

PLEASE SEE REVERSE FOR INSTRUCTIONS.

A. NAME OF SCHOLARSHIP

B. TYPE OF SCHOLARSHIP (check only one)

Academic Only Financial Need Only Academic Achievement and Financial Need Other

C. OTHER AWARD PREFERENCES

D. FUNDING FREQUENCY

D1. Current - All of gift awarded currently

A one-time gift in the amount \$ _____
 An annual contribution (donor plans to repeat the donation annually) in the amount \$ _____

D2. Endowment - All of gift placed into an endowment with awards using the earnings

A one-time gift
 An annual contribution (donor plans to repeat the donation annually)

E. AMOUNT TO BE AWARDED EACH YEAR

For the Endowed Scholarships, this is the initial award amount. As the endowment grows, awards are determined by the Financial Aid Office.

The Southeast Tech Foundation Office will determine the amount and number of scholarships to award of at least \$ _____ per year.
 I choose to require that _____ scholarships of \$ _____ be awarded each year.
 Other _____

F. DONOR CONTACT INFORMATION

Name of Contact Person _____

Address _____

Telephone _____ Email Address _____

Signature _____ Date _____

If you have any questions when completing this form, please contact Chellee Nemec, Institutional Advancement Officer for the Southeast Tech Foundation at 605.367.7464. Return the form to: **Southeast Tech Foundation, 2320 N Career Ave. Sioux Falls, SD 57107 or email to Chellee.Nemec@southeasttech.edu.** Please keep a copy for your records and inform us of any changes in contact information. Thank you.

SCHOLARSHIP DONATION FORM INSTRUCTIONS

Setting up a one-time or annual scholarship with Southeast Tech is simple. There are six steps on the Scholarship form. If you have questions please contact:

Chellee Nemec
Southeast Tech Foundation
2320 N Career Ave
Sioux Falls, SD 57107

A. Name of Scholarship

Is there a person or organization you would like to honor or establish a scholarship in memory of? Some examples are: Samson Zachery Lundquist Memorial Scholarship, Minnehaha Master Gardner's Scholarship, or the Vietnam Veteran's Scholarship.

B. Type of Scholarship

Is the scholarship to be based on academic record, financial need or something else? (e.g. specific program of study such as Automotive Technology or Business Administration)

C. Other Award Preferences

Are there any other preferences you would like to be taken into consideration when selecting a student?

D. Funding Frequency

There are two types of scholarships:

- D1.** Current scholarship means that the amount donated is given to students right away. Sometimes the donor makes one gift and sometimes the donor lets Southeast Tech know that they intend to repeat next year.
- D2.** Endowment scholarship means that the amount donated is invested by Southeast Tech and the earnings are used for the scholarships. Donors should gift at least \$15,000 to start an endowed scholarship. Other donors might make several annual gifts to accumulate the \$15,000 needed for startup or to grow the fund beyond \$15,000.

E. Amount and Number of Awards

Several options exist for the size and number of awards to offer. For example, some donors may desire to provide \$1,000 to each of five students, some may want \$2,500 to each of two students, and some may desire to have the Southeast Tech Foundation to decide how best to give out the awards. For Endowment Scholarships, the total endowment amount can increase because of additional donations or because of investment growth. If that occurs, then the Southeast Tech Foundation will make more funds available to students each year by following a pattern first established by the donor in this section of the form.

F. Donor Contact Information

Thank you for completing this section.

PLEASE NOTE:

- The scholarship awards cycle typically begins in July 1st, with students applying for scholarships in the fall of that academic year. Ideally, terms and funding for a scholarship should be in place no later than December 31st.
- Scholarships may be designated to a particular major, field of study, or specific program; or they may be unrestricted. Eligibility may also be based on grade point average and financial need. To ensure that the scholarship is awarded, it is recommended that eligibility requirements are appropriately broad and flexible.
- Under IRS regulations, donors may not select scholarship recipients.
- South Dakota law stipulates that scholarships must be made available to all students on an equal basis. Southeast Tech is committed by policy not to discriminate on the basis of, or the perception of, race, ethnic group identification, ancestry, color, religion, age, gender, national origin, sexual orientation, disability (mental or physical), marital status, medical condition (cancer, genetic characteristics, or pregnancy), and status as a veteran, in any of its educational and employment programs and activities, its policies, practices, and procedures.
- Should a donor wish a sum certain to be used for the purpose of the gift, the donor's gift must include the amount for administration to be retained by the Advancement Office. For example, a donor who wishes to have a \$1,000 scholarship awarded would make a gift of \$1,050 ($\$1,000 \times 5\% = \50 ; $\$1,050 \text{ minus } 5\% = \$1,000$ remaining for the scholarship).