

PLEASE SEE REVERSE FOR INSTRUCTIONS. PLEASE PRINT.

A. NAME OF SCHOLARSHIP:

B. TYPE OF SCHOLARSHIP: (check only one)

Academic Only Financial Need Only Academic Achievement and Financial Need Other

C. OTHER AWARD CHARACTERISTICS:

D. FUNDING FREQUENCY:

D1. Current—All of gift awarded currently

A one-time gift in the amount \$ _____
 An annual contribution (donor plans to repeat the donation annually) in the amount \$ _____

D2. Endowment—All of gift placed into an endowment with awards using the earnings

A one-time gift
 An annual contribution (donor plans to repeat the donation annually)

E. AMOUNT TO BE AWARDED EACH YEAR:

For the Endowed Scholarships, this is the initial award amount. As the endowment grows, awards are determined by the Financial Aid Office.

The College of Marin Advancement Office will determine the amount and number of scholarships to award of at least \$ _____ per year.
 I choose to require that _____ scholarships of \$ _____ be awarded each year.
 Other _____

F. DONOR CONTACT INFORMATION:

NAME OF CONTACT PERSON _____

ADDRESS _____

TELEPHONE: _____ EMAIL ADDRESS _____

SIGNATURE _____ DATE _____

If you have any questions when completing this form, please contact Community, Community relations, and Advancement at 415.485.9528. return the form to: **College of Marin Communications, Community Relations, and Advancement Office, 835 College Avenue, Kentfield, CA 94904**. Please keep a copy for your records and inform us of any changes in contact information. Thank you.

SCHOLARSHIP DONATION FORM INSTRUCTIONS

Setting up a one-time or annual scholarship with College of Marin is easy. There are six steps (A-F) on the Scholarship Form. If you have questions, please feel free to contact:

Cathy Summa-Wolfe
College of Marin
835 College Avenue
Kentfield, CA 94909
415.485.9528

A. Name of Scholarship

Is there a person or organization you would like to honor or establish a scholarship in memory of? Some examples are: The Jim and Jane Smith Nursing Scholarship, The Jake Carson Drama Scholarship, or The Flo Evan Veteran's Service Fund.

B. Type of Scholarship

Is the scholarship to be based upon academic record (e.g. 3.5 GPA), financial need (determined by College of Marin Financial Aid Office), or something else (e.g. specific program of study such as the Performing Arts Program)?

C. Other Award Characteristics

Are there any other characteristics of the student that are to be considered?

D. Funding Frequency

There are two types of scholarships:

- D1.** Current scholarship means that the amount donated is given to students right away. Sometimes the donor makes one gift and sometimes the donor lets College of Marin know that they intend to repeat next year.
- D2.** Endowment scholarship means that the amount donated is invested by College of Marin and the earnings are used for the scholarships. Donors should gift at least \$30,000 to start an endowed scholarship. Other donors might make several annual gifts to accumulate the \$30,000 needed for startup or to grow the fund corpus beyond \$30,000.

E. Amount and Number of Awards

Several options exist for the size and number of awards to offer. For example, some donors may desire to provide \$1,000 to each of five students, some may want \$2,500 to each of two students, and some may desire to have the Financial Aid Office decide how best to give out the awards. For Endowment Scholarships, the total endowment amount can increase because of additional donations or because of investment growth. If that occurs, then the Financial Aid Office will make more funds available to students each year by following a the pattern first established by the donor in this section of the form.

F. Donor Contact Information

Thank you for completing this section.

PLEASE NOTE:

- The scholarship awards cycle typically begins in the spring semester, with students applying for scholarships for the following academic year. Ideally, terms and funding for a scholarship should be in place no later than Dec. 31.
- Scholarships may be designated to a particular major, field of study, or specific program; or they may be unrestricted. Eligibility may also be based on class year, grade point average, and financial need. To ensure that the scholarship is awarded, it is recommended that eligibility requirements are appropriately broad and flexible.
- Under IRS regulations, donors may not select scholarship recipients. In some instances, donors may serve on scholarship selection committees so long as there are at least two other College representatives.
- California law stipulates that scholarships must be made available to all students on an equal basis. The Marin Community College District is committed by policy not to discriminate on the basis of, or the perception of, race, ethnic group identification, ancestry, color, religion, age, gender, national origin, sexual orientation, disability (mental or physical), marital status, medical condition (cancer, genetic characteristics, or pregnancy), and status as a veteran, in any of its educational and employment programs and activities, its policies, practices, and procedures.
- Should a donor wish a sum certain to be used for the purpose of the gift, the donor's gift must include the amount for administration to be retained by the Advancement Office. For example, a donor who wishes to have a \$1,000 scholarship awarded would make a gift of \$1,053 (\$1,000 divided by 95% = \$1,053; \$1,053 times 95% = \$1,000 remaining for the scholarship).