



DISCLOSURE OF DONOR DOCUMENTS POLICY

ADOPTED BY THE BOARD OF TRUSTEES ON JUNE 17, 2009

WHEREAS, the Foundation receives requests from time to time for review and/or copies of documents to which the Foundation is a party, or in which the Foundation is named as a beneficiary, or in which the Foundation is otherwise an interested party; and

WHEREAS, the Foundation complies with such requests when the documents sought to be reviewed and/or copied are not private in nature, are in the public domain, are a matter of public record or required to be disclosed by federal or state law; and

WHEREAS, the Foundation denies such requests from the general public when the documents sought to be reviewed and/or copied are private in nature, not in the public domain, not a matter of public record or not required to be disclosed by federal or state law, in order to maintain the confidentiality of donors and potential donors and engender trust from donors, potential donors and the community which the Foundation serves; and

WHEREAS, the Foundation desires to continue its established policies with respect to requests for documents and adopted these policies in writing on June 18, 2003;

WHEREAS, the Foundation now desires to clarify its established policies with respect to requests from donees and beneficiaries for documents and deems it to be in its best interest to update these policies in writing.

NOW, THEREFORE, be it

RESOLVED: That the Foundation shall permit public review and/or copying of documents to which the Foundation is a party, or in which the Foundation is named as a beneficiary, or in which the Foundation is otherwise an interested party, when such documents are not private in nature, are in the public domain, are a

matter of public record or are required to be disclosed by federal or state law.

RESOLVED: That the Foundation in its discretion may charge a reasonable amount for the copying or inspection of documents in accordance with the foregoing resolution so that the Foundation may recover or recoup its costs in copying or providing inspection of such documents.

RESOLVED: That the Foundation shall not permit public review and/or copying of documents to which the Foundation is a party, or in which the Foundation is a named beneficiary, or in which the Foundation is otherwise an interested party, when such documents are private in nature, not in the public domain, not a matter of public record or not required to be disclosed by federal or state law, without the express written consent of the parties to the document or their authorized representatives, or pursuant to legal process. Notwithstanding the foregoing, the disclosure of documents or portions of documents to which the Foundation is a party, or in which the Foundation is a named beneficiary, or in which the Foundation is otherwise an interested party shall be permissible when the requesting party is a donee or beneficiary under a fund created at the Foundation pursuant to said documents; provided that disclosure shall be made only to such extent as may be necessary for said donee or beneficiary to enforce the donee or beneficiary's rights under the applicable documents and may include the provision of complete copies of all documents in question, a redacted copy of said documents or a transcription of the controlling provisions of said documents.