



# Guidelines Worksheet for Endowed or Restricted Scholarship

Development & Alumni Relations Office - 671.735.5611 phone 671.734.1003 fax  
P.O. Box 23069 GMMF Barrigada, Guam 96921 - www.guamcc.edu

The purpose of this worksheet is to help you think about the many options you have in helping students and ensures that GCC Foundation distributes funds received as you intended. Please contact the GCC Foundation if you have questions.

## DONOR CONTACT INFORMATION

Name: \_\_\_\_\_

Sponsor Organization (if applicable): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## SCHOLARSHIP BACKGROUND

Please tell us what inspired you to establish a scholarship:

## AWARD DETAILS

Scholarship Name: \_\_\_\_\_

Amount of initial contribution: \_\_\_\_\_ Additional gifts to this fund can be made at any time in any amount.

Please indicate if contribution is restricted or endowed (mark one):

- RESTRICTED: All funds are available for distribution
- ENDOWED: Contribution is invested with only annual earnings available for distribution

Type of contribution:

- ONE TIME
- ANNUAL: Please indicate the month you would like to be reminded to make your annual contribution: \_\_\_\_\_
- MULTI-YEAR: This pledge starts on \_\_\_/\_\_\_ and will be paid in full \_\_\_/\_\_\_.
- OTHER: \_\_\_\_\_

## CONDITIONS OF THE AWARD

You may stipulate criteria for selecting recipients with such determinants as financial need, academic excellence, enrollment in a specific program, or residency. We encourage you to keep the criteria flexible to guarantee the widest pool of applicants.

1. Program of Study: \_\_\_\_\_
2. Eligible enrollment status (check all that apply):
  - FULL TIME (12+ credits);
  - ¾ TIME (9-11 credits);
  - HALF TIME (6-8 credits);
  - LESS THAN HALF TIME (1-5 credits)
3. Do you want to consider financial need? YES or NO
4. Minimum GPA: \_\_\_\_\_
5. College Class:
  - FRESHMAN (0-24 credits)
  - SOPHOMORE (25-64 credits)
6. Nature of Scholarship Commitment:
  - RENEWED AUTOMATICALLY for each recipient on a semester basis for up to \_\_\_\_\_ semesters. (A full academic year is 3 semesters)
  - MAY BE RENEWED but renewal is not automatic; student(s) must reapply
  - NOT RENEWABLE

7. **Additional requirements (please attach additional page if needed):**

**APPLICATION, SELECTION & DISBURSEMENT OPTIONS**

1. **Application Type:**

- GCC ONLINE SCHOLARSHIP APPLICATION
- PAPER APPLICATION provided by Donor/Sponsor
- OTHER: \_\_\_\_\_

2. **Recipient selected by:**

- GCC SCHOLARSHIP COMMITTEE; comprised of GCC faculty and/or staff
- DONOR/SPONSOR COMMITTEE, or
- OTHER (please describe): \_\_\_\_\_

3. **How would you like to award your scholarship?**

- FULL AMOUNT PAID IN FALL
- TWO PAYMENTS (FALL & SPRING)
- THREE PAYMENTS (FALL, SPRING & SUMMER)
- OTHER: \_\_\_\_\_

4. **Scholarship can be used to fund:**

- TUITION & FEES
- BOOKS & SUPPLIES
- OTHER: \_\_\_\_\_

5. The disbursement of awards will be credited to the students' account via the Financial Aid Office. Once all educational costs are paid, any additional funds will be refunded to the student.

**ADVERTISING & PUBLICATION OPTIONS**

6. Do you wish to have this scholarship listed on the web and in other GCC sources? YES or NO

7. How would you like to be recognized in GCC publications? \_\_\_\_\_

**DONOR ACKNOWLEDGEMENT**

This form will be used to create a formal scholarship agreement between you and the Guam Community College Foundation. A signed copy will be mailed for your records. The signature below acknowledges that the criteria listed on this form are approved for use. You may also contact the GCC Foundation at any time to revise the scholarship selection criteria by signing a new restricted scholarship agreement.

\_\_\_\_\_  
DONOR(S)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME & TITLE OF GCC FOUNDATION REPRESENTATIVE

\_\_\_\_\_  
DATE