

**THE UNIVERSITY FOUNDATION, CSU, CHICO and CALIFORNIA STATE UNIVERSITY, CHICO
ENDOWMENT GUIDELINES (Non- Scholarship)**

| | |
|--|---------------------------|
| <input type="checkbox"/> New _____ | Endowment Account # _____ |
| Date Initiated _____ | Fund Designation _____ |
| <input type="checkbox"/> Revised _____ | Division Code _____ |
| Date Revised _____ | |

1. Name of Endowment _____

GENERAL endowments are made without regard to a specific program.

PROGRAM endowments are made to specific programs.

Name of Program _____

In the event this specific program ceases to exist, the California Probate Code Section 18507(b) of the Management of Institutional Funds Act (see attached copy) will be followed in requesting a change of use.

2. Type of Endowment

(8000 Accounts/Endowment Projects for gifts of \$10,000 or greater)

TRUE ENDOWMENTS annual awards are based on the percentage of the average annual value of the account as determined by The University Foundation Board of Governors and consistent with its endowment spending policy (See attached copy). The gift principal remains intact, unless the donor gives express written consent that principal may be used during times when annual earnings are not sufficient to make an annual allocation.

I/we: do _____ do not _____ give consent to use principal as stated in TRUE ENDOWMENTS.

Signature

Signature

QUASI ENDOWMENTS are established by The University Foundation Board of Governors. Awards from these endowments permit the spending of the principal for the purposes stated within these guidelines.

TERM ENDOWMENTS are temporary and permit the spending of the principal after the specified "term" of the gift by the donors. Until the term is reached, awards will be based on the percentage of the average annual earnings as determined by The University Foundation Board of Governors. Terms can be for a period of time, a designated event, or when a specified level of growth is reached.

FLEXIBLE ENDOWMENTS allow the donor to agree to fund his/her endowment over a period of time. Annual gifts will be made to provide at least the minimum amount that the endowment would generate if it were in place. Concurrently, donor may make gifts to the endowment to build the principal. Agreement on details of the endowment and award amounts will be made in writing between the donor(s), department, and administration.

3. Amount of Award: \$ _____

4. Other Criteria/Guidelines

DONOR/CONTACT INFORMATION

The donor(s) will receive the following material from the university: (1) Annual Accounting of Fund. Please provide intent of the endowment and donor background information when guidelines are established.

Primary Contact Person

Name _____
 Address _____
 E-mail Address _____
 Home Phone _____ Business Phone _____
 Fax _____

Secondary Contact Person

Name _____
 Address _____
 E-mail Address _____
 Home Phone _____ Business Phone _____
 Fax _____

Reports and other administrative information should be sent to: Primary Contact or Secondary Contact

Background: Please provide below as much information as possible about the establishment of this endowment and the intent of this endowment, including the background of the individual(s) for whom it is named. This information may be provided to recipient(s) and used to promote The University Foundation's Endowment Program. Please use additional pages if needed and notify the Office of University Development of any changes to this information (x5297, zip 155).

APPROVAL

Please sign on the appropriate line and fax to 530-898-4747.
 Send signed original document to the Office of University Development at campus zip 155.

I/We have been provided copies of:

- The California Probate Code Section 18507(b) - Management of Institutional Funds Act,
- The University Foundation's current Endowment Spending Policy
- Policy on Assessing an Administrative Fee on New Endowments.

 Donor Date

 Department Chair Date
 School Director / Unit Head

 Donor Date

 Vice President / Dean Date

 Associate Vice President Date
 for University Advancement or Designee

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|-----------|--|
| Original: | University Development and Advancement (155) |
| Copies: | College Office |
| | Foundation Admin. (zip 246) |
| | Donor(s) |