Scholarship Gift Acceptance, Fees, Management, and Spending Policies

Statement of Purpose:

The Asheville City Schools Foundation administers new and renewed student scholarships for approximately 100 students per year. There are approximately 24 individual scholarship accounts that are administered throughout the year.

ACSF Scholarship Policies:

- Guide donors towards a long term memorial/scholarship that works best for them and for the capacity of the Foundation
- Guide gift acceptance and fund establishment, ensuring that all scholarship amounts are meaningful for the student(s) awarded
- Ensure scholarships cover the cost of stewardship and will be financially sustainable; Stewardship fees for endowed scholarship funds will be drawn twice a year in November and June
- Grandfather- in specifically targeted current scholarships
- Preserve the integrity and transparency of the student scholarship program processes

Gift Acceptance Policy Structure:

- Gifts under $30,000 have the opportunity to:
  - *Either* fold into the existing Asheville City Schools Memorial Scholarship Fund:
    - Those remembered/ honored will appear in the annual ACSF Scholarship Awards Program
    - The entire principal is added to the existing ACS Memorial Fund
    - No fees are assessed specifically to the added fund, but appropriate fees will be charged to the entire ACS Memorial Fund annually
  - *Or* be awarded to as many students as possible in the first fiscal year following initial fund establishment
    - Fees will be an appropriate rate of the principal to cover cost of stewardship

- Gifts over $30,000 are considered protected:
  - The principal will be protected and scholarships will be drawn from accrued interest only
  - Fees will be based on an appropriate percentage of balance drawn into operating twice per year
  - This option allows for the naming of an individual scholarship fund

Stewardship of Scholarship Funds:

- ACSF Fund is the main account for all future scholarships under $30,000; lessening overall administrative time commitments
- A list of those remembered and honored will appear in the ACS Scholarship Awards Program yearly
- ACSF shall maintain the current level of scholarships awarded and limit scholarship growth to ways which don't interfere with other types of fundraising, e.g., targeted fundraising to alumni

- ACSF shall establish new funds to replace those that will be depleted over time:
    - E.g., replace two class scholarships by 2021 through targeted fundraising with alumni
    - General Alumni Scholarship or Class Named Scholarship above $30,000
- Every two years, the finance team of the board of directors shall review market performance of funds to ensure that full awarding of scholarships will not adversely impact the scholarship program in the long-term
- ACSF will charge stewardship fees to all endowed scholarship funds to be drawn down twice a year in November and June, as fee for service income to offset administrative costs of the scholarship program
- ACSF will charge stewardship fees to all annual scholarships (e.g. funds less than $30,000) to offset administrative costs of the scholarship program
    - Stewardship fee will be either $100 or 3% of scholarship fund; whichever amount is greatest

Annual Donors:

- Scholarship donors must commit by December 15th of the year prior to the scholarship being awarded and funds must be received by March 1st of the year the scholarship is to be awarded for the scholarship to be awarded in the spring
- Current scholarships have a minimum of $1,000
- ACSF reserves the right to refuse annual scholarships if they are onerous for the Foundation
- ACSF reserves the right to charge appropriate fees for the stewardship of annual scholarships

ACSF Stewardship Entails:

- Communication with donors, students, parents, counselors, school and district leadership:
    - Annual commitment communication and fund updates with donors
    - Presentations to high school senior classes
    - Information sessions for students and families
    - Help sessions for essay writing, resumes, and interview coaching
    - Creation and distribution of annual scholarship catalog- print and online
- Creation and maintenance of Scholarship Committee:
    - Diverse cross-section of community members are recruited, trained, and supported throughout student selection
- Maintenance of online platform for student applications; communications with students regarding their applications
- Tracking of student demographics to ensure equal representation and preserve integrity of selection and award process
- Coordination and conduction of student interviews
- Distribution of scholarship funds during high school awards ceremony
- Tracking student scholarship renewals; obtaining necessary information from renewing students ; tracking student deferments
- Communicating and distributing payments to universities and colleges