



Battle Creek Community Foundation
Organizational Endowment Fund
Spending and Distribution Alternative Method
Election Form

Beginning in 2025, BCCF is implementing annual automatic distributions from organizational endowment funds. Please use this form to elect the alternative options for the spending policy rate and/or distribution method for your fund(s).

Completion of this form is only needed if you wish to take more than the 4% annual spending policy calculation or direct the distribution of funds into your support fund held at the Battle Creek Community Foundation, please return this signed form via email, or via mail to the Battle Creek Community Foundation, no later than February 15, 2025.

Name of Organization: _____

☐ Please check this box if you want the below election for ALL organizational and/or named organizational endowment funds that are associated with your organization.

☐ Only apply elections to the following fund(s) associated with our organization.

☐ Check here if you would like to elect a five percent (5%) spending policy calculation. *Note: BCCF requires board meeting minutes from your organization showing board action approving the increased annual spending rate of 5%. Please attach board minutes to this form.*

☐ Check here if you would like to have the distribution sent to a support fund for your organization, held at the Battle Creek Community Foundation. *If you do not already have a support fund, we will work with you to establish one.*

*Authorized Signer's Name & Position: _____

Authorized Signature _____ Date: _____

**Authorized signer includes an Officer, Executive Director, CEO or President of the organization.*

Questions regarding this process or your fund, please contact Elizabeth Schultheiss, Vice President of Fund Administration and Development at 269-962-2181 or elizabeth@bccfoundation.org.

***Beginning in 2025 your annual spendable of four percent (4%) will be processed without needing to submit a distribution form. Checks will be mailed or deposited via ACH during the month of May.**