

## Instructions for Making a Tax Deductible Donation to Support the Rule of Law Committee for the Oceans

In order for donations to the Rule of Law Committee for the Oceans to be deductible for tax purposes donations must be made by check to the “Henry L. Stimson Center” with a **notation** or **cover memo** directing the donation to support ROLCO. The Stimson Center is a 501(c)3 institution that serves as the host and fiscal agent for the Rule of Law Committee for the Oceans. Stimson provides the financial oversight to ensure that the Committee’s expenses are consistent with Stimson’s educational mission and the provisions of the US tax code.

Here are the steps:

1. Write a check for your desired donation to be paid to the “Henry L. Stimson Center”
2. Write in the memo field of the check “For ROLCO”
3. Print the following page (or prepare your own) as a cover memo and include the amount of your donation.
4. Sign the memo and mail it to:

Oksana Bellas  
Director of Finance and Administration  
Henry L. Stimson Center  
1211 Connecticut Avenue NW  
8th Floor  
Washington, DC 20036

5. Send an e-mail to <[caitlyn@oceanlaw.org](mailto:caitlyn@oceanlaw.org)> so I can be certain that the mail room at Stimson handles your donation properly.

That’s all there is - the burden will then be on me to meet your expectations for ROLCO’s future contributions to understanding and support of US interests in the LOS Convention.

Thank you,  
Caitlyn

Oksana Bellas  
Director of Finance and Administration  
Henry L. Stimson Center  
1211 Connecticut Avenue NW  
8th Floor  
Washington, DC 20036

Dear Ms. Bellas:

The enclosed check for \$\_\_\_\_\_ is a charitable donation to the *Rule of Law Committee for the Oceans* at the Stimson Center.

Sincerely,