



**Endowed Fund Agreement** by and between Fund Donors and San Mateo County Community Colleges Foundation

I. This agreement is made by and between San Mateo County Community Colleges Foundation (“Foundation”) and \_\_\_\_\_ (“Donors”). The Donors agree to create and maintain with the Foundation a Fund to be known as the \_\_\_\_\_ (“Fund”).

II. The Donors would like this Fund to benefit students attending (check all that apply):

- Cañada College
- College of San Mateo
- Skyline College

III. Foundation acknowledges receipt of \$ \_\_\_\_\_ as the initial contribution to the Fund. The Fund will be an **endowed** (check one)  
Scholarship Fund  
Program Fund (**Skip to Section V**)

IV. **For a Scholarship**

A. Please describe the scholarship objective and intended use of donated funds. This will be used in printed materials to describe your scholarship.

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B. *Minimum* criterias

- Full Time Student (minimum 12 units)
- Part Time Student (minimum 6 units)

**New students:**

- Graduating High School Seniors
- New Students (A first year student starting their college education at SMCCCD who has never attended college)
- Returning Re-Entry Students (A student who is returning to college)

**Continuing students:**

- Continuing Students (A student who is enrolled and continuing their education at SMCCCD)
- Transferring Students (A SMCCCD student who will be transferring to a 4-year academic institution)

**Other:**

- Have unmet financial need for the next academic year
- Minimum GPA. Please specify: \_\_\_\_\_
- First generation college student

Undocumented or underdocumented AB 540 student (Dreamer or DACA)  
 San Mateo County Resident  
 High school senior attending Middle College High School at Cañada College, College of San Mateo, or Skyline College  
 Employed  
 Veteran of the United States Armed Forces  
 Demonstrated service to the community through volunteerism  
 Demonstrated commitment to social justice issues and concerns  
 Intend to transfer to a 4-year college or university after completing educational program at CSM, Cañada, or Skyline?

**Activities, clubs and services that are linked to specific scholarship criteria.**

ASTEP (African-American Success Through Excellence & Persistence) Alpha Gamma Sigma (AGS) Associated Students/Student Government  Athletics - Canada Athletics - CSM Athletics - Skyline Black Student Union Club CalWORKs CARE CIPHER Dream Club DSPS/DRC (Disabled Students Programs and Services/Disability Resource Center) EOPS (Extended Opportunity Programs and Services)	First Year Experience (FYE) Honors Transfer Program Kababayan Learning Community Kappa Beta Delta Honor Society Alpha Beta Chi Chapter LASO Club Latino Culture Activities MANA Learning Community Math Club Middle School Outreach Project Pathway To College Learning Community Phi Theta Kappa (PTK)  Polynesian Club	Political Awareness Club Project Change Learning Community Puente Program  Social Sciences Club Theatre Arts Activities Transfer Club TRiO Tutoring UMOJA Learning Community Veterans Club Women in Transition Program (WIT)  Writing In The End Zone Learning Community
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**Major or Career Track. Please specify:**

Accounting Administration of Justice Alcohol and Other Drug Studies Allied Health Anthropology Architecture Art Asian Studies Automotive Technology Biology Biotechnology Botany Broadcast and Electronic Media Broadcast Engineering Building Inspection Technology Business Chemistry Communication Studies Computer and Information Science Cosmetology Dance Dental Assisting Digital Media Drafting/CAD Early Childhood Education Economics Education Electrical Technology Electronics Technology	Emergency Medical Technology Energy Systems Technology Engineering English Ethnic Studies Family and Consumer Sciences Fashion Design/Merchandising Film Fire Technology Floriculture Foreign Language Geography Geological Sciences Graphics Health Science History Horticulture Human Services Insurance, Property and Casualty Interdisciplinary Studies Interior Design International Studies Journalism Kinesiology Liberal Arts or Creative Arts Life Science Management Massage Therapy Mathematics	Medical Assisting Multimedia Music Natural Science Nursing Oceanography Paralegal, Legal Assistant Philosophy Physical Education Physical Science Physics Political Science Pre-Pharmacy Psychology Radiologic Technology Real Estate Respiratory Therapy Science Social Science Social Work Sociology Spanish Speech Communication Sprinkler Fitter Surgical Technology Telecommunications & Network Theater Arts/Drama University Transfer
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**Select career goals that are linked to specific scholarship criteria**

- Education/Teaching
- Healthcare
- Interior Design
- Math/Science Field
- Music
- Physical Education
- Public Service/Administration
- Real Estate

**V. For a College Program Fund**

A. Please describe the program or project objective and intended use of donated funds:

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B. If applicable, please indicate person(s) (college faculty or staff) authorized to approve expenditures from this Fund.

Name _____	Title _____
Phone _____	Email _____
Signature _____	
Name _____	Title _____
Phone _____	Email _____
Signature _____	

**VI. It is agreed that these funds are to be disbursed in the following manner:**

Endowed funds are invested by the Foundation to generate annual income in perpetuity for the purpose specified by the donors. The minimum to establish an endowed fund is \$20,000.

The annual amount authorized for expenditure for scholarship or program support is determined annually computed as a percent based upon the prior twelve (12) quarter rolling average of each fund’s market value. Endowed funds pay an annual management fee to the Foundation to help pay for the cost of administration and stewardship of funds received. This fee is set by the Foundation’s board of directors and is currently 2.5 percent based upon the rolling prior twelve quarter average of each fund’s market value as of June 30th and applied on July 1st of each year. Proceeds from the Fund are available for award when a sufficient investment return has occurred – typically one year from the date established.

**Disclosures**

Due to the passage of Proposition 209, scholarships cannot be restricted on the basis of race, sex, color, ethnicity, or national origin.

Recipients will be selected in accordance with the criterion of the Donors and the general policies in effect for scholarships at the college(s). It is understood and agreed by all parties that all assets contributed to the Fund shall become an irrevocable gift to the Foundation and that legal control and responsibility for the Fund rests with the Foundation. In carrying out such responsibilities, the Foundation shall hold, manage, and may invest the Fund balance. Funds may earn but do not retain investment earnings. The Foundation shall pay and disburse monies from the Fund in accordance with the wishes submitted by the Fund Donors, as described above. The Treasurer may close accounts with a balance between \$0 and \$100 with no activity for twelve consecutive months and their balances transferred to a similar fund.

Whenever it appears that changing conditions set forth in this Agreement are no longer applicable, practical, or suited to the general purposes stated in the Agreement, the Foundation will confer with the Donors or their representative to secure a modification of the plan. If the Foundation is unable to locate the Donors or representative after reasonable efforts, then the Foundation is authorized to utilize the Fund for other needs consistent with the charitable purposes of the Foundation. However, no amendment shall be allowed which is inconsistent with or jeopardizes the Foundation's status as an organization described under Internal Revenue Code sections as applicable by law.

**Fund Donor(s):**

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Printed Name	Signature	Date
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Printed Name	Signature	Date
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Address		
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City, State Zip		
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Home Phone	Cell Phone	
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Email Address		

**For Office Use Only**

AGREED AND ACCEPTED - San Mateo County Community Colleges Foundation

<hr/>	<hr/>
Tykia Warden	Signature
Printed Name	
<hr/>	<hr/>
Executive Director	Date
Title	

Scholarship to be determined by:  
Campus Scholarship Committee  
Other: \_\_\_\_\_

Fund # \_\_\_\_\_