

## Sample Donor Form

As trustee, you will need to collect information from donors to the legal expense fund for three purposes:

1. To ensure that the person or entity donating is a permissible donor under the regulation
2. To return the donation if it is impermissible
3. To provide information to the beneficiary so that the beneficiary can complete the required quarterly reports and any required financial disclosure statement.

The template below provides an example of the type of information to be collected from donors and a format for doing so. If you decide to collect the information electronically, OGE encourages you to capture this information at the time of donation. In addition, attached is a copy of the Privacy Act Statement that should be provided to each donor. It can be included as a part of the Donor Form.

<b>LEGAL EXPENSE FUND – DONOR FORM</b>			
<b>Only Individuals, 501(c)(3) organizations, national committees of a political party, and Presidential and Vice Presidential campaigns may donate.</b>			
Donor Name	Address	Employer	Donation Amount
<b>Please answer “Yes” or “No” to the questions below:</b>			<b>Yes or No</b>
Are you an agent of a foreign government as defined in 5 U.S.C. 7342(a)(2)?			
Are you a lobbyist as defined by 2 U.S.C. 1602(10) who is currently registered pursuant to 2 U.S.C. 1603(a)?			
Are you a foreign national?			
Are you acting on behalf of, or at the direction of, another individual or entity in making a donation?			
Are you seeking official action by the [fill in employee beneficiary’s agency]?			
Are you conducting activities regulated by the employee beneficiary’s agency? (This does not include regulations or actions affecting the interests of a large and diverse group of persons (such as seeking a passport).)			
Are you substantially affected by the performance or nonperformance of the employee beneficiary’s official duties?			
Are you an officer or director of an entity that is substantially affected by the performance or nonperformance of the employee beneficiary’s official duties?			
<b>If you answered “Yes” to any of the questions above, you must contact the trustee before donating to this fund.</b>			