



Scholarship Guidelines

General Scholarship Policy

It is the general policy of Delta State University that the University approve the establishment and activation of named or memorial funds upon receipt of gifts by the Delta State University Foundation as described herein.

The University sets minimum gift level amounts and establishes approved guidelines for gift naming opportunities.

Delta State University reserves the final right of approval for the name(s) designated for any of the gift naming opportunities that follow. University approval cannot be granted until the donor's name is known or until the name(s) of the person or persons to be memorialized are known.

In order that the Delta State University Foundation may properly administer endowment gifts, guidelines must be written and approved by representatives of the donor, the DSU Foundation, and the university agency (school, department,

discipline) that will be the recipient of the gift. The guidelines can be detailed or may be fairly broad in scope; however, certain elements of the gift and gift use should be a part of the document.

Establishing a Scholarship

Scholarships may be established through the Delta State University Foundation. The Office of Development coordinates the donor's intent with the college/school or unit and with the Department of Student Financial Aid and Scholarships.

Guidelines must be developed for every scholarship, approved by university leadership, and copied to all parties involved. Scholarships are open funds and may receive additional gifts through cash, bequests, trusts, etc.

Donors may provide specific requirements for scholarships; however, due to certain tax laws, the DSU Foundation will not accept scholarship gifts in which the donor selects recipients. Therefore, a University approved scholarship committee administers the awarding of all scholarships. This practice protects both the Foundation and the tax deductibility of the donor's gift.

Two types of scholarships may be established:

- 1) Endowed**
- 2) Annual**

1) Endowed Scholarships

The establishment of an endowed scholarship requires a minimum of \$10,000. Donors have up to three years to reach this minimum. Should the minimum amount not be realized within the three-year period, the scholarship will be distributed annually using interest and corpus until funds are exhausted. After it has been determined that an endowed fund is to be established, an account number is assigned within the Foundation and guidelines are written.

The donor may have input into the establishment of guidelines as it pertains to gift use (academic discipline, classification, etc.), but cannot be involved in selecting the recipient. It is suggested that the guidelines not be so restrictive that they would present a problem in selecting a recipient. The draft guidelines are to be shared with representative of the unit (deans, department heads) to which the scholarship is assigned

Original guidelines must be signed and dated by the donor, the chief development officer, and the President of Delta State University. Copies of the signed guidelines are then forwarded to the donor, the unit receiving the scholarship, the Department of Student Financial Aid and Scholarships. The original document is placed in the Development Office of the DSU Foundation.

Endowed scholarships are established in perpetuity. The scholarships are awarded from earned income in agreement with the DSU Foundation Spending Policy. Principal is invested in a pooled investment fund, as approved by the Foundation Board of Directors, with earnings prorated and distributed accordingly.

The DSU Foundation and respective colleges and departments are responsible for notifying the donor(s) when the scholarship is awarded. It is recommended that recipients also acknowledge the donor.

2) Annual Scholarships

Annual scholarships are awarded as contributions are received. No earnings accrue to an annual scholarship. The donor(s) and the DSU Foundation establish the guidelines for each scholarship. The Department of Student Financial Aid is provided a copy of the guidelines for each of the scholarships established.

When an annual scholarship contribution is received, the funds are deposited into the appropriate Foundation account. Once the recipient is selected, the scholarship gift is applied to the recipient's financial account with the Department of Student Financial Aid.

Guiding Questions

I. Purpose / History

- A. Who will be eligible for the scholarship?
- B. Why will the scholarship be awarded?
- C. Who is the scholarship named for or in honor of?
- D. What are the ideals that the scholarship represents?

II. Cash Value

- A. When will the scholarship be awarded?
- B. How often will the scholarship be awarded?
- C. What will the amount of the scholarship be?
- D. Who will control changes or limits for the scholarship?

III. The Recipient

- A. Who is eligible?
 - 1. Certain majors / degrees or departments?
 - 2. Certain classification (freshman, sophomore, etc.)?
 - 3. Certain geographical location?
- B. What academic restrictions will apply?
 - 1. Grade point average to qualify and/or maintain?
 - 2. Minimum number of academic hours required?
- C. How and when will the recipient be chosen?

IV. Selection of the Recipient

- A. Who will serve on the selection committee?

Please Contact the Development Office at:

1-800-468-6378, Ext. 6.

e-mail - *kfulcher@dsu.deltast.edu*

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