

Policies of the SRC Living Legacy Foundation (LLF)
Approved by the LLF Board of Directors on May 13, 2025

The majority of LLF Policies are defined in two legal documents:

Articles of Incorporation filed with the Secretary of State, State of California on September 30, 2019; and Bylaws executed on September 30, 2019.

Both of these documents are available on the LLF website and in the LLF Archive in the SRC Library. Together, they define the legal, financial and tax status of LLF, the organization and mandatory procedures of the Board, the activities for which LLF was incorporated, and activities which LLF is legally prohibited from carrying out. The following description of LLF Policies are meant to summarize, clarify and specify those in the legal documents. They should not be interpreted as superseding those in the legal documents.

Summary of LLF Policies

LLF Overarching Policy

LLF is legally a nonprofit public benefit corporation with IRS 501(c)(3) tax exempt status; LLF has two primary charitable functions: (1) providing Grants to support the education of eligible SRC employees and their children and (2) providing financial assistance to eligible CCRC residents in need. All other activities are restricted to those directly related to carrying those functions including mandatory fiscal reporting, investing Foundation funds and public fund-raising.

Organizing Policy

LLF is governed by a Board of six to nine Directors who are SRC CCRC residents. The Directors include three Officers: Chair/President of the Board, Treasurer/Chief Financial Officer, and Secretary. The Chair is responsible for appointing Committee Chairs. By precedent the Committees are Grants (applications and awards), Fund-raising, and Communications (with donors). Directors may formally resign their seats and other SRC CCRC residents may be elected by the Board to fill vacancies. Board decisions are made by majority vote or consensus of Directors. There are no other voting members.

Directors are prohibited from deriving financial benefit from their role on the LLF Board and must sign annual disclosure of conflict forms.

Investment Policy

As part of LLF fiscal responsibility, a substantial portion of LLF assets not part of the operating budget are invested in equities and fixed-income instruments. The investments are managed by a professional investment firm that meets with the Board quarterly.

Relationship with SRC Resident Council (RC) Policy

LLF is legally independent from all other organizations including the RC.

To promote maximum communication and coordination and achieve our mutual goal of providing support to SRC staff, as formalized on August 21, 2020, LLF agrees to welcome a liaison appointed by the RC to LLF meetings other than Executive Sessions. The liaison has the responsibility of providing LLF relevant topics to the RC and providing information about RC actions to LLF. Every effort is made by LLF to conduct annual financial campaigns at

times other than times when RC is raising funds for their Employee Appreciation stipends. A yearly report published by LLF is also available to RC.

Communications with Donors Policy

Donors who contribute to LLF Funds (Education, Resident Assistance, General) are sent a note of thanks acknowledging their contribution. Persons designated as Honorees or families of those memorialized are sent a note informing them of this tribute. Donors are sent accounts of their annual contributions for tax purposes soon after the end of the calendar year. Donors are commonly invited to presentations by faculty and administrators from colleges and universities attended by grantees. Donors names are listed on the LLF website other than donors who wish to remain anonymous. Donated amounts are not listed.

Confidentiality of Individual Information Policy

All individual information provided by residents, employees and children of employees applying for grants is restricted to sharing by LLF Directors either at meetings or on the LLF secure workspace on a need-to-know basis. While some of the individual information provided by applicants who are awarded grants must be reported to government agencies, it is the policy of LLF not to publicize this information unless a grantee agrees to self-disclose their own information to assist LLF in fund-raising.

Education Grants Policy

LLF Directors work closely with SRC Department Directors and Managers to identify employees who might benefit from specific college classes such as ESL and training courses and, in turn might provide enhanced services to residents at SRC.

Applications for education grants may be submitted by:

- An eligible SRC employee.
 1. The employee must have had at least half-time employment for at least six months, and,
 2. Be currently registered in a recognized two-year/community college; a four-year college/university; or a training program approved by the Director of SRC Department for which the program is relevant. The latter includes Certified Nursing Assistant (CNA) programs and Licensed Vocational Nurse (LVN) programs.
- A child of an eligible SRC employee
 1. The parent/employee must have had at least half-time employment for at least six months
 2. The child must have received a high school diploma or GED.
 3. The child must be currently registered in a recognized two-year/community college or a four-year college/university

Applications to support education at a foreign 4-year college or university are considered on an individual basis if the applicant demonstrates federal recognition of the institution. Grants

provided to students attending foreign universities are funded at the same level as U.S. 4-year colleges and universities.

All applications are reviewed by the LLF Chair of the Grants Committee and at least one other LLF Director for eligibility, completeness and validity. Academic achievement is not considered in awarding grants. However, the Chair also checks applicants' references.

Award amounts are currently set at \$2250 per year for two-year/community college students, \$4000 per year for four-year colleges/universities and \$800 for CNA programs (\$400 on enrollment and \$400 on completion). It is the policy of LLF to periodically review award amounts to assess whether adjustments need to be made based on changes in tuition.

Residents' Assistance Policy

LLF pays a monthly grant to SRC CCRC residents at any level of care who are receiving the full OFHC subsidy and have applied to LLF for the grant. Inquiries from residents and their families interested in obtaining an OFHC subsidy are referred to the SRC administration.

The value of the grant will depend on the state of our Residents Assistance designated fund, according to the following guidelines:

If the available (i.e. less existing commitments) current value of the Residents Assistance designated fund (as of the date the application is received) is

- Less than \$1,200, no grant is available;
- At least \$1,200, LLF will pay a grant of \$100 per month (i.e. \$1,200 per year - this

counts as a commitment of \$1,200).

The first payment is to be made on approval of the application by the Chairman. Thereafter payments to be made monthly on the day number that the application is received.

The amount to be paid is reviewed annually on or about the anniversary of the date the original application is received, and adjusted if necessary according to the available current amount in the Residents Assistants designated fund at the time of review following the above guidelines.

Payment ceases immediately if the resident dies, leaves SRC or no longer qualifies for the full OFHC subsidy.