

Letter of Instruction To Guardians and Trustees

In order to assist the Guardian of my minor children and the Trustee of any trust share created for my children under my living trust, I leave these specific instructions to be incorporated by reference into the terms and conditions of my Trust.

Education (Pre-college)

Preferred type of secondary schooling: If economically feasible, I prefer my children attend the following type of secondary schooling:

- Public schools
- Parochial schools
- Private schools
- Private schools of my religious belief: _____
- Schools where my Guardian's children attend
- Other: _____

Academic gifting plan: Each time my children receive a report card from the first grade of elementary education through the last year of high school, my Trustee shall distribute the following amounts to that child:

- \$ _____ for every "A" received
- \$ _____ for every "B" received

Extracurricular activities: It is important to me that my children be able to participate in extracurricular activities. It is my desire that my Trustee provide economic assistance to enable my children to participate in extracurricular activities such as band, orchestra, sports, field trips, clubs, etc.

I specifically want my Trustee and my Guardian to encourage my children to participate in the following activities:

Specialized academic programs: I authorize and encourage my Trustee to pay for any accelerated or remedial programs that my children may qualify for or need.

I specifically want my Trustee and my Guardian to encourage my children to participate in the following activities:

**Education
(College)**

Savings requirement: During any period when my Trustee makes a distribution of net income or principal for the educational needs of my children, any distribution shall be limited to an amount that is equal to the following:

An amount equal to the amount the child has saved for education.

An amount equal to twice the amount the child has saved for education.

Other:

My trustee shall inspect account statements or other financial records to determine the amount the child has saved for education.

In-State tuition equivalent: Any distribution for “education” shall be an amount equal to the then average costs of tuition, room, board, lab fees, and required course materials at a state-supported college or university, as determined by my Trustee in its sole and absolute discretion. If my child elects to attend a private college or university, my Trustee shall distribute to such child:

Only that amount equivalent to the average costs at a state-supported college or university, and the child may secure alternate means for financing any excess costs.

Other:

Qualifying grade requirement: If my children receive a “D” or an “F” (or an equivalent grade on an alternative grading system) in a college, university, or vocational course, my Trustee shall subtract an amount equal to the cost of the credit hours for this course from the amount that child is eligible to receive for education needs in the next semester.

My Trustee may, in its sole and absolute discretion, make exceptions to this condition when my child has been injured, ill, or suffered other disruptive circumstances.

Study-abroad programs: If financially feasible, all or any part of my children’s college education may be taken in a university located in a foreign country.

I would especially encourage a university in the following countries:

Four-year incentive: I direct my Trustee to make a special distribution of \$_____ to a child that completes his/her undergraduate degree from an accredited college or university within FOUR (4) years or less.

Visitation

- Family:** To the extent that distance will allow, it is very important to me that my children shall have equal contact with members of my family. The term “family” includes children’s grandparent, aunts, uncles and cousins.
 - It is important to communicate with grandparents by phone or letter at least: (circle one) weekly / monthly / annually / other: _____
 - It is important to physically get together with grandparents at least: (circle one) weekly / monthly / annually / other: _____
 - It is important to communicate with family by phone or letters at least: (circle one) weekly / monthly / annually / other: _____
 - It is important to physically get together with family at least: (circle one) weekly / monthly / annually / other: _____

- Supervision:** Under no circumstances, shall the Guardian allow any of my children to visit with _____ unless the Guardian is also present during the entire visit.

- Travel:** Before my minor children are able to travel alone, the Trustee is directed to pay for either the Guardian or another family member to meet the traveling child and accompany the child to the travel destination.

- Holidays:** Holidays are important to our family and for that reason, my children are to spend some time with our families on holidays (Thanksgiving, religious holidays and birthdays). It is my desire that an acceptable arrangement be worked out between all families concerned.
 - However, if not, the children will alternate the holidays between both families.
 - Other: _____

Guardian

- Payment:** As compensation, on each anniversary of the date my children began living with their Guardian, my Trustee, upon the written request of such Guardian, shall pay to such Guardian as compensation for caring for my children an amount not to exceed \$_____.
- This annual compensation shall continue until my youngest child reaches the age of _____ or completes his or her high school education, whichever occurs first.
- Such compensation shall be paid from the net income of the trust and under no circumstances shall my Trustee invade the trust principal to pay such Guardian's compensation. In the event the trust net income for any year shall not equal the amount of compensation requested by the Guardian, the Guardian's compensation for that year shall be the amount of trust net income in that anniversary year.
- Vacation:** As compensation for caring for my children, my Trustee may make an annual distribution for any expenses incurred by the Guardian for a vacation enjoyed by both the Guardian's family and my children.

Religion

- Religious Preference:** It is my preference that my children be raised within the _____ religion.
- However, this preference is intended to be flexible to accommodate the regular religious involvement of the children's Guardian, and it is my overriding intention that my children and the Guardian attend religious services as a "family".
- Attendance at Religious Services:** In relation to attendance at religious services, I believe:
 - It is important that my children attend religious services on a weekly basis
 - It is important that my children attend religious services on major religious holidays

- It is **not** as important how often my children attend religious services but rather that a person leads their life in accordance with religious values and morals.

Safety Concerns

- Automobiles:** If the Guardian or my Trustee decide to give any of my children an automobile, or assist any of my children in the purchase of an automobile, such automobile must be considered “reliable and safe” according to automobile analyst sources, such as “Consumer Reports” magazine or other such publication.
- Firearms:** My children are not to be permitted to own or use firearms of any kind.
- Other:**

Counseling

- Grief Counseling:** Due to the impressionable age of my children, I caution my Trustee and Guardian to be vigilant in observing signs of distress or difficulty in coping with the situation after my death.
 - I specifically authorize my Trustee to provide for grief and/or psychological counseling for any of my children that my Trustee and Guardian determine are in need of such counseling.
- Self-Esteem counseling:** While in early adolescence, my children are to take assertiveness training classes in order to build strong self-esteem.
- Budgeting instruction:** I believe that budgeting is an important step to responsible financial management.
 - When my children reach age _____, they are to each take budgeting lessons or courses.

- Prior to establishing a separate trust share for any of my children, my Trustee shall recommend a budget counselor for each child to consult and shall encourage each child to receive budget counseling.
- Despite any conflicting provisions in my revocable living trust, I direct that prior to receiving any income or principal from the separate trust share created for them under my Trust, each of my children shall consult with a budget counselor approved by my Trustee.
- If my child creates and lives within the bounds of his/her budget for _____ consecutive days, then my Trustee may distribute any income and principal to the child from his/her trust share in accordance with the terms and conditions of my revocable living trust.
- My Trustee may rely on the written statement of the budget counselor that after creation of the budget, my child lived within its bounds for _____ consecutive days.
- My Trustee, in its sole discretion, is authorized, but not directed, to pay any costs associated with the budget counseling process.
- Financial Investment Instruction:** It is my belief that financial education is critical to my children's ability to make optimal use of inherited funds. To this end, in all matters concerning the investment of funds distributed to my children, it is my desire that:
 - When my children reach age _____, they each are to take financial planning courses.
 - My children should consult regularly with a financial advisor regarding investment matters. The financial advisor selected shall possess qualifications that include, at a minimum, attainment of the Certified Financial Planner (CFP) designation.
 - The financial advisor selected shall possess the following additional qualifications:

- Prior to establishing a separate trust share for each of my children, my Trustee shall recommend a basic financial planning course or seminar for each child to attend and shall encourage the child to attend.

Additional Instructions:

In addition to the instructions above, I also leave the following in terms of additional instructions assist my Guardians and Trustees:

Signature

Date

Print Name

Signature

Date

Print Name