



New Fellows Handbook

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Introduction

Welcome to the American College of Bankruptcy. This Handbook is intended to introduce you to the institution you have recently joined; to encourage you to become active in the College; and to provide the information that will enable you to do so.

What is the College?

Mission Statement

The American College of Bankruptcy is an honorary public service association of bankruptcy and insolvency professionals who are invited to join as Fellows based on a proven record of the highest standards of professionalism plus service to the profession and their communities. Together with its affiliated Foundation, the College is the largest financial supporter of bankruptcy and insolvency-related pro bono legal service programs in the United States. Among its many activities, the College conducts advanced educational programs; sponsors the publication of scholarly reports; and maintains the National Bankruptcy Archives at the University of Pennsylvania. The College is not a trade organization.

About Us

The College was formed in 1989 and has over 800 Fellows comprised of both domestic and international judges, lawyers, accountants, corporate turnaround specialists, government officials and other professionals who are experts in the field of bankruptcy and insolvency. The College recognizes distinguished bankruptcy professionals who are qualified for membership in an effort to set standards of achievement for others in the insolvency community, and to fund and assist projects that enhance the highest quality of bankruptcy practice, including undergraduate and graduate programs related to bankruptcy and insolvency. The College plays an important role in sustaining professional excellence and supports educational and pro bono efforts in local communities around the country.

Initially, the College's annual Induction Ceremony, a black tie event, was held in early spring in the Great Hall of the United States Supreme Court. However, the College ultimately outgrew that iconic space and moved the Induction Ceremony to the Robert and Arlene Kogod Courtyard at the Smithsonian Donald W. Reynolds Center for American Art and Portraiture. Among the individuals who have keynoted the Induction Ceremony are Supreme Court Justices, members of Congress, Department of Justice officials, White House staff members, academicians and appellate judges, as well as eminent practitioners in the bankruptcy and insolvency practice.



How was I selected?

Membership in the College is by invitation-only, based on a record of achievement in the insolvency process by professionals who have distinguished themselves in their practice and in their contribution to the insolvency field. Criteria for selection include: the highest standard of professionalism, ethics, character, integrity, professional expertise and leadership in contributing to the enhancement of bankruptcy and insolvency processes; sustained evidence of scholarship, teaching, lecturing or writing on bankruptcy or insolvency; community service, including pro bono, and commitment to elevate knowledge and understanding of the profession and public respect for the practice.

To be eligible for consideration, professionals must have been in practice for at least 15 years, with the majority of the preceding 10 years primarily focused in the bankruptcy and insolvency areas. In addition, judges must have served for at least 5 years.

The Board of Regents is responsible for nomination and selection of qualified candidates. One Regent is appointed from each of eleven federal judicial circuits and three Regents are appointed At Large. Each Regent of a federal judicial circuit serves as Chair of its Circuit Admissions Council. Fellows are selected by a Board of Regents from among recommendations of the various Circuit Admissions Councils and specially-appointed Committees for Judicial and International Fellows. The Board of Regents has the sole authority to elect Fellows to the College.

The first step in the nomination and selection process is the completion by three Fellows – a Nominator and two Sponsors – of a detailed nomination form. A copy of the form used to select the members of the 27th Class follows. The process is highly confidential, and Fellows must not let the candidate know that he or she is under consideration.

**COVER SHEET FOR NOMINATION FORM
CLASS 27 (2016)**

INSTRUCTION:

The American College of Bankruptcy seeks to select only those professionals exemplifying the highest professional and leadership standards for admission to the College. The Circuit Admissions Council and Board of Regents request your assistance in gathering background information about the person you have nominated or sponsored. **THE CIRCUIT COUNCIL AND BOARD DEPEND UPON THE NOMINATING PARTIES TO SUPPLY MEANINGFUL INFORMATION TO ESTABLISH THAT THESE HIGH STANDARDS ARE MET.** If sufficient meaningful information is not supplied, the nomination will be deferred or denied. Note, too, that the nominee must have been practicing his/her profession for at least 15 years, with the past 10 years primarily devoted to bankruptcy.

Therefore, please submit the following with the attached nomination form **no later than May 29, 2015:**

1. The information requested on the attached Nominee Profile;
2. Meaningful letters of recommendation from each of the nominator and sponsors, stating the specific reasons for supporting the nomination; and
3. Up to five other substantive letters of recommendation from Fellows of the American College of Bankruptcy (preferred) and from other supporters, particularly individuals who can comment on civic and other non-legal contributions made by the nominee.

The number of blank boxes in the nomination form do not limit the number of activities and quality of information provided for any nominee. Feel free to increase the space on any section of the form or attach additional accomplishments to the form.

**CONFIDENTIAL – DO NOT INFORM NOMINEE. IMPRESS ON ALL
REFERENCES THAT THE NOMINATION PROCESS IS CONFIDENTIAL.**

CERTIFICATION:

We state that the person nominated herein does, to the best of our knowledge, maintain the highest ethical and professional standards in the practice of his or her bankruptcy specialty, and that the nominee has 15 years of licensed law practice or business affiliation “primarily in” bankruptcy for “substantially all of” prior 10 years. We further state that we are not partners, business associates or relatives of the nominee.

Date: _____

Nominator

Date: _____

First Sponsor

Date: _____

Second Sponsor

SAMPLE

PROFILE OF NOMINEE:

Nominee Name: _____

Circuit: _____ (Principal office of practice)

EDUCATION: (Most current first)

Type	Institution & Location	Date of Graduation	Degree Awarded (any honors)
College (term-years)			
Law School (term-years)			
Graduate School (term-years)			
Post-Graduate (term-years)			

PROFESSIONAL EMPLOYMENT: (Most current first) Attach any additional information

Firm/Organization	Title of Position	Dates of Employment

PROFESSIONAL LICENSES: (Most current first) -- Attach any additional information

State Bar/Professional License	Date of Admission or License	Specialty Certified (if any)	Disciplinary Action (if any)

THREE TO FIVE SIGNIFICANT PROFESSIONAL ENGAGEMENTS IN PAST TEN YEARS: (Most current first). Attach any additional information, if appropriate

Case/Matter	Party Represented (Name & Interest)	Nature of Issues	Other Professionals (particularly Fellows) with Significant Role	Dates

PROFESSIONAL ACTIVITIES: (Most current first) – Attach any additional information

Professional Association	Activity/Committee	Positions Held	Dates

PUBLICATIONS: (Most current first. Include books, treatises & articles): – Attach any additional information

Title	Subject	Date	Sponsor of Publication

REPRESENTATIVE SPEECHES, PROGRAMS, EDUCATIONAL PANELS: Most Current First -- Attach any additional information

Title	Subject	Location	Sponsoring Organization	Date

HONORS & AWARDS: Most Current First -- Attach any additional information

Title	Awarding Organization	Basis for Honor or Award	Date	Comments

SIGNIFICANT COMMUNITY ACTIVITIES: Most Current First -- Attach any additional information

Community Organization	Activity/Committee	Positions Held	Dates

What are the qualities of a good Fellow?

Many of the attributes that embody a successful Fellow are the same qualities that resulted in selection as a Fellow (capable and professional service to clients, community and pro bono contributions, scholarship and teaching, and advancement of the profession). It is desired that Fellows continue in that same manner and also:

- Participate in College events and activities, including attending the annual meeting whenever possible
- Actively engage in College groups and committees
- Become involved in publicizing our “brand”
- Provide financial support for College philanthropy and other activities
- Identify, nurture, and then nominate new Fellows to continue the College’s great success
- Mentor new and relatively new Fellows



How can I get involved?

Circuit Activities

One of the best ways to become more involved with the activities of the College is at the Circuit level. The Fellows in each of our judicial circuits sponsor a variety of educational and social events each year. If you are interested in participating, you can contact the Circuit Regent or the Chair of the Circuit’s Education Committee. Volunteers are always welcomed!

College Committees

Another great way to get involved is through participation on College committees. Among the College committees are those listed below.

For more information about a specific committee, or if you wish to volunteer, please contact the Chair of the Membership Participation Committee, Debra Grassgreen at dgrassgreen@pszjlaw.com or 415-263-7000.

Bankruptcy Policy Committee

The Committee identifies and analyzes relevant issues and coordinates with other organizations, as appropriate, to enhance the quality and scope of the bankruptcy practice.

College Columns Committee

The Committee oversees publication, revision and maintenance of the College Columns, editions of which are emailed to Fellows and posted on the College website.

Circuit Review Report

The Best Practices and Circuit Review Report Committees was established, after discussion by the Board of Directors at a meeting in San Diego in October 2003. Two principal objectives were sought to be served: (1) to enable the College to enhance the quality of the bankruptcy practice through the development of “best practices” guidelines or standards, and (2) to broaden the participation of Fellows who may not otherwise be involved in the activities of the College.

Distinguished Law Student Committee

The Distinguished Bankruptcy Law Student Program is one of the most celebrated and well-known programs of its kind. Each year, half of the Circuits actively seek the nomination of currently-enrolled, qualified law students with an interest and background in bankruptcy law to become designated as Distinguished Bankruptcy Law Students (with the other half of the Circuits participating the following year). After reviewing the nominations submitted by College Fellows or law school professors or deans, each Committee Member, with the support of his/her respective Committee and the Circuit Regent, vets the various nominations and identifies its Circuit’s selection of a Distinguished Bankruptcy Law Student. The selected students are awarded an all-expense paid trip to Washington, D.C. to attend the College Induction Ceremony and Annual Meeting, in addition to other appropriate recognition.

Distinguished Service Award Committee

The Committee recommends to the Board of Directors the annual recipient of the Distinguished Service Award. Principal criteria for the award include the following: significant accomplishments as a Fellow in improving the administration of justice in the insolvency and bankruptcy fields; distinguished public service consistently rendered over a considerable period of time; and, voluntary public service accomplishments rather than paid professional services. The DSA is bestowed on the recipient at the Induction Ceremony, followed by a short address by the honoree.

Educational Programs Committee

The Committee identifies and organizes educational programs for College sponsorship and develops other programs designed to further the educational purposes of the College, including a morning program held in conjunction with the Annual Meeting.

Executive Committee

The Committee, established by Art. VI, Sec. 10 of the By-Laws, is made up of College officers and is given the power to act for the Board of Directors in the event it is not reasonably possible for the Board to act in time.

Finance Committee

The Committee provides oversight and advice on all financial aspects of the College, including, but not limited to, investment policy, monthly financial statement review, yearly audit, and budget.

International Committee

The College's International Committee was created in 2007 to enhance its international profile; to engage the International Fellows in the College's initiatives and activities; to provide an opportunity for domestic Fellows to participate in those activities; and, to provide opportunities to liaise with the College's International Fellows.

Judicial Outreach Committee

The Committee facilitates the involvement of more of the judicial Fellows of the College in the College's activities.

Liaisons Committee

The Committee serves as liaison to the National Conference of Bankruptcy Judges, the National Bankruptcy Conference, the American Bankruptcy Institute, the Commercial Law League, the Association of Insolvency and Restructuring Advisors (AIRA), the Business Bankruptcy Subcommittee of the Section of Business Law of the American Bar Association, and other bankruptcy organizations as may be determined by the Chair of the College.

Meetings and Events Committee

The Committee arranges the Annual Meeting of the College in Washington, D.C., the Midyear Meeting of the College in conjunction with the meeting of the National Conference of Bankruptcy Judges and other regional, state and city meetings of the Fellows of the College.

National Bankruptcy Archives Committee

The Committee carries out the purposes set forth in the agreement between the College and the University of Pennsylvania Law School with respect to the establishment and administration of the National Bankruptcy Archives located at the University of Pennsylvania Law School.

Member Participation Committee

The Committee explains to all Fellows, particularly new Fellows, the opportunities available in the College and its Foundation, to thereby facilitate involvement in and support of the mission of the College.

Nominating Committee

The Committee is established by Art. IX, Sec. 8 of the By-Laws to recommend nominees for officers, directors and regents to the Board of Directors of the College.

Pro Bono Committee

The Committee identifies clinical and other community programs devoted to providing debt counseling and other legal services to low income families for sponsorship by the College and vets the grant applications that are submitted.

Senior Fellows Committee

The Committee provides resources to and from Senior Fellows to benefit one another, other Fellows, and the College as a whole.

Strategic Planning Committee

The Committee periodically surveys, reviews, and evaluates the College's operations and programs to ensure the most efficient use of all resources for its short and long term goals and makes recommendations to officers and to the Board.

Visibility Committee

The Visibility Committee works to develop and enhance public awareness outside the College of the good and valuable work of the College and Foundation, and the achievements of Fellows. The target audience is generally within the professions of the Fellows and locally in the regions in which they live and work, and in the communities that benefit from the pro bono programs supported by grants from the College and Foundation.

A complete list of committee members can be found under the [Committees tab](#) on the ACB website.

**What is the American College of Bankruptcy Foundation?**

The American College of Bankruptcy Foundation was established to promote the ends of justice through educational and charitable activities. Its missions, focused on bankruptcy and insolvency, are: sponsorship and encouragement of legal research, publications and forums; establishment of scholarships; providing for the collection and maintenance of data and documents for scholarly research; and fostering and helping to fund the institution and maintenance of legal aid facilities for the indigent.

The Foundation is a 501 (c)(3) organization. For more information, please refer to page 13. For a complete list of American College of Bankruptcy Foundation Leadership, please [click here](#).

How does the College give back to the community?

Our Pro Bono Program

The American College of Bankruptcy and American College of Bankruptcy Foundation award grants to legal services organizations whose activities are consistent with the objective of the missions of the College and Foundation. Grant awards are made by the College and Foundation's Pro Bono Committee and target community programs devoted to providing debt counseling and other legal services to low income families. We believe the College is the largest financial supporter of bankruptcy and insolvency-related pro bono legal service programs in the United States. The current version of the College's [Grant Request Form] follows.

Geographical Summary of Grants Awarded from 2011-2015



AMERICAN COLLEGE OF BANKRUPTCY FOUNDATION PRO BONO GRANT REQUEST GUIDELINES

Applying for a Grant from the American College of Bankruptcy Foundation

The American College of Bankruptcy Foundation (the “Foundation”) awards grants to legal services organizations whose activities are consistent with the objectives of the mission of the Foundation. Grant awards are made by the Foundation’s Pro Bono Committee (the “Committee”).

Deadlines

Applications for grants during a calendar year must be received by the Committee on or before July 1 of the calendar year. Applications may be emailed or otherwise mailed to Carole McNamara, Communications Director, American College of Bankruptcy Foundation, P.O. Box 249, Stanardsville, Virginia 22973; Email: cmcnamara@amercol.org. *If you do not receive a confirmation of receipt of your application within five (5) business days, please call our office at 434-939-6005.* The Committee will endeavor to notify applicants of the Committee’s decisions regarding grant requests by October 31.

Amount

The Committee will ordinarily not award grants in excess of \$10,000 or a grant for more than one year.

Preferred Activities

The Committee *prefers* to award grants for projects related to bankruptcy law and/or debtor-creditor counseling and education that:

- Encourage and promote legal assistance to poor and disadvantaged people
- Encourage pro bono legal work
- Educate the public to understand their rights and obligations under the law
- Train attorneys who may volunteer to represent indigent debtors without charge
- Support new or innovative approaches to the implementation and enhancement of pro bono services that require “seed money” to launch
- Assist the courts with challenges associated with pro se debtors and creditors through counseling, education, and pro bono representation
- Produce legal research, publications, and forums regarding consumer bankruptcy and/or debtor-creditor laws

Excluded Activities

The Committee does not *ordinarily* grant awards for or to:

- Projects not involving bankruptcy law and/or debtor-creditor counseling and education and activities not fostering pro bono assistance
- Propaganda, lobbying activities, or the election of public officials
- Fund raising benefits or mass appeal solicitations
- Continuing legal education programs, unless they are for the training of attorneys who will volunteer to represent indigent debtors in bankruptcy cases without charge
- Fee charging credit counseling agencies
- Compensation for the delivery of services whether by paid staff or outside attorneys

(payment of staff to administer pro bono programs is within the scope of included activities)

- Court filing fees or speaker fees

Instructions for Completing a Grant Application

- Use the application form provided by the College/Foundation with no more than 2 pages of attachments describing the project
- Describe only the essential aspects of the project, without redundant elaborations
- If the applicant is a tax exempt organization, attach the tax-exemption letter to the application
- Submit only one application per calendar year
- The application must be typed in at least 12 point type
- Do not use spiral binding, folders or special covers
- If the applicant is an organization, provide a list of the governing members with telephone numbers and addresses

Conditions of Grants

1. Grant awards must be used strictly in accordance with the proposal and budget submitted in writing to the Committee. A grantee must provide to the Committee a written request for permission to make any changes or alternate uses of grant funds, and no changes or alternate uses are authorized until approved in writing by the Committee
2. All publications relating to the activity for which a grant is made must acknowledge the support of the College and Foundation.
3. Upon completion of the project or activity for which a grant is made, a final written report and evaluation must be provided to the Committee within 90 days after the project or activity is completed. The report must detail the expenditures and outcomes from the grant. No further grants will be considered until the written report referred to in this paragraph is received.
4. Grant funds must be expended within 12 months of the date of the award, and if not so expended, must be returned to the College unless the Committee has provided a written extension of time for such expenditure.

**AMERICAN COLLEGE OF BANKRUPTCY FOUNDATION
GRANT APPLICATION FOR PRO BONO LEGAL SERVICES ORGANIZATIONS
MUST BE SUBMITTED BY JULY 1**

NAME OF ORGANIZATION: _____ **DATE:** _____

ADDRESS: _____
Street/P.O. Box

City State Zip

Telephone Fax

DATE ORGANIZED: _____ **EIN:** _____

WEBSITE: www. _____

DESCRIBE THE GEOGRAPHICAL AREAS AND THE CLIENTELE SERVED BY YOUR ORGANIZATION:

AMOUNT REQUESTED: _____
(NOT TO EXCEED \$10,000)

DESCRIBE THE PROGRAM OR PROJECT YOU ARE REQUESTING GRANT FUNDS FOR, AND ITS RELATIONSHIP TO BANKRUPTCY OR DEBTOR/CREDITOR MATTERS. ITEMIZE THE USE OF THE GRANT, THE TOTAL COST OF THE PROGRAM OR PROJECT AND DESCRIBE ALL OTHER FUNDING SOURCES FOR THE PROGRAM OR PROJECT (ATTACH ADDITIONAL SHEETS IF NECESSARY):

ORGANIZATION BUDGET (CURRENT YEAR): _____ **PROGRAM/PROJECT BUDGET (IF SEPARATE):** _____

CONTACT PERSON FOR ORGANIZATION: _____

CONTACT EMAIL: _____

ADDRESS (if different than organization's address): _____
Street/P.O. Box

City State Zip

Telephone Fax

Return To: Carole McNamara, Communications Director
American College of Bankruptcy Foundation, P.O. Box 249, Stanardsville, VA 22973
[Physical address for FedEx deliveries: 224 Blue Jay Way, Stanardsville, VA 22973]
cmcnamara@amercol.org

Please call our office at 434-939-6005 if you do not receive confirmation of receipt of your application within five (5) business days.



Supporting the National Bankruptcy Archives

The College established and supports the National Bankruptcy Archives maintained at the University of Pennsylvania Law School. The Archives was established by the College in 2000 and is a rich repository of historical papers and documents, as well as audio and video histories by pioneers in the bankruptcy and insolvency field.

There have been a number of exciting recent accessions to the Archives, including papers of historical interest from bankruptcy giants such as Leonard Rosen (New York), Norman Nachman (Chicago), and Daniel Glosband (Boston) and organizational papers from the American Bankruptcy Institute. The Archives is also pleased to have received papers of Bankruptcy Judges Geraldine Mund (California), Arthur Votolato (Rhode Island), Judith Fitzgerald (Pennsylvania), and Robert E. Ginsberg (Chicago).

The Archives continues to add to its important Oral History Collection. Each oral history is posted to the Archives website and available for immediate viewing or listening. It is also accompanied by a transcript of the session. Recent new oral histories include those of Judges Arthur Votolato, Stacey W. Cotton, A. Thomas Small, and Dorothy Eisenberg and attorneys Edward Creel, Robert White, Morton P. Levine and Samuel Zusmann, Jr.

The Archives has seen an increase in activity and research, both remote and on-site at the University of Pennsylvania Biddle Law Library. For the latest additions to the Archives, visit the "News" section on the website:

<https://www.law.upenn.edu/library/archives/bankruptcy/news.php>

The oral histories are available to you on the NBA website:

<https://www.law.upenn.edu/library/archives/bankruptcy/oral-histories.php>

Inquiries about the NBA can be addressed to Leslie O'Neill, Archivist, loneil@upenn.edu or Archives Committee Chair Adam Rosen at arosen@diamondmccarthy.com or 212-430-5418.

How can I show support?

Your Donations Make a Difference... and There is More Than One Way to Donate!

The College is funded solely by our Fellows, their firms and organizations. The need for support has increased commensurate with the expanded activities of the College – educational programs, meeting events, and the College’s contributions to pro bono projects, the National Bankruptcy Archives and the American College of Bankruptcy Foundation.

There are two ways that Fellows and their firms can contribute to the College: through our annual Patrons and Sponsors Program; and through a direct tax-deductible donation to the College Foundation.

The annual Patrons and Sponsors Program has three levels of commitment. Firms may become a Sustaining Patron of the College for \$5,000, a Patron of the College for \$2,500, or a Sponsor of the College for \$1,500. Firms (and the Fellows within each firm) who make a Patron or Sponsor commitment will be listed in printed programs for each College event, as well as in each edition of the *College Columns*.

It should be noted that the American College of Bankruptcy is a Section 501(c)(6) organization and contributions to the College **are not** tax deductible as a donation, but may be deductible as a business expense (please consult your tax advisor).

Direct donations to the American College of Bankruptcy Foundation are usually made on an individual basis, although firms may also choose to contribute to this worthy cause. The Foundation supports the bankruptcy- and debtor-creditor-related work of pro bono legal programs, as well as educational and legal research projects, throughout the United States. The Foundation is a Section 501(c)(3) charitable organization, and donations to it **are** tax deductible.

There follows the current versions of the Patrons and Sponsors Program Commitment form and the American College of Bankruptcy Foundation Donation form.

American College of Bankruptcy

PATRON OR SPONSOR COMMITMENT FORM

The Undersigned is pleased to commit financial support for the American College of Bankruptcy for the calendar year 2016 as follows:

_____ We agree to be a year 2016 Sustaining Patron for \$5,000.

_____ We agree to be a year 2016 Patron for \$2,500.

_____ We agree to be a year 2016 Sponsor for \$1,500.

Date: _____, 2015

(Print Name of Fellow)

(Signature of Fellow)

Please list the firm as follows:

Please list each Fellow of the firm as follows:

We are about to launch a totally revamped website and one of the enhancements is the addition of space for a logo and a one paragraph description for each ACB sponsor. You or your marketing department may send that information to Blair Knight, ACB Executive Assistant, at bknight@amercol.org by September 30, 2015.

If you can support the College as a Sustaining Patron, Patron or Sponsor, please send this commitment form by fax, email or postal service to:

Shari Bedker, Executive Director
American College of Bankruptcy
P.O. Box 249
Stanardsville, VA 22973
Fax: 434-939-6030
Email: sbedker@amercol.org



American College of
Bankruptcy Foundation

I would like to make a donation in the amount of \$ _____ to the American College of
Bankruptcy Foundation.

My donation is made

- in Honor of _____.
- in Memory of _____.
- as a general gift to support the work of the Foundation.

Please

- send an acknowledgment of my donation to _____.
- include the amount of my donation in the acknowledgment.
- do not include the amount of my donation in the acknowledgment.
- mark my donation as anonymous.

Name and contact information of Donor:

Name: _____

Firm (if applicable): _____

Street address: _____

Telephone: _____

Fax: _____

Email: _____

My payment is being made by

- the enclosed check.
- credit card number _____
- credit card expiration date: _____
- credit card security code: _____

Signature of Donor: _____

Dated: _____

Mail to:

American College of Bankruptcy Foundation

P.O. Box 249

Stanardsville, VA 22973

Or fax to: (434) 939-6030

****Please note that the Foundation is a separate program and is not linked to the Patron & Sponsor Program of the
American College of Bankruptcy.****

**The American College of Bankruptcy Foundation supports the bankruptcy- and debtor-creditor- related work of pro
bono legal programs, as well as educational and legal research projects, throughout the United States. The
Foundation is a Section 501(c)(3) charitable organization, and donations to it are tax deductible.**

AmazonSmile

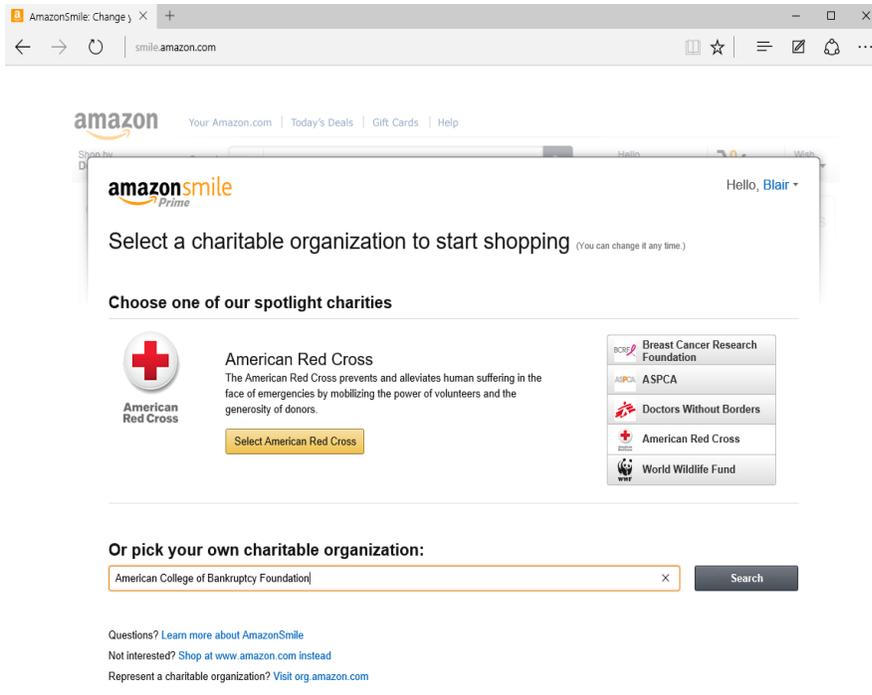
The American College of Bankruptcy Foundation is registered with AmazonSmile. With every eligible Amazon purchase made at www.smile.amazon.com, a portion of the purchase price is donated to our Foundation at no extra cost to you.

Registration for AmazonSmile is a one-time event, takes less than 60 seconds, and applies automatically to all purchases on that account so long as they are made on the site www.smile.amazon.com - there's nothing else to do! Step-by-step instructions to register can be found below.

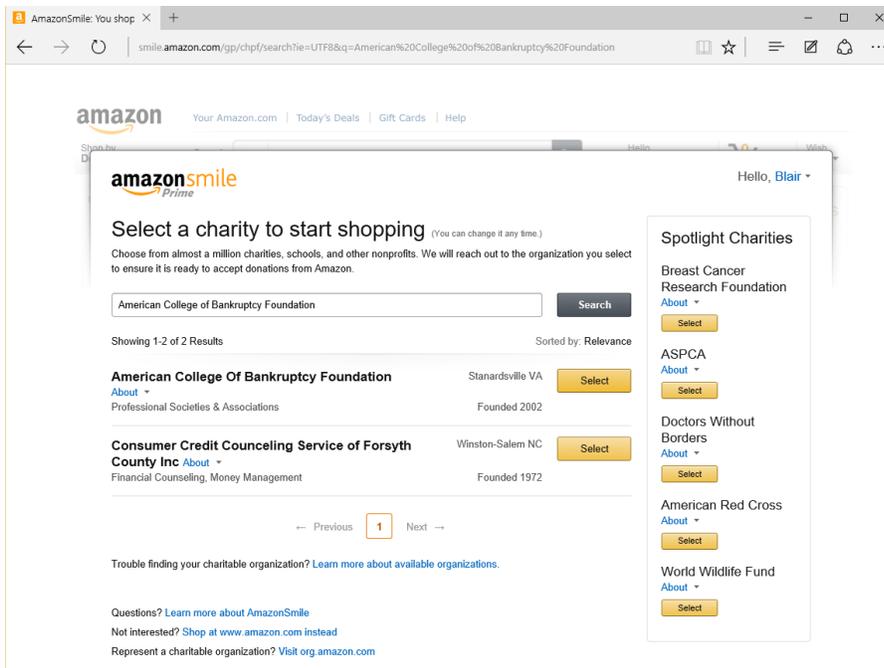
Instructions for Donating to the Foundation through AmazonSmile



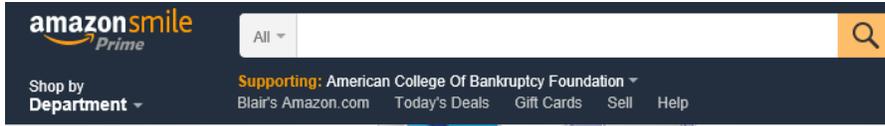
Step 1: Log into smile.amazon.com with your Amazon username and password.



Step 2: You will then be prompted to select a charitable organization for your contributions. Type “American College of Bankruptcy Foundation” into the search bar.



Step 3: Press “Select” for the Foundation’s option in the search results.

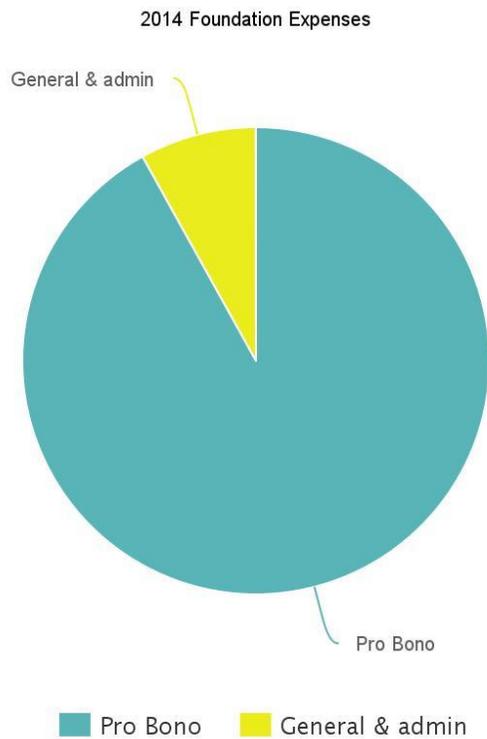
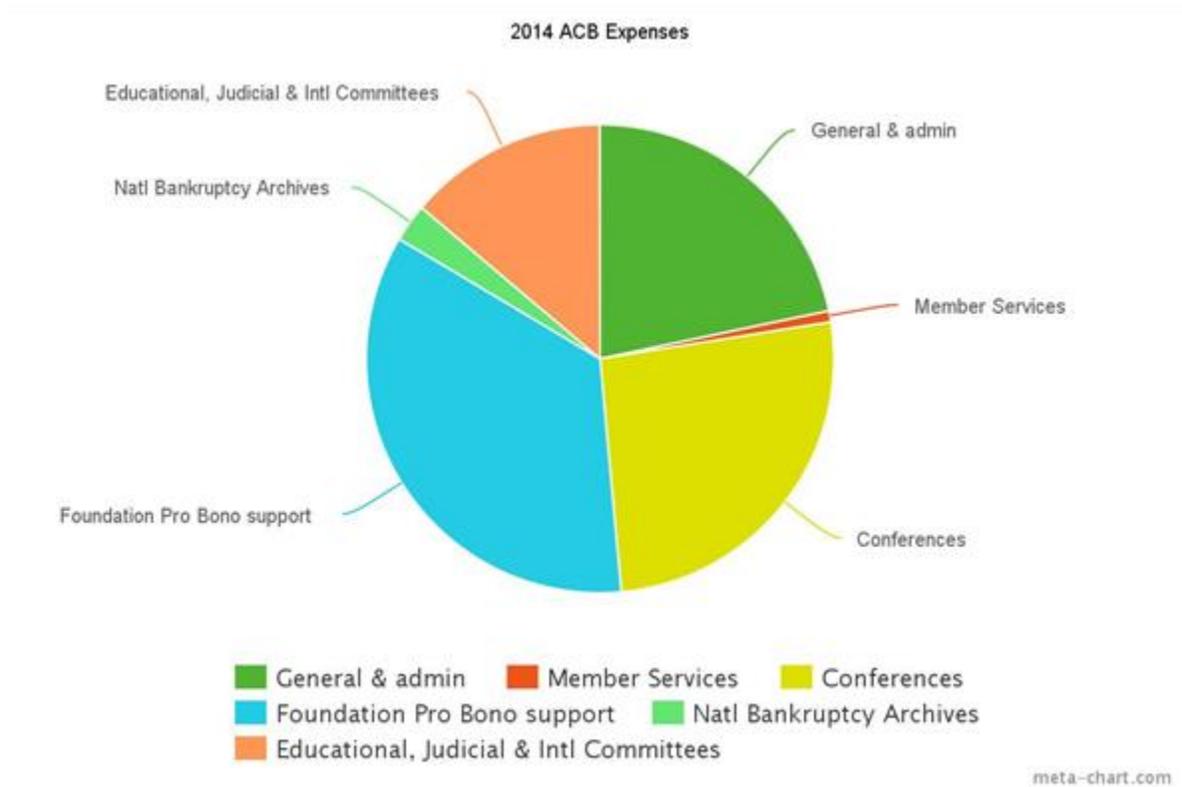


Step 4: To ensure you are signed up, make sure you see “Supporting: American College of Bankruptcy Foundation” under the Amazon search bar.



Step 5: Bookmark! You must log in through the AmazonSmile webpage in order for a portion of your Amazon purchases to qualify as donations to the Foundation (the Foundation does not get credit if you order through the regular amazon.com website).

Where does my money go?



ByLaws

[American College of Bankruptcy ByLaws](#)

[American College of Bankruptcy Foundation ByLaws](#)



Who can I contact if I have questions?

Please click on each link below to view the current leadership:

[ACB Officers and Directors](#)

[ACB Regents](#)

[ACB Foundation Officers and Directors](#)

For general administrative questions, please contact:

American College of Bankruptcy

P.O. Box 249

Stanardsville, VA 22973

434-939-6004 Tel

434-939-6030 Fax

www.amercol.org

Shari Bedker, Executive Director, sbedker@amercol.org

Blair Alan Knight, Executive Assistant, bknight@amercol.org

Carole McNamara, Communications Director/CLE, cmcnamara@amercol.org

Tiffany Shifflett, Bookkeeper, tshifflett@amercol.org