Process to Establish a Wilberforce University Endowment Fund or Standard Scholarship

(Updated: Sept 2019)

1. Determine whether you want to start an **Endowment Fund** or a **Renewable Standard Scholarship**.

a. *Standard Scholarships may be continuous as funds are gifted, or as a one time award. Awarding of Standard Scholarships will commence on the first anniversary of Scholarship conception.*
b. *Endowment Fund minimum is $25,000, to be paid within two years from signature date. Total amount required before gift is considered endowed. Only accrued interest from an Endowed Fund is used towards the award given. Award amount may vary based on the market.*
c. *Contact the Office of Institutional Advancement to confirm there is not an active Endowment or Scholarship established in the name you seek to implement. *contact information is below.*

2. Complete the guideline form in its entirety.

a. *Choose the criteria that will best suit your desires or needs.*
b. *Please make sure criteria is legible, or process could be delayed.*

3. Return the financial gift and completed guideline form to The Office of Institutional Advancement.

a. ***Wilberforce University * Office of Institutional Advancement***
**** 1055 N. Bickett Rd. P.O. Box 1001 * Wilberforce, OH 45384***
b. *Payment should be made payable to "Wilberforce University".*
c. *List the name of the Endowment or Scholarship in the memo section.*

4. An official Scholarship or Endowment statement will be prepared by the Office of Institutional Advancement.

a. *Signed by the president*
b. *Two copies will be mailed to you for your signature.*
c. *Keep one and **mail** the other to the Office of Institutional Advancement.*
d. *Endowment Fund or Standard Scholarship will not begin until all documents are completed in their entirety, including signatures.*
e. *Alumni Endowed funds will be communicated with the National WUAA Scholarship Committee for the recipient selection process, per pre-established Association guidelines.*

5. Donor will be notified by the University when award has been issued.

Office: 937-708-5710 / Fax: 937-376-2627 / **Contact:** ccope@wilberforce.edu

Wilberforce University Endowment and Renewable Scholarship Guideline Form

(Updated: Sept 2019)

1. Is this an **Endowment Fund** or **Renewable Standard Scholarship**? Choose *Scholarships may begin at any amount. Endowment Fund minimum is $25,000 - to be paid within two years of signature date. Total amount required before gift is considered endowed. Only accrued interest from an Endowed Fund is used towards the award given. Award amount may vary based on the market.
2. Name of Scholarship or Endowment _____(write name).
3. Starting amount of fund $_____(insert dollar amount).
4. Donor Name_____.
5. Class Year_____(if applicable).
6. Is this fund in memory of someone_____(insert name and graduation year, or enter "N/A".
7. Proposed Distribution **Fall Semester** or **Spring Semester**? Select

Criteria for receiving award;
(please enter specific information below or enter "N/A" if the category does not apply)
Return to: ccope@wilberforce.edu
Include your own Scholarship Application with this completed form

_____GPA (enter minimum required)
Select Financial Need (enter Yes/No)
Select Renewable (enter Yes/No if past calendar year recipient may receive the grant in future years, if criteria is met)
Select Class year: Freshman, Sophomore, Junior, Senior (circle one)
_____, _____Specified Major (enter major(s) to consider when awarding grant)
_____, _____, _____Geographic Location(s) (enter State(s) of preference)
_____, _____, _____Specified Extracurricular Activities

Other Instructions or criteria not listed_____
_____.
(use back of document if needed).

_____	_____	_____
Contact Mailing Address	**Phone**	**Email**
_____	_____	
Donor/Contact Print Name	**Donor/Contact Signature**	
_____	_____	
University Representative Print Name	**University Representative Signature**	