

**THE UNIVERSITY FOUNDATION, CSU, CHICO and CALIFORNIA STATE UNIVERSITY, CHICO
SCHOLARSHIP/ ENDOWMENT GUIDELINES**

New _____ Endowment Project # _____
 Date Initiated _____ Annual Project # _____

Revised For revisions to existing guidelines, complete only the information to be changed below. Fund Designation _____
 Date Revised _____ Division Code _____

1. Name of scholarship _____
2. Type of scholarship
- GENERAL** awards are made without regard to a specific program or area of study.
- PROGRAM** awards are made to qualified applicants enrolled in a specific program.
 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 any change of use.

3. Donor Funding and Account

7000 Accounts/Annual Projects

- ANNUAL** funds for ANNUAL and ONE-TIME awards should be on deposit with The University Foundation by January 1 in order to award during the following academic year.
- ONE-TIME ONLY**

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

- TRUE ENDOWMENT** awards will be 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 of the scholarship/award.

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 fund a scholarship or award 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.

4. Amount of Award
 \$ _____ Beginning of Fall Semester \$ _____ Spring Semester \$ _____
 Number of Awards per year _____

5. Criteria
- a. Full-Time Student (12 undergraduate units; 8 graduate units)
- b. Academic: GPA _____
- c. Financial Need
- d. Freshman Sophomore Junior Senior Graduate Student
 Other (explain) _____
- e. Recipient is eligible to receive award for more than one academic year: Yes ___ No ___
 A recipient will need to reapply each year to be eligible for subsequent awards.
 If yes, for a maximum of how many times? _____

6. Other Criteria/Guidelines

Donor Information

The donor will receive the following materials from the university: (1) Annual accounting of fund and (2) a biographical sketch of recipient(s). Please provide scholarship contacts and background when guidelines are established.

Primary Contact Person

Name _____

Address _____

Email Address _____ Fax _____

Home Phone _____ Business Phone _____

Secondary Contact Person

Name _____

Address _____

Email Address _____ Fax _____

Home Phone _____ Business Phone _____

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

Please notify University Development of any changes to the guidelines by calling 898-5297 or sending to campus zip 155.

Background: Please provide as much information as possible about the scholarship, the intent of this award, and 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 Scholarship Program.

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

 Donor Date

 Department Chair Date
 School Director/Unit Head

 Vice President/Dean Date

 Associate Vice President for University Advancement or designee Date

 University Scholarship Committee/zip 709 Date

Original: University Scholarship Committee (zip 705)
 Copies: University Development and Advancement Services (zip 155)
 College Office
 Foundation (zip 246)
 Donor(s)

Revised 9/13/06