, cars, boats, art, etc) will be accepted by the Museum if they are usable by the organization or are easily saleable as determined by the Executive Committee. The donor will be asked to pay for an independent appraisal of the property to determine its fair market value. Gifts of tangible personal property will only be accepted after Board review and approval. The Board will act to liquidate the property as soon as possible, but may retain the option to hold an asset if it is deemed propitious to do so. Consultation with a tax professional is recommended before accepting gifts of tangible personal property for liquidation.
- **Life Insurance:** Gifts of life insurance may be contributed as either a gift of a new or existing policy, making the Museum the owner of the policy; or they may be set up solely to make the Museum the beneficiary of a policy and not the owner. Consultation with legal and tax professionals are recommended before accepting gifts of life insurance. The Museum's donor information sheet on gifts of life insurance can be found in *Appendix C*.
- **Real Estate:** The Executive Committee may accept gifts of real estate after reviewing the transaction details. Property carrying a mortgage or other lien will not be accepted by the Museum. With all gifts of real estate, the donor will be asked to cover the costs of a current appraisal of the property by a licensed appraiser, and a title search prior to the Museum accepting the gift. Gifts of real estate may be made outright or through gifts of a retained life estate. Consultation with legal counsel is recommended prior to accepting any gifts of real estate.

In general, the following gift conveyance methods can be accepted by the Museum:

- **Bequests:** Individuals are encouraged to direct gifts made through their wills to the Museum. Bequests can be directed for general purposes, for endowment or for specific purposes. Bequests may be set up to be a specific dollar amount or a percentage of the total estate. In addition, gifts may be a direct bequest or may be contingent upon the death of one or more individuals. Donors considering a bequest involving property other than a monetary gift are encouraged to meet with the Board of Directors Executive Committee prior to finalizing their documents to insure their wishes can be carried out. Museum staff is responsible for maintaining a confidential record of information about known provisions in wills (expectancies). The Museum's bequest information sheet for donors is included in *Appendix D*.
- **Charitable Remainder Trusts:** Donors may choose to establish a charitable remainder-trust by making an irrevocable gift of appreciated property to a trust that pays income to one or more persons for their lifetime. Income and capital gains benefits are provided to the donor and the assets are transferred to the Museum after a set period of time, usually after the death of the named beneficiaries. All gifts made through charitable remainder trusts must be approved by the Executive Committee of the Board of Directors. The Museum will consider providing trustee services for charitable remainder trusts with a minimum gift of \$250,000 and only when the Museum is named as the sole and irrevocable remainder-man. Trusts established to benefit multiple non-profit organizations or with the ability to change the named remainder-man, must be held by an

independent financial institution. Charitable remainder trusts can be established as either annuity trusts or unitrusts while the donor is living or through their estate.

- **Charitable Lead Trusts:** Donors may transfer property or assets to establish a trust whose income or “lead” interest is given to the Museum and the remainder interest is given to one of more non-charitable beneficiaries, which can be the donor or his or her family. This gift option may offer current income to the Museum while allowing the donor to retain or pass assets to heirs at considerable tax savings. All gifts made through charitable lead trusts must be approved by the Executive Committee of the Board of Directors. The Museum will consider serving as trustee of a charitable lead trust with a minimum gift of \$250,000 and only when the Museum is the only named beneficiary of the lead interest in the trust.

All other forms of giving must be approved in advance by the Executive Committee of the Board of Directors, and the Museum strongly encourages the prospective donor to consult with legal, tax, or financial planning professionals in advance of any donation.

3. INVESTMENT / SPENDING POLICY:

The Museum may invest and reinvest its funds in such stock, common or preferred, bonds, debentures, mortgages, or in such other securities and property as the Board of Directors shall deem advisable, subject to the limitations and conditions contained in any bequest, devise, grant, or gift.

The Board of Directors retains sole right to determine how funds are to be invested. Decisions are to be made prudently in accordance with the Museum’s Code of Ethics. In general, the investment policy reflects the intention to maintain principal while seeking an income stream from the investment sufficient to offset the impact of inflation. Based on this investment policy, the Board of Directors shall determine a percentage of the interest and appreciation earned to be spent for the established purpose of the endowment. Any available income not expended during one fiscal year for an established fund may be reinvested with the principal of the fund or held in a reserve fund for expenditure during the following year. However, in no case will the total funds paid out for a trust exceed the funds given and invested for that trust. Investment decisions will take into account the amount needed to live up to the agreement with the donor and will follow generally accepted guidelines for these types of gifts.

4. DONOR POLICIES:

- A. Donor Privacy:** The Museum is committed to respecting the privacy of our donors. We will collect and maintain: contact information (i.e.: name, address, telephone numbers, and email address); giving information; information on events attended, publications received and special requests for program or gift information; and information provided by the donor in the form of comments and suggestions. The Museum uses donor information to understand their interests in the mission and to update them on plans and activities. Said information is shared with staff, volunteers, Board members, and consultants on a “need to know” basis. The Museum also assures donors that their names and contact information will not be shared with any third party unless permission has been granted. The Museum does not share its mailing list with any third parties. Donors wishing to have their names removed from the Museum’s mailing list will have their wishes honored as soon as practical.
- B. Confidentiality:** The Museum’s Board of Directors, staff and volunteers involved in fundraising are often privy to personal information about a donor’s giving history, family, wealth and assets. Everyone involved must understand that it is vital to donors and to the Museum that this information is kept confidential. All Board members, staff, and volunteers involved in fundraising will be asked to read and sign a confidentiality policy agreement (*Appendix E*). Violation of this policy will be grounds for discipline and/or removal from the person’s position within the Museum.
- C. Donor Recognition:** Before recognizing a donor’s gift publicly in any way, the Museum will receive written permission from the donor to do so. The Museum will honor any donor’s request to keep their gift anonymous. If the donor requests anonymity for a gift, only the Executive Committee of the Board

of Directors will be notified of the person's identity, and the Executive Committee will be instructed to act accordingly. Museum records will be maintained separately from those of the endowment, and access will be limited to only the members of the Executive Committee, who will handle acknowledgment of anonymous gifts. Donors who have made a restricted gift should receive periodic reports documenting the impact of their gift at the Museum. One-time gifts (paid and distributed immediately) should receive one report within a year of the gift date. Gifts that are invested and provide annual payouts, should receive reports annually from the Museum.

5. GIFT POLICIES:

- A. **Gift Entry and Recording:** The Museum's Board of Directors, staff and volunteers working in conjunction with the Board, may solicit planned gifts on behalf of the Museum. All gifts to be solicited, however, must be cleared by the Board of Directors so as to limit duplication or inappropriate solicitation. For each gift that is solicited, a record should be kept of who was solicited, when, how and by whom: including requests that were declined. Processes should be in place to insure this information is kept strictly confidential and is in computerized format. This is important for determination as to what constitutes an appropriate solicitation. For each gift that is given or pledged, the details of that gift should be documented in writing, to be confirmed with the donor or his or her family, and in the computerized database. This information is also to be kept strictly confidential. The purpose of this documentation is to insure the proper paperwork is processed for more complicated gift types and transactions, the proper people are notified, that the allowed use of the funds is clear to the Museum, and that necessary future actions take place. Information on donor recognition or anonymity, proper acknowledgment and other specific details of the gift must be documented.
- B. **Role of the Board, Volunteers and Staff:** The primary responsibility of soliciting gifts for the Museum rests with the Museum Board of Directors, volunteers and staff. However, it is acknowledged that there are times when it is important for the Board President or other members of the Executive Committee to be involved in the solicitation process individually. Those individuals should always be apprised, in advance, of any solicitations that are to take place and will participate as needed.
- C. **Gift Acknowledgment:** The Board President or the Museum's Executive Director will send a formal letter to the donor for their planned gift or gift commitment, regardless of the amount. The letter will provide all necessary tax information as required by the IRS. The letter should reiterate the Museum's understanding of any specifics of the gift relating to restrictions, recognition, or anonymity. There also will be an additional acknowledgment of each gift and/or commitment in the form of a typed letter, card, or handwritten note. This acknowledgment need not include tax information. Copies of both types of acknowledgments should be maintained in the Museum's files. For multi-year pledges, the Executive Director should send reminders annually. Reminders should not be encouraged more frequently than quarterly. In the case of substantial pledges, accommodations may be made to follow the donor's wishes.

**TALES 'N' TRAILS MUSEUM
APPENDIX A: ENDOWMENT AGREEMENT**

It is hereby agreed between the undersigned parties that the North Texas Society of History and Culture (hereinafter referred to as 'Tales 'N' Trails Museum or the Museum), will establish, on behalf of Donor, _____, an endowed fund entitled: _____ in perpetuity.

The purpose of the fund is _____
(The general description of the purpose of the fund, any personal details about the donor, the person for whom the fund is named, or why the fund was established).

The following terms and conditions will apply to this fund:

_____ (Donor) has made, or committed in writing to make within the next five years, a gift(s) sufficient for the endowment of a fund to benefit the Museum. These gifts are to be held by the Museum in perpetuity and invested according to prevailing Museum policies. The general investment policy of the Museum reflects the intention on the part of the Board of Directors to maintain principal while seeking an income stream from the investment sufficient to offset the impact of inflation.

Based on this investment policy, _____% of the interest and appreciation earned through these funds are to be used for the purposes outlined above. The revenue from the endowment will not be redirected without the written, mutual consent of the living donor and the Museum. Any income not expended during one fiscal year may be reinvested with the principal of this fund or held in a reserve fund for expenditure during the following year. The Museum is responsible for insuring that all appropriate tax documentation is issued, either by the Museum itself or by appointed trustees of funds held for the Museum's benefit. The date when documentation is sent should be recorded, so that there is no question that the Museum has fulfilled its obligations to the donor.

Signed this _____ day of _____, _____ by:

North Texas Society of History and Culture
(dba Tales 'N' Trails Museum)
1522 E Highway 82, Nocona, TX 76255
Tax ID#: 1-7525677526

Donor: _____

TALES ‘N’ TRAILS MUSEUM
APPENDIX B: GIVING THROUGH RETIREMENT FUNDS
INFORMATION SHEET

The North Texas Society of History and Culture (dba Tales ‘N’ Trails Museum) strongly recommends that all potential donors consult with their legal counsel and their financial planning and/or tax professional before entering into any agreement to donate retirement funds. The following is for discussion purposes only, and does not constitute legal advice or financial planning recommendations.

Did you know that most retirement fund assets are taxed TWICE?

As assets are withdrawn from qualified retirement plans by the account owner or his/her spouse, they are subject to income tax. In addition, retirement plan assets left to children, grandchildren, or other beneficiaries may be subject to both income and estate tax – potentially totaling 60% or more of the initial value of the gift!

If you can make other provisions for your family, there is a better option for your retirement plan assets – making a gift to Tales ‘N’ Trails Museum. With your support the Museum will continue to educate, inspire, and enrich the public through collection, preservation and presentation of our shared history – today and in the future.

Using Retirement Fund Assets to Make a Gift to the Museum:

Avoid all income and estate taxes by naming the Museum as primary beneficiary.

Name the Museum as the contingent beneficiary after your spouse or loved one.

Designate a certain amount or percentage of your retirement fund assets to be gifted to the Museum and receive a partial tax savings before giving your family the remaining assets.

If you are over the age of 59 ½, use the withdrawals from your retirement accounts to fund a current gift to the Museum. While the withdrawal is taxable, your charitable gift will provide an offsetting deduction on your income taxes.

A Simple Way to Make a Significant Gift AND Save on Taxes!

By using your retirement fund assets to make a gift to the Museum, you can potentially avoid both income and estate taxes while leaving other more attractive assets for your family and other heirs. And your gift to the Museum will help us create and sustain an experience for generations to come. Please consult with your legal and/or tax advisor before making any final decisions about making a gift to the Museum.

To change the beneficiary of your retirement account, simply ask the administrator of your plan for a Change of Beneficiary form, fill it out, and sign it. The only information you will need is the Museum’s official name, address, and Federal Tax Identification Number:

North Texas Society of History and Culture (dba Tales ‘N’ Trails Museum)
1522 East Highway 82, Nocona, Texas 76255
Tax ID#: 1-7525677526
www.TalesNTrails.org
(940) 825-5330

If, for any reason, the purposes for which this endowment is being established cease to exist, the funds will be directed to another use deemed as similar as possible to that originally intended. While the donor is alive, the Museum, will make every effort to involve the donor in the decisions about how to redirect the gift, although the final decision will be made by the Museum’s Board of Directors. If the donor is deceased or incapacitated, the decision will be made solely by the Museum’s Board of Directors, keeping in mind the donor’s wishes and intentions.

TALES ‘N’ TRAILS MUSEUM
APPENDIX C: GIVING THROUGH LIFE INSURANCE
INFORMATION SHEET

The North Texas Society of History and Culture (dba Tales ‘N’ Trails Museum) strongly recommends that all potential donors consult with their legal counsel and their financial planning and/or tax professional before entering into any agreement to donate retirement funds. The following is for discussion purposes only, and does not constitute legal advice or financial planning recommendations.

- Because circumstances change over time, often people have excess life insurance. Many people don’t realize that life insurance proceeds may be taxable in their estate. For these reasons, and many others, life insurance can be an attractive option for charitable giving. Check your life insurance policies and compare your coverage with your current needs. Then review your financial and estate planning goals and consider using life insurance to make a gift to the Museum. No specific insurance products may be endorsed for us in funding gifts to the Museum.

The Museum will accept full paid life insurance policies in which the donor has named it to receive all or a portion of the benefits of the insurance policy. The donor’s tax consequences hinge on whether the policy’s ownership has been endorsed over to the Museum and whether the benefits have been irrevocably assigned to it.

- Give an existing policy: Change the owner and beneficiary of an existing policy to the Museum and you may qualify for an immediate income tax deduction and reduce your estate taxes. If you are still paying premiums, you can deduct future premium payments as well.
- Give a new policy: Make a tax-deductible gift to the Museum for the purchase of a new insurance policy. The Museum will be the applicant, owner and beneficiary of the policy. If the donor takes out a new policy with the Museum as the irrevocable owner and beneficiary, the Donor may pay the premium or give the premium to the Museum (“pass through”) with the Museum paying the premiums. The “pass through” is preferred because:
 - When the donor makes a cash gift to the Museum for the premium amount (assuming the Museum is under no obligation to apply the gift to the premium payment), the donor receives all the benefits both in tax savings and in the personal satisfaction of making an outright gift;
 - The donor maintains contact with the Museum and can be acknowledged properly as each gift / payment is made; and
 - The Museum maintains control of the premium payments and the policy.
- Designate the Museum as primary, secondary, or contingent beneficiary for all or part of the proceeds of your life insurance policy, and you may save on estate taxes.

Life insurance provides a tremendous flexibility for including a charitable gift as part of your long range financial and estate planning goals. Please consult your professional advisor before making any final decisions about making a gift to the Museum.

Beneficiary information needed to gift through life insurance:

North Texas Society of History and Culture
(dba Tales ‘N’ Trails Museum)
1522 East Highway 82, Nocona, TX 76255
Tax ID#: 1-7525677526
www.TalesNTrails.org

(940) 825-5330

**TALES ‘N’ TRAILS MUSEUM
APPENDIX D: MAKING A BEQUEST
INFORMATIONAL SHEET**

The North Texas Society of History & Culture (dba Tales ‘N’ Trails Museum) strongly recommends that all potential donors consult with their legal counsel and their financial planning and/or tax professional before entering into any agreement to donate retirement funds. The following is for discussion purposes only, and does not constitute legal advice or financial planning recommendations.

A bequest to the Tales ‘N’ Trails Museum is a simple and convenient way to provide important support for the Museum’s mission to preserve and interpret our history through exhibits, programs, and archives that will evoke an appreciation of our shared heritage, inspire a vision for our future, and protect the memories of our past.

You can make your bequest for a specific dollar amount, for a percentage of your estate, or you can name the Museum as a contingent beneficiary should your heirs predecease you. You can designate your bequest for the Museum’s general use or you can restrict its use. Many individuals choose to establish an endowment through their will that honors the memory of a family member or friend. A named endowment creates a meaningful and lasting tribute to your loved one while providing critical ongoing support to the Museum.

By creating a legacy gift to the Museum through your estate, you are helping us to create and sustain an experience in which history is brought to life, both today and in the future.

Sample language for including the Museum in your will:

- **Bequest for General Purposes:** I give, devise and bequeath to the North Texas Society of History and Culture (dba Tales ‘N’ Trails Museum), a non-profit 501(c)3 organization organized and existing under the laws of the State of Texas, presently located at 1522 E. Highway 82 in Nocona, Texas 76255 (Tax ID# 1-7525677526), the sum of \$_____ or _____% of my disposable estate (or description of property or residual of estate) to be used without restriction.
- **Bequest for Specific Purposes:** I give, devise and bequeath to the North Texas Society of History and Culture (dba Tales ‘N’ Trails Museum), a non-profit 501(c)3 organization organized and existing under the laws of the State of Texas, presently located at 1522 E. Highway 82 in Nocona, Texas 76255 (Tax ID# 1-7525677526), the sum of \$_____ or _____% of my disposable estate (or description of property or residual of estate) to be used for (description of specific purposes such as capital needs, the purchase of artifacts, or specific programs).
- **Bequest for Endowment:** I give, devise and bequeath to the North Texas Society of History and Culture (dba Tales ‘N’ Trails Museum), a non-profit 501©3 organization organized and existing under the laws of the State of _____ Texas, presently located at 1522 E. Highway 82 in Nocona, Texas 76255 the sum of \$_____ or _____% percent of my disposable estate (or description of property or residual of estate) to establish the _____named Endowment Fund. The principal of this fund shall be invested as part of the Museum’s permanent endowment and in accordance with its policies. The income there from is to be used by the Museum for (general operations or description of special purposes such as capital needs, the purchase of artifacts, or specific programs). If at any time in the opinion of the Board of Directors it becomes impossible or impractical to use this bequest for such purposes, then the income may be used for such other closely aligned purposes as shall most nearly accomplish my wishes.

Please note that the above sample language does not constitute legal advice and is not to be construed as legal advice in any manner.

TALES ‘N’ TRAILS MUSEUM
APPENDIX E: CONFIDENTIALITY POLICY AGREEMENT

In performing their duties, the Tales ‘N’ Trails Museum Board of Directors members, staff, and volunteers are privy to information about individuals and families, such as giving history, assets, wealth and family relationships. This is especially true for Board members, staff and volunteers involved in fundraising and development activities. Personal information is defined as “information that is recorded in any form that can be used to distinguish, identify or contact a specific individual. It does not include publicly obtainable information, such as names, addresses and telephone numbers.”

Due to the sensitivity of this information, it is important that all Museum Board members, staff, and volunteers adhere to the policy that all information shared with them remains confidential, is not discussed with others in private or public settings, and is not disclosed or used for any other purposes. It is the Museum’s policy that we will not sell, trade, or loan email addresses to third parties. The Museum does not exchange donor mailing lists with other organizations. The Museum will only use and disclose personal information with the donor’s permission. In addition, all personal information of our Museum members, staff, and volunteers is not to be shared with any other person, organization, or entity without the expressed approval and consent of the person involved.

The Museum is committed to protecting our donors’ privacy, and our donors expect that we will use their support wisely. They also place their faith and trust in us concerning the personal information that they may share with their gifts. We value our donors’ trust and we recognize that maintaining this trust requires us to be transparent and accountable to our supporters and the public at all times. This policy will help ensure that all personal information is properly collected, used only for the purposes for which it is collected, and is irretrievably disposed of in a secure and timely manner when it is no longer used.

Every reasonable precaution shall be taken to protect and preserve the confidentiality of our donors’ personal information. All Museum Board of Directors members, staff, and volunteers are individually required to safeguard each individual donor’s personal information.

I hereby agree to comply with this policy:

Name:

Date
