

USD #343 ENDOWMENT ASSOCIATION
Protocol to Establish a Scholarship
(5/28/10)

Thank you for your interest in establishing a student scholarship fund with the USD #343 Endowment Association. The purpose of this document is to explain our guidelines for starting a new scholarship fund and to assure that your donation is being used as you intend. Based on your responses, we will develop an agreement outlining the specifics related to the new fund. Please feel free to use additional pages as needed. If you should have any questions, please call our office at 785.597.5138.

USD #343 Endowment Association Guidelines for New Scholarships

- We request that one person from your family, group of donors, or organization serve as the designated contact person to the Endowment for the scholarship. If, at some point, the contact person needs to be changed, please notify our office of this change.
- All new scholarships require a written agreement signed by the President of the Board of Directors for the Endowment Association and the designated contact person establishing the new fund.
- The designated contact person may request changes, within Endowment Association guidelines, to the scholarship as needed. When appropriate, changes may be proposed for consideration and recommendation to the Endowment Association Board of Directors. Any requested changes need to be made by the end of December before scholarship information is distributed to students in January.
- If the objectives of the scholarship can no longer be met, the Endowment Association Board of Directors reserves the right to make changes to the criteria as needed. The Endowment Association will consult with the designated contact person to discuss changes, provided current contact information is available.
- All funds donated will be invested with other Endowment Association funds according to current Endowment Association investment policy.
- Administrative costs will be deducted from all investment funds to offset costs.
- With the contact's permission, we may issue a press release to announce the new scholarship.
- The Endowment Association's website and other marketing may include a brief description of the new scholarship along with recipient names.

- We request that recipients provide the Endowment Association with proof of enrollment and other forms of identification before we issue a check for the scholarship award.

USD #343 Endowment Association Scholarship Questionnaire

1. Please provide the name, address, phone number, and e-mail address (optional) of the person who will be the designated contact for this scholarship:

2. Is this the same person filling out this questionnaire?

Yes

No

If no, please provide your name and contact information:

3. What is the purpose of establishing this scholarship (such as, in honor or memory of someone)? This information will assist us in recognizing your scholarship in our annual report and other materials.

4. What would you like the name of the scholarship to be?

5. How many scholarship awards would you like to provide each year?

6. What would you like the amount of the annual scholarship award to be?
(Minimum of \$250)

\$ _____

7. How long would you like this scholarship to be awarded?

- For _____ years
- Until the fund is depleted
- Ongoing

8. How do you plan to fund this scholarship? With an endowed fund, only the interest is used to fund the award and the principal is invested.

- Endowment
- Annual Gift
- One-time Donation
- May consider endowing the fund in the future

9. If you would like to establish an endowment for this scholarship, how much do you intend to endow? Foundation endowment policy and agreement guidelines will be discussed with you.

Approximately \$ _____ will be donated at this time to establish this endowed scholarship. \$ _____ may be added to the endowment

- Monthly, quarterly, or annually (please circle one)
- By _____ (date)
- With an estate gift

10. If this is a time-limited scholarship, and if funds are insufficient for the final scholarship, how would you like the remaining portion to be spent?

Remaining funds may be put into another Endowment Association special fund which will be spent according to guidelines established by the Endowment Association Board of Directors.

Remaining funds may be donated to the Endowment Association's funds, for use wherever funds are most needed.

11. Establishing criteria for your scholarship is necessary for the selection of recipients. Please assist us in establishing clear guidelines for your scholarship by checking those criteria that are important to you and filling in blanks as needed.

specific field of study or interest: _____

minimum grade point average of _____

has focused on college preparatory classes

demonstrates a financial need

involved in school activities

involved in community activities

Plans to attend:

4-year Kansas college/university

any 4-year college/university

2-year college/school (junior college, vocational and/or technical school)

Other:

12. Of the criteria selected above, please list your top two criteria.

13. Who would you like to have select the recipient of your scholarship?

Endowment Association scholarship committee

Designated faculty members at a school:

Donor will determine selection

14. Who should we notify of the recipient(s) selected? Please provide a name, address and phone number, if the individual is not the designated contact person for this scholarship.

15. Who would you like to have present the scholarship at the annual awards assembly at the school?

- Endowment Association president or school administrator
- Designated representative of donor (please provide name, address and phone number, if different from designated contact person):

Signature of person completing this form

Date

Completed applications should be sent to:
Perry-Lecompton Schools Endowment Association
USD #343 District Office
P.O. Box 729, 205 W. Bridge St.
Perry, KS 66073
Attention: Denis Yoder