**Steps to Cover in Conducting a Conversation with Donors**

**On obtaining Confirmation of Commitment (“COC”)**

If a donor has already signed a letter of intent and you are seeking to obtain a Confirmation of Commitment, below is an outline of how you can approach that conversation:

1. The first step is to identify the donor and determine what level of complexity they will need in their COC and the types of specific methods for their COC (outlined in 2. below). For example, if the donor is fairly young and unmarried and without children, then you will probably not talk about any of the more complex methods (Codicils to a Will, amendments to a Trust, etc.). On the other hand, if the donor is an older couple with a substantial net worth and large endowment commitments, then you may discuss some of the more complex methods and will probably be directing them to their attorney and/or financial advisor to complete this. Federation staff is happy to help in these cases as well.
2. Second step is to explain the appropriate methods for that donor as to how they can complete their COC. Most of the common methods would be as follows:
	1. IRA or retirement plan beneficiary designation.
	2. Insurance beneficiary designation.
	3. TOD (“transfer on death”) designation from a personal securities or brokerage account.
	4. Codicil, Will or amendment to a “pour over” Trust.
	5. Use of a donor advised fund (such as one at the Federation which is also called a Philanthropic Fund). This is a fund that can receive money from any of the above sources and then would have directions in that Fund as to where the money is to be distributed.

1. Third step is to be a gentle “nudge”. Once you have gone through steps 1 and 2 above and decided how the COC will be completed, you then need to make sure it is finalized. The donor may be going back to their attorney or may be just filling out the beneficiary designation. Typically, it is best to ask the donor for their own timetable (understanding that you have explained the need to get the COC completed by a certain date already) and you will let the donor tell you their schedule. Once they tell you when they will have the COC completed, then you should tell them you will contact them on that date to make sure it’s completed and get the form properly filled out.