

_____ where needed most throughout the University System of Maryland

PURPOSE (continued)

Identify what the fund is to be used for and restrictions, if any:

_____ Faculty support i.e., academic chair, professorship, fellowship, prize, lectureship, travel fund, award, research support, etc.

_____ Student support i.e., Regents Fellowship/Scholarship, need-based scholarship, merit-based scholarship, fellowship, student loan fund, annual prize, travel fund, research support, etc.

_____ Special projects and programs i.e., library collections/book funds, equipment funds, institutes, centers, concerts, seminars, concerts, exhibits, etc.

Describe fully: _____

SECTION IV - FUNDING:

Is this a pledge? _____ a gift? _____ Total amount of pledge/gift: \$_____

Will there be any matching gifts associated with this fund? _____ Yes _____ No

If yes, identify the source of the match (i.e., employer, State of MD, federal government) and how it will be matched.

Kind of contribution: (check the appropriate categories)

- _____ Cash _____ Securities _____ Bequest _____ Gift-in-kind
- _____ Life Income Plan _____ Insurance policy _____ Lead trust _____ Other

If Other, please describe _____

How will payment be made?

_____ One-time gift of the total amount pledged. Expected date of gift: _____

_____ Multiple payments (Indicate how often payments will be made and the amount of the payments):

Date of 1st payment: _____ Amount: \$_____

Subsequent payment intervals: _____ Amount: \$_____

Will the fund be open to receive additional contributions in the future? _____ Yes _____ No

SECTION V - ADMINISTRATION OF THE FUND:

Note: The \$ total of an endowed fund must be \$10,000 before Spendable Income monies can be released.

When is the first award from the fund to be made?

_____ As soon as possible

_____ When the fund reaches \$_____ (If donor designates a \$ total in excess of \$10,000 before release of \$)

___ Upon death of the donor(s)

___ Other _____

The recipient/program to receive Spendable Income from an endowment fund may only be decided by appropriate designated University System of Maryland officials. The donor may be included in deciding who those officials will be, and may designate specific instructions for them, (i.e., selection criteria for award recipients).

Who will make the decisions? _____

Who will administer the fund? _____

Specific instructions / criteria? _____

The USM Foundation's standard policy regarding endowed funds is that appreciation and interest income over and above expenditures from the fund are returned to the principal, absent an alternative agreement in the MOU.

Do the donors agree with this standard policy? _____ Yes _____ No (If No, detail the instructions below)

SECTION VI - RECOGNITION, PROMOTION AND REPORTING:

Donors who contribute at gift levels specified either by the institution or the USM receive special recognition. Recognition may be given in the form of Presidents Club and/or Heritage Club membership, personal letters from the appropriate institutional president or the Chancellor, or some other form. Recognition can be given quietly (as in the case of anonymous donors), publicly, or not at all, depending on the wishes of the donor(s).

Does the donor wish to be anonymous? _____ Yes _____ No

Does the donor agree to recognition in the form of appropriate announcements be made to news media, internal and external publications and other forms? _____ Yes _____ No

What kind of recognition is acceptable to the donor?

_____ Public _____ Private _____ None _____ Other (Explain below)

SECTION VII - REQUIRED SIGNATURES:

Customarily, agreement to the conditions of an MOU must be confirmed by signatures of the donor(s), the institutional president, the dean of the affected school, and the director or chair of the affected department. The president of the USM Foundation must also sign the MOU.

Who will sign the MOU? (Check the appropriate categories and supply the appropriate names and titles)

_____ President _____
_____ Director _____
_____ Dean _____
_____ Chairman _____
_____ Other (Identify) _____

Institution Name _____
Program Name _____
College/School _____
Department _____

SECTION VIII - MISCELLANEOUS:

Who is coordinating the drafting and review routing for this MOU?

Name _____ Phone _____

Title _____

Address _____

Note: Signature routing for the three "final" copies of the MOU will be coordinated by the designated person at the appropriate Office of Institutional Advancement. Once the final copies are signed by the donor(s) and institutional representatives they are routed to the UMF business office for signature by the USM Foundation President.

Additional Information/Instruction: