



## OFFICE OF GIFTS AND GRANTS MANAGEMENT

### MEMORIAL GIVING GUIDANCE

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The Peace Corps' Office of Gifts and Grants Management (GGM) manages private donations to the Peace Corps. Donations to the Peace Corps are tax deductible, and any donation to the Peace Corps may be made and designated in memory of an individual. There are two ways to make a donation to the Peace Corps in memory of a loved one: 1) making a donation designated as "In Memory of" an individual, and 2) creating a Memorial Fund for a Volunteer who has passed away while in service. This guidance provides information on both options and specific instructions for donors. The Peace Corps will, with due consideration given to a donor's request, make the final decision in all cases on allocation of donations. One-hundred percent of all contributions directly support the mission of Peace Corps through Partnership Programs or special global initiatives.

#### I. Making a Donation designated as "In Memory of" an individual

There are several avenues for donors such as friends, family, and others to make a donation in memory of an individual. Donors may make donations designated as "In Memory of" an individual to the Peace Corps Partnership Program (PCPP), which supports community-driven small grant projects where Volunteers serve. Donors may support approved PCPP projects, PCPP Special Funds (such as drinking water and sanitation, information and communication technology, HIV/AIDS prevention, or education), and/or Country Funds. Donors may also donate directly to the mission of the Peace Corps or other agency initiatives.

Peace Corps offers three (3) ways to donate "In Memory of" an individual, either online, by phone or by check:

1. **When donating online**, donors will visit [www.peacecorps.gov/donate](http://www.peacecorps.gov/donate) to select PCPP projects or [www.peacecorps.gov/give](http://www.peacecorps.gov/give) to support the Peace Corps. They will enter the donation amount and follow the online payment process. On the page where contact information is entered, there is a box that invites donors to select "donate In Honor or In Memory of." Once the "In Memory" option is selected, donors will be prompted to enter information about the person being memorialized and, if they wish, they may include a message to the family of the individual. Donating online is the fastest and most efficient method to give.
2. **When donating by phone**, donors may call 202.692.2170 and inform a Peace Corps staff member that they would like to donate "In Memory of" an individual. The staff member will guide the donor through the process. Donors should be ready to provide a credit card number and information about the person being memorialized, including a family contact name and address or email. Donors will be asked whether or not they would like the family of the memorialized individual to be informed of the gift.
3. **When donating by check**, donors may mail<sup>1</sup> the "In Memory of" donation and a cover letter to:

Peace Corps

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<sup>1</sup> Please be advised that due to federally mandated security measures, all incoming U.S. mail must be irradiated at an off-site facility. This process adds an additional week to the estimated delivery time of all incoming mail. Thus, it may take up to three weeks for GGM to receive mail-in donations.

Office of Gifts and Grants Management  
1111 20th Street, NW  
Washington, DC 20526

Donors should make checks payable to “Peace Corps”, and include the PCPP Project, Special Fund/Memorial Fund, Country Fund number or a Peace Corps initiative in the memo section of the check; PCPP projects can be found at [www.peacecorps.gov/donate](http://www.peacecorps.gov/donate). The following information should be included in the cover letter that accompanies the check:

- Donor’s contact information: name, address, email, phone number (so Peace Corps can acknowledge receipt of and thank the donor for the donation and generate a tax receipt).
- The designated PCPP Project, Special Fund, Country Fund, or Peace Corps initiative for the donation.
- The name of the individual they wish to memorialize.
- Donors have the option of requesting the Peace Corps to contact the family of the individual being memorialized and alerting the family members of the donation. The Peace Corps may only share a donor’s name and contact information if given express written permission to do so. Written permission may be granted with the following statement in the cover letter: “I give my permission to share my name and contact information with the family of [insert name of individual being memorialized].”

## **II. Creating a Memorial Fund for a Volunteer who has passed away while in service**

A Memorial Fund is a Special Fund established by the Peace Corps at the written request of the family of a Volunteer who passed away while in service. Creating a Memorial Fund allows friends, family, and others to donate to PCPP to honor the life and service of a Volunteer. Memorial Funds are active for a two-year period. One hundred percent of all contributions go directly to support local community-initiated PCPP projects.

In order to establish a Memorial Fund, the family should make a written request to the Director of the Office of Gifts and Grants Management by email ([donate@peacecorps.gov](mailto:donate@peacecorps.gov)) or by mail (Peace Corps/GGM, 1111 20<sup>th</sup> Street, NW, Washington, DC 20526). Once the written request is received, GGM will work with appropriate Peace Corps offices and a designated family representative to create the Memorial Fund. Establishing the Memorial Fund should take approximately two (2) weeks from receipt of a written request. In consultation with the family representative, Peace Corps will develop the language that will appear on the Peace Corps’ web page for the Memorial Fund. The family representative may also submit up to three (3) photos of the Volunteer to be posted on the Memorial Fund web page.

All donations to the Memorial Fund will be allocated by the Peace Corps to approved PCPP projects. All Memorial Funds must align with current Peace Corps countries and the work Volunteers are doing with their communities in the field, consistent with the Peace Corps’ programming priorities.

In consultation with the family representative, Peace Corps staff will determine whether Memorial Fund donations will be directed toward approved PCPP projects in one of three ways: 1) the Volunteer’s country of service, or 2) the Volunteer’s sector assignment, such as health or education, or 3) a specific region, such as supporting projects in Africa or South America. Memorial Funds should be set up with as few restrictions as possible, so that funds may be allocated to projects quickly. Here is more information on how Peace Corps staff determines allocation of Memorial Fund donations:

1. Volunteer's Country of Service: Donations directed to a Memorial Fund linked to the Volunteer's country of service will be allocated to the appropriate [Country Fund](#). The Country Director is responsible for allocating donations in the Country Fund to approved PCPP projects. The Country Director may take into consideration the age of the project, time sensitivity of the project, and/or remaining amount in the budget required for initiation of the project.
2. Volunteer's Sector Assignment: Donations directed to a Memorial Fund linked to the Volunteer's sector assignment, such as health or education, will be allocated to the appropriate sector-focused [Special Fund](#). Peace Corps staff is responsible for allocating donations in the Special Fund to approved PCPP projects. In allocating funds, Peace Corps staff may take into consideration the age of the project, time sensitivity of the project, and/or remaining amount in the budget required for initiation of a project.
3. Specific Regions: Donations directed to a Memorial Fund linked to a specific region, will be allocated at the discretion of Peace Corps staff. In allocating funds, Peace Corps staff may take into consideration the age of the project, time sensitivity of the project, and/or remaining amount in the budget required for initiation of the project.

Fundraising for Memorial Funds will be at the discretion of the family and friends of the Volunteer. The Peace Corps does not fundraise for Memorial Funds. The family representative may request a list of those who donated to the Volunteer's Memorial Fund. This donor list will only contain names of those donors who gave written consent to the Peace Corps to share their contact information. Upon request from the family representative, Peace Corps staff will provide the family with a report identifying all PCPP projects that received funds from the Memorial Fund.

At the end of the second year of the Fund, Peace Corps staff will review the Fund's donation activity. If there have been no donations within the last three months of the second year of the Fund, Peace Corps staff will contact the family representative to discuss closing the Fund. If donations to the Fund continue, Peace Corps staff, in consultation with the family representative, may choose to extend the Fund on a year-to-year basis. When a Memorial Fund is closed, the Peace Corps will allocate any remaining funds to the PCPP Global Fund to support approved PCPP projects all over the world.

Please contact GGM if you have any questions via email: [donate@peacecorps.gov](mailto:donate@peacecorps.gov), or by phone: 202.692.2170.