



ENDOWMENT FORM

Donor Name _____

Address _____

City / State / Zip _____

Home Phone _____

Work Phone _____

Initial Gift of Endowment (minimum must be \$10,000): \$ _____

Will your gift be made in installments over the course of three years to reach the minimum \$10,000 gift?
_____ Yes _____ No

Name of Endowment:
(e.g. Jon Smith Endowment) _____

Origin and Brief Summary (for named scholarships/endowment) *(Please tell us why you are establishing this endowment and its purpose. Who/What will benefit from it? Are you honoring/memorializing someone? Feel free to attach additional info.)*

Is this endowment for a campus program, project, department, department chair or faculty? If Yes, please fill out **Section A** only.

Is this endowment for a scholarship? If Yes, please fill out **Section B** only.

SECTION A

1. What campus program, project, department, department chair/faculty will this endowment support?

2. Do you have specific parameters on how earnings from this endowment be used for this endowment?
This is subject to the approval of the LAVC Foundation.

SECTION B

Criteria (Scholarship Only)
(for named scholarship only)

All students must be currently enrolled at Los Angeles Valley College
(Please circle your required criteria for the scholarship)

Overall minimum GPA:	Not required	2.5	3.0	3.5	4.0
Most recent term minimum GPA:	Not required	2.5	3.0	3.5	4.0
Minimum Semester Units completed:	Not required	less than 24 units	25-56 units	57+ units	
Semester units currently enrolled:	Not required	3 or more	6 or more	9 or more	12 or more
Specific Major studying:	Not required	If yes, name of major:			
Transferring to another educational institution:	Not required	Yes			
Letter of recommendation from an instructor:	Not required	If yes, how many?	1	2	
Demonstrate Financial Need:	Not required	Yes			

Essay: *Mandatory of all applicants. 200-250 word essay describing goals and needs as well as addressing scholarship criteria.*

Other Considerations

Selection of scholarship recipient(s) is made by the LAVC Foundation Scholarship Committee.

SECTION C - AGREEMENT

Please initial each section and then print, sign, and date this form.

_____ *The above information reflects my intentions in establishing an endowment with the LAVC Foundation. I understand that a \$10,000 minimum gift establishes a named endowment. If I fall below the minimum amount, I understand that I have up to three years to reach the minimum level to establish this endowment.*

_____ *I understand that my gift is irrevocable and once established, the LAVC Foundation will invest my gift in its investment portfolio. The LAVC Foundation will manage its portfolio based on its Investment Policy and Guidelines.*

_____ *The interest and dividends earned from the principal will be used to fund the scholarship/department award in perpetuity. I understand that unrealized gains or losses from the investment portfolio may be reinvested or absorbed by the endowment.*

_____ *Five percent of the income generated annually will go towards the LAVC Foundation for the administrative services to manage the endowment.*

_____ *(Only if applicable) Endowed named scholarships must generate an annual earned income at least \$250 so a scholarship may be awarded. If earned income is below \$250, that amount will be carried forward to the following year.*

Print Name: _____

Signature: _____

On behalf of
Organization: _____
(if applicable)

Date: _____

Please return to: LAVC Foundation
5800 Fulton Avenue
Valley Glen, CA 91401

(818) 947-2700