



SUBJECT: SCHOLARSHIPS	Reference: GP-013
SECTION: GIFT PROCESSING PROCEDURES	PAGE: 1
DEPARTMENT: ADVANCEMENT SERVICES AND OPERATIONS (ASO)	OF: 5
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APPROVED BY: Monica Alejandre, Associate Vice President, Advancement Operations 	REVISED: 8/3/2020
APPROVED BY: Robert J. Nava, Vice President, University Advancement 	

PURPOSE:

The purpose of the Scholarships procedure is to provide guidelines on establishing, and maintaining endowed and expendable scholarships. Scholarships are financial aid provided to a student on the basis of academic merit or specific criteria set by the university and/or the donors. The criteria reflects the values of the donor to the scholarship fund or is a reflection of university scholarship priorities. All donor scholarships are administered through the Office of Financial Aid in partnership with the Advancement Services and Operations office.

GENERAL GUIDELINES

1. Donor-named scholarships must meet the minimum requirements in order to be established:
 - a. Expendable \$5,250 (includes the 5%)
 - b. Endowment \$25,000 (includes the 5%)
2. Departments wishing to establish department-named expendable scholarships with the Philanthropic Foundation do not need to meet the minimum requirements however a scholarship agreement must be executed between the department chair/ director and the Executive Director of the Philanthropic Foundation.
3. Departments wishing to establish department-named endowed scholarships must meet the minimum endowment requirements. A gift account or a related unrestricted expendable scholarship account may be converted to an endowed scholarship provided it still meets donor intent. A scholarship agreement must be executed between the department chair/director and

the Executive Director of the Philanthropic Foundation.

SCHOLARSHIP AGREEMENTS:

1. Agreement development:

- a. Directors of Philanthropy (DOPs) are provided templates to scholarship agreements. The DOPs will meet with the donor to develop criteria and provide details of the scholarship agreement.
- b. A draft gift agreement is sent to the AVP for Advancement Operations and the AVP for Development for review. The AVPs will review the agreement for clarity, ease in administration of the scholarship and compliance with existing CSUSB and Chancellor's Office policies as well as adherence to IRS guidelines and state and federal law.
- c. A finalized gift agreement is provided to the donor for signature by the DOP.
- d. The DOP provides the establishment form and the agreement for signature to the VPUA/Executive Director of the Foundation for signature.
 - i. The DOP or their associate fills out the scholarship account establishment form and gains the necessary signatures from the Department administering the scholarship and provides the account establishment form and the scholarship agreement to the VPUA/Executive Director for signature.

Scholarship account establishment form and criteria guidelines:

1. Designated committees are only to be listed on the account establishment forms and not included in the Agreement documentation.
2. Donors are unable to provide input or preference to any selection or disbursement process, committee or applications.
3. To prevent possible disbursement concerns or unforeseen circumstances; 'preferred' should be added to criteria such as: GPA, enrollment status, specific programs or degrees; i.e. requiring full time students, etc.

ADVANCEMENT SERVICES & OPERATIONS (ASO) PROCESS

A. Scholarships with accounts not yet established:

- 1) Scanned signed agreement and account form will be sent via CPFAgreements@csusb.edu to be assigned an account number by Financial Services and an item type by Student Financial Services.
- 2) Financial Services and Student Financial Services emails CPFAgreements@csusb.edu once

the account and item type have been assigned.

- 3) ASO will forward scholarship documentation to Financial Aid to be added to PeopleSoft and the University's scholarship system.
 - 4) Gift processor will place monies in the Gift Holding Account until the new account has been created. Once account is created, a new allocation in donor database will be created and monies will be transferred to new account.
- B. Gift accounts may be established while funds are being raised to meet the established scholarship minimums. It is the department/director of development's responsibility to fill out the appropriate paperwork and request funds to be transferred to the new account.
- C. Established scholarship accounts are processed by the gift processor and posted to the donor's account (*see Gift Entry B-3(g)*)
- D. ASO will add the scholarship to University Advancement's internal e-scholarship database.

SCHOLARSHIP TRANSFER OF EXPENSES

- 1) Fund transfers are not allowed between scholarship accounts unless the scholarship is established to fund a centralized scholarship program, i.e. President's Academic Excellence Scholarships, Athletics scholarship, PDC Legacy scholarships.
 - A. Student names must be identified and verified they meet the criteria of the central scholarship program and the donor criteria.
 - B. Funds may be transferred to the central scholarship account or an invoice may be generated to bill the scholarship account.
- 2) Fund transfers are not allowed however a request to transfer scholarship funds may be sent to the UA Budget Analyst for review.
 - 1) The Budget Analyst will recommend a gift adjustment to adjust the original donor gift to the correct scholarship fund or;
 - 2) The Budget Analyst will recommend a transfer if the transfer request meets the donor intent of the scholarship and the amount to transfer does not have a specific gift attached to the fund

SCHOLARSHIP MANAGER

Scholarship Manager is the system used by Financial Aid to load, maintain and award scholarships to students. Advancement Services provides budget allocation, updates and availability annually in March to Financial Aid for donor scholarships funds.

- 1) Advancement Services Budget Analyst provides Financial Aid with fund availability and the number of recipients available for all donor scholarships.

- 2) Donor Relations Office provides updates on the details of thank-you letters and donor stewardee names.
- 3) Reports are generated from PeopleSoft CS of award amounts and student beneficiaries for upload to the donor/alumni database.

THANK-YOU LETTERS

Donor Relations Office works to create a strong continuous relationship with scholarship donors by providing the donors with student thank-you letters. These letters are set as a requirement for all scholarships with existing donors.

- 1) Financial aid places a hold on student accounts, requiring them to submit thank-you letters before any of their scholarship funds are processed.
- 2) Students submit their thank-you letters to the Donor Relations Office either in person, by email or mail.
- 3) Donor Relations Office reviews letters to ensure all information is correct and the letter is professional and education related. Edits are made only when necessary.
- 4) Donor Relations Office removes holds on students' accounts by accessing PeopleSoft, searching by student ID, selecting the student who has a hold, removing the thank-you letter hold that matches, the scholarship and mark it as complete.
- 5) Letters are scanned and uploaded to a centralized server and donor database.
- 6) Letters for the same scholarship are grouped together and mailed to the donor with a cover letter.

THANKS FOR GIVING REPORT

The purpose of the 'Thanks for Giving' report is to thank endowment scholarship donors for their generosity. A report for every endowment scholarship that has been awarded in the previous school year is sent to the donors annually in November. This one-page report provides a list of scholarship recipient names and amounts.

ENDOWMENT REPORTS

The purpose of Endowment reports is to notify donors on the performance of their funds, rate of return, percentage of investment breakdown and what funds will be available to award in the following year. These reports are sent by the end of the first quarter of the calendar year.

- 1) Advancement Services Budget Analyst receives endowment information from Financial Services.
- 2) Budget Analyst formats and ITS programmer uploads data into donor database.

- 3) Donor Relations Department runs a customized report in donor database and prints a packet to be mailed out to the donors.