

Dissolution Checklist for a Support Group That Has Agreed to Dissolve

- ☐ A letter is sent by the group's Board president to Support Group Services indicating that the Board has voted and agreed to dissolve by a specific date.
- ☐ Support Group Services reviews the purpose of the dissolution and compares it to the group's bylaws.
- ☐ Support Group Services notifies the appropriate staff of the group's decision to dissolve.
- ☐ Support Group Services researches if the group has an outside bank account(s).
- ☐ Support Group Services acknowledges the group's decision to dissolve by sending a letter to the Board president. The letter will inform the group that they may no longer raise funds on behalf of The UCLA Foundation, use the University's name, facilities, equipment or support staff. The letter also will inform the group that it has 90 days to transfer all outside assets to The UCLA Foundation and close any outside bank accounts, if applicable.
- ☐ Support Group Services codes the support group in Solomon as Defunct.
- ☐ Once outside assets are received from the group (if applicable), Support Group Services works with Fund Management to transfer the group's funds for purposes consistent with the terms of the individual gifts and purposes of the group and close the group's fund(s).

Dissolution Checklist for a Support Group That Has Been Derecognized

- ☐ Notify appropriate staff and liaison of the decision to dissolve the group and reasons.
- ☐ Support Group Services researches if the group has an outside bank account(s).
- ☐ Notify the support group by letter to the Board President that they are no longer recognized as a support group as of DATE. The letter will inform the group of the reason(s) for dissolving (noncompliance with renewal process and/or not following bylaws), and transferring of outside assets within three months, if applicable, to The UCLA Foundation and closing of outside bank accounts. The letter also will inform the group that they may no longer raise funds on behalf of The UCLA Foundation, use the University's name, facilities, equipment or support staff.
- ☐ Support Group Services codes the support group on Solomon as Inactive.
- ☐ Once outside assets are received from the group (if applicable), Support Group Services works with Fund Management to transfer the group's funds for purposes consistent with the terms of the individual gifts and purposes of the group and close the group's fund(s).