

**ASSOCIATION OF ZOOS AND AQUARIUMS**

**Questionnaire for the Creation of a Dedicated Fund for Conservation and Science Programs  
(SSPs, TAGs, CAPs and SAGs)**

Name of Program: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_

Institution Holding Fund: \_\_\_\_\_

Fund Contact at Holding Institution: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Employer ID#: \_\_\_\_\_ Tax Status: \_\_\_\_\_

Date on which fund was established : \_\_\_\_\_

Initial Balance: \$ \_\_\_\_\_

Type of Account (Internal account or separate bank account): \_\_\_\_\_

Account Number: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

***Individuals with Signing Authority***

**Signatory #1:** \_\_\_\_\_

Title, Institution Affiliation: \_\_\_\_\_

Phone Number, Email: \_\_\_\_\_

**Signatory #2:** \_\_\_\_\_

Title, Institution Affiliation: \_\_\_\_\_

Phone Number, Email: \_\_\_\_\_

We have read the AZA protocols for management of dedicated accounts and agree to manage this account in accordance with these guidelines (please sign and print).

\_\_\_\_\_  
Program Chair or Coordinator

\_\_\_\_\_  
CEO of Institution Holding Fund

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

Please return this completed form to AZA, 8403 Colesville Road, Suite 710, Silver Spring, MD 20910 or fax to 301-562-0888. Contact Rachel Penrod at [RPenrod@aza.org](mailto:RPenrod@aza.org) or 301-562-0777 with any questions.

## **MANAGEMENT GUIDELINES FOR AZA CONSERVATION PROGRAM DEDICATED FUNDS**

All WCMC-approved AZA Conservation Program Committees (Species Survival Plans, Taxon Advisory Groups, Conservation Action Partnerships, and Scientific Advisory Groups) are eligible to manage funds in support of their objectives. These funds should be managed according to the following guidelines:

- (1) A proposal for the creation of a Dedicated Fund account should first be submitted to the AZA Director of Conservation and Science.
- (2) All funds established to support projects initiated and/or coordinated by AZA committees should be placed in an account which is managed by the home institution of one of the committee's officers (preferably the chair or treasurer). When funds are acquired to support a specific project, they become the responsibility of the sponsoring institution. If funds are held in a separate bank account, the account must be established using the Employer Identification Number (EIN) of the sponsoring institution.
- (3) Groups soliciting grants or contributions may only use the EIN of the sponsoring institution of the dedicated fund. The Institution Director or CFO of the institution holding the dedicated fund must verify to AZA in writing that revenue has been reported on the institution's federal and state tax returns. The institution shall submit a written annual report to AZA on all funds collected and distributed for AZA programs.
- (4) Groups selling merchandise must first verify in writing to AZA that revenue from merchandise sales will be reported on the institution's federal and state tax returns and required sales tax will be paid by the institution. The letter must be signed by the Institution Director or CFO. The institution shall submit a written annual report to AZA on all funds collected and distributed for AZA programs.
- (5) An annual financial report should be submitted to the AZA Director of Conservation and Science by April 30.
- (6) When a program wishes to transfer a Dedicated Fund to a new institution, a new Dedicated Fund Application Form must be completed and submitted to the Conservation and Science Department, AZA, 8403 Colesville Rd., Suite 710, Silver Spring, MD 20910. The AZA Conservation and Science Department must be informed of the new contact person for the fund in writing (via e-mail or letter). Forms may be obtained by contacting the AZA Conservation and Science Department at 301-562-0777 x245.

### **DISCLAIMER**

**The Association of Zoos & Aquariums, and its Board of Directors, shall not be held liable for unauthorized funding solicitations, tax liabilities, or individual misappropriation of funds.**