Endowed Scholarship Initiation Form

This form is to be used as a guide to establish a scholarship and, once accepted by the donor and the Foundation, as the documentation for the management and administration of the scholarship.

1. Scholarship Name: ____________________________________________________________

2. The scholarship is to be awarded to:
   □ Currently enrolled FVTC students
   □ High school seniors planning on attending FVTC
   □ Students enrolled in the ____________________________________ program
   □ Students enrolled in any degree-granting program
   □ Other, please specify ____________________________________________________
   □ Students enrolled full time
   □ Students enrolled in a degree program, but attending part time
   □ Other, please specify ____________________________________________________
   □ Students entering a program
   □ Students who have completed: _____ one semester, _____ two semesters
   □ Students with demonstrated merit (academic performance)
     If desired, state minimum GPA ______
   □ Students with financial need (as determined by scholarship manager)
   □ Other, please specify ____________________________________________________

3. Please specify any other requirements applicants for this scholarship must meet (i.e., residency, membership, relationship, employment, leadership ability)

4. The scholarship should be awarded in the: _____ Fall _____ Spring

5. The award is to be:
   □ Deposited in the student’s account to be used for tuition and books
   □ A cash award
   □ A cash award only if the student has tuition and books paid for by an outside agency

6. The scholarship is being established as an:
   □ Expendable Scholarship—Amount of the award will be: $ _________________
   □ Endowed scholarship—Endowment amount: $ _________________
The award will appear in Fox Valley Technical College Foundation literature as follows (to be written by the scholarship manager):

- The scholarship dollars awarded to a recipient will be available for their use for a stated period of time. Upon expiration of that time period, any remaining unused award dollars will revert to the endowed fund’s distributable balance.

- The FVTC Foundation’s Endowed Scholarship Spending Policy states that 5% of a trailing 12-quarter moving market average will be distributed annually. The Foundation Board of Directors annually approves the disbursement and has the authority to apply the fund’s accumulated growth, above the spending policy amount, back to the endowment principal.

I am in agreement with the above information. I will notify the FVTC Foundation of any desired criteria changes and will be the contact person until further notice to the Foundation.

Name: __________________________________________

Representing: __________________________________________

Address: __________________________________________

________________________________________

Telephone: ____________________  E-mail: ____________________

Signature: __________________________________________

Date: __________________________________________

*The Foundation will notify the contact person currently on file of the recipient and invite the contact person to the awards program.*

*If that person, or a representative, is unable to attend, the Foundation will ask a college representative to present the award.*

On behalf of Fox Valley Technical College Foundation, I agree to administer this award according to the above criteria and to provide ongoing communication with the contact person.

Date: ____________________

Fox Valley Technical College Foundation, Inc.
1825 North Bluemound Drive
PO Box 2277
Appleton, WI 54912–2277
920–735–2478