

SGI-USA MEMO

DATE: December 17, 2009

MEMO NO: FIN-001

DISTRIBUTE TO: All Members

FROM: Finance Center—Adin Strauss

SUBJECT: Contribution Receipt Policy Change, Starting January 1, 2010

Please accept our heartfelt thanks for your continued generous support of SGI-USA, even during these difficult economic times. It is profoundly appreciated.

Starting January 1, 2010, we will be implementing a new policy related to the contribution acknowledgment letters that we send to all contributors.

Since 2007, SGI-USA has entered each and every contribution it receives into a database, and all amounts contributed have been reflected in the year-end acknowledgement letter sent to each contributor.

However, the total number of transactions has grown very quickly since then, and our offices around the country have had difficulty keeping up with the data input and processing flow, especially during the May Contribution period. While we are making fullest efforts to upgrade and improve our database and our procedures for handling contributions, we would also like to ask for the support and understanding of contributors for the following policy to be implemented starting January 1, 2010.

SGI-USA will continue to gratefully and humbly accept donations in any amount, however, to lessen the enormous administrative burden, single contributions of less than \$20 will not be recorded in our database nor will such amounts be reflected in tax/acknowledgement letters to be sent in early 2011 for calendar year 2010 contributions. The letter will indicate that it is acknowledging only the total of contributions made that were equal to or greater than \$20 in any single transaction.

Members making single contributions of less than \$20 may use the contribution envelope receipt for tax purposes in addition to their canceled check or credit card receipt and billing record.

Please feel free to contact your local Territory office or the SGI-USA contribution toll-free number, 866-501-3220, if you have any questions about this new procedure.

Thank you again for your generosity and continued support of SGI-USA.