



MARY ANNE FITZPATRICK, DEAN  
EDUCATIONAL FOUNDATION DISTINGUISHED PROFESSOR  
COLLEGE OF ARTS AND SCIENCES

## Memorandum

August 20, 2007

TO: College of Arts and Sciences Chairs and Directors

FROM: Mary Anne Fitzpatrick, Dean *MAF*

RE: Administrative Policy for Management of Educational Foundation  
Scholarship Funds

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The College has appointed Ms. Emily Rourk (ROURKE@gwm.sc.edu 777-0364) to help us with stewardship activities. Our goal is to ensure that we are spending the scholarship funds donated to your department and the College in an appropriate and timely manner. Over the past several months, Emily has been reviewing the College's use of these funds. She may contact you concerning specific issues with these funds. Thank you for your responsiveness to her requests.

As you working on these issues with her, please keep in mind that the Educational Foundation and your department has a fiduciary and legal responsibility to current and future donors to ensure that scholarship gifts are used for the purpose intended by the donor. The donor gift agreement is the official, legal document used by all parties for this purpose. Your department's scholarship program must have effective documentation and controls in place to insure the fair allocation of scholarship funds. At a minimum the department must be able to demonstrate that:

- 1.) Departmental scholarships are advertised so that all eligible students have the opportunity to compete for the funds.
- 2.) A formal scholarship committee exists with all members having access to the awarding criteria outlined in the donor's gift agreement for each departmental scholarship. If the donor stated a need-based criteria in the gift agreement, the department must demonstrate that their awarding process includes specific actions to address this aspect of the award.

- 3.) Signed documentation exists detailing the names of the committee members, the criteria used to award each scholarship, the selection process used, the names of all students participating in the scholarship awarding process, and the final award lists. This documentation can take the form of signed committee minutes or a final committee action report signed by the committee chair and at least one other member of the committee. This information must be maintained in the departmental records for five years as auditors may request this information during a review process.

Feel free to contact me or Assistant Dean Glenda Ridgely to discuss these procedures.

Thank you in advance for your existing and future efforts on behalf of our students. We will work with you to insure that we can give updated reports to our donors concerning the successful awarding of their generous gifts to the college.

cc: Ms. Glenda Ridgely, Assistant Dean for Financial Affairs  
Mr. Chris DeWolf, Senior Director of Development  
Ms. Emily Rourk, Assistant Director of Stewardship and Special Events  
Ms. Ann Cameron, Director of Alumni and Corporate Relations