

**NON-PROFIT ORGANIZATION INFORMATION**

\_\_\_\_\_  
Name of Non-Profit Organization (Hereafter NPO)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, state and zip

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Fax number

\_\_\_\_\_  
Federal Tax ID Number  
(Churches and other religious organizations - Federal Tax ID not required, but please provide other evidence of tax exempt status such as a state sales tax exemption, local property tax exemption or other documentation.)

**NPO CONTACT PERSON**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Direct Phone Number (if different than above)

\_\_\_\_\_  
E-mail Address

**ACCOUNT NAME AND ADVISORY COMMITTEE SPOKESPERSON**

\_\_\_\_\_  
Name of Account (if none is specified, the name will be that of the NPO plus the word "Endowment")

\_\_\_\_\_  
Name of Advisory Committee Spokesperson

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, state and zip

\_\_\_\_\_  
Phone number

**INITIAL CONTRIBUTION** – (Minimum: \$25,000). (Please check one.)

- Cash \$ \_\_\_\_\_  
Please make check payable to "Raymond James Charitable Endowment Fund."
- Securities  
Please refer to page 2 for instructions on making a contribution.  
Please attach appropriate additional information as instructed.

**INVESTMENT OF INITIAL CONTRIBUTION** – I/We request our contribution be invested as follows. (Please check one.)

- Balanced objective – Seeks to provide a balanced allocation of growth and income-producing investments.
- Growth with income objective – Seeks growth by combining the growth objective with a modest portfolio of corporate and U.S. Government bonds.
- Growth objective – Seeks long-term growth of capital primarily by investing in a diversified portfolio of common stocks across the market capitalization and growth spectrums, including prudent exposure to international markets.

**TO BE COMPLETED BY FINANCIAL ADVISOR**

Name of donor's Financial Advisor	Speed dial #	Branch Number	Representative Number
-----------------------------------	--------------	---------------	-----------------------

**DISTRIBUTION FREQUENCY** – I/We request that our 5% annual distribution be made as follows. (Please check one.)

- Annually every \_\_\_\_\_ (insert month)
- Semi-annually starting in \_\_\_\_\_ (insert month)
- Quarterly (March, June, September and December)

**SIGNATURES**

NPO hereby agrees to and incorporates by reference the terms and conditions of the Charity Account Agreement attached hereto and acknowledges receipt of the Raymond James Charity Advised Account Disclosure Brochure.

**IMPORTANT: I understand that any contribution, once accepted by the Trustee, represents an irrevocable contribution to Raymond James Charitable Endowment Fund and is not refundable to me or my organization.**

\_\_\_\_\_

Authorized Charity Representative

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Advisory Committee Spokesperson

\_\_\_\_\_

Date

\_\_\_\_\_

Raymond James Charitable Endowment Fund

\_\_\_\_\_

Date

**HOW TO MAKE A CHARITY ADVISED ACCOUNT CONTRIBUTION** – These instructions cover contributions of cash and public securities to the Raymond James Charitable Endowment Fund (RJCEF), Charity Advised Account. If you currently have a charity advised account with the RJCEF and wish to make an additional contribution, please complete and submit an Additional Contributions Form.

CONTRIBUTION TYPE	INSTRUCTIONS
CASH - CHECK	Make checks payable to: Raymond James Charitable Endowment Fund Mail check along with Charity Advised Account Application and Board Resolution to RJCEF.
CASH - WIRE	Call RJCEF for complete wiring instructions: 866-OUR-FUND (687-3863) Mail Charity Advised Account Application and Board Resolution to RJCEF.
STOCK CERTIFICATES	Mail certificate(s) and Stock/Bond Power(s) (we suggest a mailing method requiring a receipt and mailing the certificate(s) and Stock/Bond Power(s) in separate envelopes). Submit original Letter of Instruction (see “Gift of Stock or Bond Certificate”). Endorse the Stock/Bond Power(s) exactly as name(s) appear on the certificate and we will complete the rest of the form. Sign one Stock/Bond Power per certificate. Photocopy the Stock/Bond Power as needed. Mail Charity Advised Account Application and Board Resolution to RJCEF.
CASH OR OTHER SECURITIES HELD AT RAYMOND JAMES OR OTHER INSTITUTION	Mail Charity Advised Account Application, Board Resolution, and appropriate form as follows to the RJCEF: <b>For Raymond James Accounts</b> - Send <u>original</u> “Gift of Raymond James Brokerage Assets” form. <b>For Other Institutions</b> - Send <u>original</u> “Gift of Brokerage Assets” (not mutual funds) form. <b>For Mutual Funds</b> - Send <u>original</u> “Gift of Mutual Funds” form. Check with fund company regarding signature guarantee requirements. <b>For Dividend Reinvestment Plans</b> - Send letter of instruction. Call RJCEF for more information.

# SAMPLE BOARD RESOLUTION

The undersigned being the duly appointed Secretary of \_\_\_\_\_  
\_\_\_\_\_ (hereinafter NPO) warrants, represents and certifies the following  
resolution was passed by a simple majority vote at a duly convened meeting of its board of  
directors on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Whereas NPO is a public charity as that term is defined in Section 501(c)(3) of the Internal  
Revenue Code; and

Whereas NPO desires to create a resource to provide it with a long-term cash flow stream;  
and

Whereas NPO desires to create this resource with an entity not subject to the claims of its  
creditors or under the control of this board; and

Whereas NPO has reviewed the various options available to it, including the creation of a  
Charity Advised Account within the Raymond James Charitable Endowment Fund; and

Whereas this board has held a thorough discussion of the advantages, disadvantages, risks,  
rewards, fees and other costs of its various options; and

Whereas this board acknowledges receipt of and review of the Raymond James Charity  
Advised Account Disclosure Brochure.

Now therefore it is hereby resolved:

1. That \_\_\_\_\_ is authorized to complete and sign on behalf of  
NPO the Raymond James Charitable Endowment Fund Charity Advised Account  
Application & Endowment Agreement.
2. That the name of the Charity Advised Account so opened shall be \_\_\_\_\_  
\_\_\_\_\_.
3. That \_\_\_\_\_ is authorized to take all steps necessary to  
irrevocably transfer the sum of \$\_\_\_\_\_.00 and/or the following described publicly  
traded securities: \_\_\_\_\_  
\_\_\_\_\_ to the Raymond James  
Charitable Endowment Fund for further credit to the above referenced Charity Advised  
Account.
4. That the initial investment objective selected shall be \_\_\_\_\_ Balanced  
\_\_\_\_\_ Growth with Income \_\_\_\_\_ Growth
5. That cash distributions shall be made to NPO \_\_\_\_\_ Annually \_\_\_\_\_ Quarterly (March,  
June, September, December) commencing \_\_\_\_\_, 20\_\_.

# SAMPLE BOARD RESOLUTION

6. That \_\_\_\_\_ is appointed Spokesperson of the Advisory Committee for the Charity Advised Account.
7. That the membership of and policies governing the Advisory Committee shall conform to such decisions, resolutions and policies of this board as amended from time to time.

Certified, signed and sealed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

<Corporate Seal>

\_\_\_\_\_  
Secretary