



COMMUNITY COLLEGE
OF RHODE ISLAND

Institutional Advancement and College Relations

GIFT POLICIES MANUAL

Gift Acceptance and Crediting Policies



Giving Levels and Naming Guidelines



Recognition



Scholarship Establishment



Related Policies and Documents

Flanagan Campus

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INTRODUCTION

The Office of Institutional Advancement (OIA) encompasses the functions of development and grant writing/management in support of the College's needs for external resources, helping underwrite academic and student development programs as well as unmet capital needs. It is the policy of the College that all third party resource development is centralized through the OIA to ensure accountability, efficiency, and effectiveness. The OIA works closely with other departments and with faculty and staff to promote cohesiveness, collaboration, and clear communication in working with the external community. Centralization of development efforts also ensures proper gift credit to the donor.

Established as an independent 501©3 by the Rhode Island Legislature in 1979, the Rhode Island Junior College Foundation was renamed the CCRI Foundation when the College officially changed its name on June 22, 1980. With state funding heavily committed toward elementary/secondary education and the overall state budget severely constrained, the Foundation's role in obtaining supplemental resources has become vital to the integrity of the College and its excellent career and transfer programs.

The mission of the CCRI Foundation is to secure monies for the Community College of Rhode Island through dynamic campaigns and public awareness of the College's value to the community.

The CCRI Alumni Association, first established in 1966, was restructured in 1998 to formalize fundraising activities at the College and provide support to students and alumni. The mission of the CCRI Alumni Association is:

The Community College of Rhode Island Alumni Association is dedicated to the development of alumni programs designed to encourage continued dialogue between alumni and the College. The partnership will facilitate mutual growth to support and benefit the alumni, the College, its students, and the community in a manner that enriches the lives of its members and the quality of the institution.

The following policies and procedures govern the fundraising activities of the CCRI Foundation and the CCRI Alumni Association (CCRI F/AA). Policies are subject to change as fundraising programs evolve and grow.

Fundraising Priorities

The CCRI F/AA raise funds in support of student financial aid awards and endowed student scholarships, campus beautification projects, faculty and staff professional development programs and activities, library resources, support of the historic Knight Estate, and unmet capital needs of the College.

Types of Gifts

Gifts are monies or property voluntarily given without expectation of any return value or other compensation on the part of the donor. Restricted gifts are used in accordance with the defined parameters set by the donor. Unrestricted gifts allow the CCRI F/AA to support innovative programming and unexpected institutional needs. Definitions of identified gifts are:

- Pledges are intentions of monies or property voluntarily given without expectation of any return value or other compensation on the part of the donor.
- Cash gifts are credit card, lockbox gifts, checks or currency.
- Stocks – Securities are shares of publicly traded companies.
- Gifts In-kind (see page 6)
- Sponsorships are donations given to underwrite programs or events.
- Planned Gift Opportunities – John H. Chafee Society (see page 6)
- SECA donations are made through the annual State Employees Charitable Appeal. *Anonymous donations to SECA cannot be accorded gift credit unless the donor self-identifies directly to the CCRI F/AA*

Giving Levels

The CCRI F/AA acknowledge donors for their contributions by giving level or donations to special societies. Giving levels include:

- Presidential \$10,000+
- Liston \$5,000-\$9,999
- Flanagan \$2,500-\$4,999
- Knight..... \$1,000-\$2,499
- Platinum..... \$500- \$999
- Gold \$250-\$499
- Silver..... \$150-\$249
- Friends \$50-\$149
- Supporters \$1-\$49

Special societies exist to encourage more significant or planned gifts. These are the President's Crusaders Council and the John H. Chafee Planned Giving Society.

President's Crusaders Council

The President's Crusaders Council is a select group of CCRI friends and alumni whose generous annual support distinguishes them as being among the leadership in giving to the College. Donors may become a member of the President's Crusaders Council through a commitment of an annual contribution of \$1,000 or more to the CCRI F/AA for a minimum of three consecutive years.

John H. Chafee Planned Giving Society

The John H. Chafee Society (see *Appendix A*) was named to honor the great commitment of the late Senator and to recognize and honor those individuals who remember CCRI through a bequest or a charitable gift annuity.

Determining Giving Level

Gifts of cash and in-kind goods and services that provide budget relief to the College or the Foundation are figured in determining a donor's giving level in a given year. Other considerations in determining annual giving levels are:

- The value of donated auction items is not included.
- The excess amount paid for an auction item beyond the value of the item is included.
- The tax-deductible portion of ticket sales is included.
- Events sponsorships, minus the value of goods or services provided, are included.
- Corporate matching gifts are included.

In-kind Gifts

In accordance with the January 17, 1992 Policy on Donations to the College (see *Appendix B*), in-kind gifts of equipment are processed through the Office of the Dean of Administration, who completes the Equipment Donations Approval Form, forwarding copies to the OIA and the Public Relations Office. The OIA acknowledges the contribution with a letter of appreciation and other recognition as appropriate.

One-time gifts of \$1,000 or more of goods or services that provide budget relief to the College, the Foundation, or the Alumni Association are recognized as in-kind major gifts, received and acknowledged by the CCRI F/AA.

Refusal of Undesirable Gifts

The CCRI F/AA may refuse undesirable gifts due to legal or ethical considerations. Final decisions about undesirable gifts rests with the Gifts Committee, comprised of the Foundation president, Alumni Association president, CCRI president, BOG counsel, a faculty designee, the Dean of Administration, and the Dean of Institutional Advancement, all of whom serve a two-year term.

Assessing Donation Value

The donor is responsible for providing the CCRI F/AA with a written assessment of the value of donated items.

Confidentiality

Gift information is maintained in the strictest confidentiality except in acknowledgement of giving societies. The release of database information or database lists is not permitted except to benefit the College, the CCRI Foundation, or the Alumni Association and with prior knowledge of the CCRI F/AA. Database information or database lists may not be used to benefit any outside organization. Under no circumstances will donor giving information be available to anyone outside the OIA staff.

Anonymous Gifts

The CCRI F/AA respects a donor's decision to remain anonymous and will refrain from any public acknowledgement of the donor's contribution. However, self-identification to the CCRI F/AA is advantageous to the donor because it ensures proper gift crediting and determination of giving levels.

Recognition

Gift recognition may include listing in the Foundation Annual Report and/or The Green and White, invitations to special events, and/or recognition on the Stars of Hope Donor Wall, fourth floor, Knight Campus.

- All donors giving \$250 or more in cash or pledge are invited to the major donor reception held in June of any given year.
- One-time gifts of \$10,000 in cash or by pledge are recognized on the Presidential Star on the Stars of Hope Donor Wall and are invited for a photo opportunity with the President of CCRI.
- Planned Gifts are recognized on the Chafee Society Star on the Stars of Hope Donor Wall.
- Endowed scholarship donations are recognized on the Scholarship Star on the Star of Hope Donor Wall.
- One-time gifts or pledges of \$15,000 or more are recognized on an individual donor star on the Stars of Hope Donor Wall and are invited for a photo opportunity with the President of CCRI.
- Gifts to the Tribute Fund are recognized on the Tribute Fund Plaque, fourth floor, Knight Campus.
- Exceptions to these recognition practices may occur during a capital campaign when separate donor recognition plaques are created and installed on-site as was done with the Dental Health Clinic or the Newport County Campus.

Room Naming

Significant gifts may be recognized through naming of an identified and appropriate room or facility at one of the campuses. Room or facility naming is approved by the Naming Committee, which is comprised of the Foundation president, Alumni Association president, CCRI president or designee, the Vice President for Business Affairs, a faculty designee, and the Dean of Institutional Advancement, all of whom serve a two-year term.

The naming committee has sole responsibility for decisions related to naming opportunities.

Naming is a form of donor recognition, not intended to reflect actual (replacement) cost, nor does it restrict where the gift is spent.

Final authority and responsibility for placement and maintenance of plaques, signs or other visible forms of recognition rest with the College.

Naming opportunities for physical facilities may be reserved with a properly executed pledge commitment form. Donors will be formally recognized when a minimum of 50% of the pledged funds have been received.

Amounts for naming opportunities will be reviewed periodically by the naming committee.

Auditoria, lobbies, classrooms, libraries, labs, offices, conference rooms, and outdoor areas are included in the list of physical facilities available for naming.

A background check of the donor may be required prior to approval of any naming opportunity. If a background check is deemed necessary, the donor shall be required to sign an authorization allowing the background check.

The College reserves the right to withdraw the privilege of name association with the College should future particular acts and circumstances warrant.

Should a named facility be destroyed due to forces of nature or changed due to renovation or construction, the College reserves the right to reevaluate continued recognition of the donor whose name has been associated with the facility.

Guidelines set forth in this policy statement shall not be deemed all-inclusive.

Naming of properties other than those identified above is processed in accordance with the Board of Governor's policies on naming opportunities (see *Appendix C*).

External Media Relations

Marketing and Communications will prepare and distribute a press packet to all appropriate news outlets throughout Rhode Island. The packet will contain a news release, photo and company collateral material. Staff will also promote the donor's generosity to targeted business

writers and reporters to secure additional coverage of the donor's company, where appropriate.

Internal Communications

Marketing and Communications will prepare written materials for distribution to students, faculty and staff acknowledging the gift. Internal communication outlets include the CCRI Web site and the *Currents* monthly newsletter.

Gift Entry - Cash, Checks, Lockbox, Credit Cards

Gifts are monies or property voluntarily given to the college without expectation of any return value or other compensation on the part of the donor. For accounting and administrative purposes, gifts are classified into two main categories: Restricted or Unrestricted.

The OIA Administrative Assistant will post cash and/or checks in Raiser's Edge and deliver deposits to the Bursar's Office within three business days of receipt.

The OIA Administrative Assistant will process credit card charges using the Citizens Bank credit card machine located in Office #2526 within three business days of receipt. Monthly invoice charges will be charged on a monthly basis on the date of the donor's request.

The OIA Administrative Assistant will post lockbox receipts and credit card charges in Raiser's Edge and send deposit receipts in hand delivery to the Controller's Office within three business days of receipt.

Gift Entry – Pledges

Pledges are intentions to give monies or property voluntarily to the college without expectation of any return value or other compensation on the part of the donor. For accounting and administrative purposes, gifts are classified into two main categories: Restricted or Unrestricted.

The OIA Administrative Assistant will post pledges in Raiser's Edge and send pledge notices within three business days of receipt.

Scholarships

The CCRI F/AA provide support to students, faculty and staff through scholarships, funds and awards created through private, third party funding.

Scholarships, funds and awards are available to assist qualified students with the cost of furthering their education at CCRI or a transfer institution and to support programs such as campus beautification and faculty and staff professional development.

For the purposes of this policy statement, the definitions of endowed scholarships, funds and awards are as follows:

- Endowed scholarships are established in accordance with state law protecting the buying power of the donor's original contribution and managed in accordance with the donor's intent.
- Funds are established to provide support such as book loans to students, campus beautification projects and professional development programs. Funds are not endowed and may be spent down to a zero balance with the approval of the fund representative and in accordance with the donor's intent.
- Awards are small amounts of money dispersed for a fixed purpose as identified by the donor. These monies are not endowed and may be paid out as a lump sum or dispersed until a zero balance is reached.

Interested parties are mailed a scholarship packet that contains information regarding establishing a scholarship, fund or award (see *Appendix D*). Included in the packet are clear explanations regarding benefits, Foundation support, and a step-by-step guide on completing the endowment application. Prospective donors meet with a member of the OIA to begin discussing the criteria for the scholarship. The donor is asked to sign and date the Award/Fund/Scholarship application form for verification of their approval of the criteria. The donor's final criteria are reviewed and approved by the Dean of Institutional Advancement and College Relations/Executive Director, CCRI Foundation. The documentation is presented to the Foundation membership at a subsequent monthly meeting for review, discussion, and final approval.

Original documentation creating a scholarship, fund or award must be maintained in a separate file. This includes the donor's personal information, intent, timeline for disbursement,

qualification requirements, and identified chair or representative. In addition, annual accounting records must be maintained on file. Finally, recipient documentation must be maintained for five years and then will be archived.

The minimum amount to establish an endowed scholarship is \$10,000. Existing scholarships in the amount of \$5,000 to \$9,999 will be “grandfathered” in and be treated as endowed scholarships. Donors or chairs of these existing scholarships will be invited to develop a plan to grow the balance to \$10,000 through fundraising or by withholding payout to allow the balance to grow incrementally to \$10,000. Scholarships with balances of less than \$5,000 will be invited to develop a similar plan or may elect to pay down the scholarship until a zero balance is reached.

Funds may be established with a minimum amount of \$5,000, and awards may be established with a minimum amount of \$1,000.

Disbursement of scholarships will be calculated at five percent (5%) of the balance and paid out of the annual earned income after adjusting for an annual administrative fee and an assessment fee to the reserve fund. The reserve fund will provide for future payouts during times of economic downturn. Awards will be calculated to the nearest (lowest) \$50. It is the Foundation’s goal to provide a minimum scholarship award of \$500 per scholarship. Lesser amounts from scholarships of less than \$10,000 will be allowed, although efforts will be made to encourage scholarship chairs and donors to grow their endowment to reach the \$10,000 in order to provide a \$500 scholarship.

Funds are paid out on an as needed basis and with the approval of the institutional fund representative designated by the donor(s) and identified in the fund criteria.

Awards may be paid out in a lump sum or at specified times in amounts identified by the donor until the fund is depleted.

The scholarship chair or representative will forward the completed application of the successful candidate or the completed request for fund or award payment to the Special Events Coordinator for review and processing. The Administrative Assistant will process the payment order for disbursement and will forward it to the Executive Director and the Treasurer for approval. The fiscal manager will process the request for disbursement. Checks will be mailed by the Administrative Assistant.

If at any time a scholarship donor wishes to change the criteria of the scholarship, the membership of the Foundation has a right to review and approve said changes. In the event that the chair requests a change in criteria and the donor and/or their designee is not available, the membership of the Foundation has a right to review and approve the changes.

The OIA will support the creation of a scholarship that benefits the CCRI F/AA by:

- Printing letters on CCRI F/AA letterhead.
- Absorbing all costs related to mailings.
- Receiving funds through lockbox.
- Acknowledging and recognizing donations will follow procedures defined under Policies and Procedure on Recognition (See Page 4).

Appendix A



COMMUNITY COLLEGE OF RHODE ISLAND

**A SUMMARY OF
PLANNED GIVING OPPORTUNITIES**

Depending on the specific arrangement, donors of charitable gifts to CCRI can expect some or all of the following tax benefits:

Outright Gifts. Outright current gifts allow the donor to see the benefit of his/her gift at work. Gifts of money and gifts of appreciated stock held long-term or appreciated real property are generally the type of outright gifts made by donors. Outright gifts of cash, securities, or real property generally allow a current charitable tax deduction and have the effect of reducing federal estate taxes by reducing the amount of assets in the estate at death. Cash gifts (check, charge) have as their benefit, simplicity and ease of delivery. Gifts of appreciated stock or real property (held over one year) permit the donor to make a larger gift at a lower cost through use of the charitable deduction for the full fair market value of the gift. Such a gift also enables the donor to escape any tax on capital gains with respect to the property contributed.

Gifts Through Last Will and Testament or Trust. Bequests through a donor's last will and testament and/or distributions through a donor's trust at death are also common means of charitable giving. The donor's estate will reduce its federal estate tax liability (rates as high as 55 percent), as the estate will receive an estate tax deduction for the charitable gifts. The charity receives the stock or property with a value as of the date of the donor's death.

Charitable Gift Annuity. A charitable gift annuity is one of the oldest, simplest and most popular methods of making a deferred charitable gift. A gift annuity is part gift/part investment, where in exchange for a transfer of cash or marketable securities. CCRI will contractually guarantee to pay a specific income to the donor or another beneficiary for his or her lifetime. The donor can claim a current charitable deduction for that portion of the transfer and a portion of each annuity payment is income tax free.

Charitable Trusts. Charitable trusts can provide income to the donor and/or beneficiaries for either a period of years or for the beneficiaries' lifetimes. At the end of that period or at the death of the last beneficiary, Bryant College receives the remainder of the Charitable Remainder Trust. Essentially, these plans are funded in two different ways.

One is that the donor sets up the Charitable Remainder Trust during his or her lifetime, or the donor can have it set up at donor's death through a transfer under his or her will. In order to receive a charitable deduction for federal tax purposes for these income producing plans, the trust must be either a Charitable Remainder Unitrust or a Charitable Remainder annuity Trust. An especially beneficial way to fund charitable trusts is to use assets, because the donor can avoid potential capital gains tax that would result from the outright sale of the asset and also can obtain a current federal income tax deduction.

Charitable Remainder Unitrust (CRUT)

- The primary feature of the Unitrust is that it provides for payment to income beneficiaries in an amount that varies from year to year. At inception, the donor determines the fixed percentage to be distributed of at least five percent. Thus, for example, a \$100,000 Unitrust with a seven percent pay out in Year One will pay \$7,000. In Year Two, if the Unitrust is worth \$120,000, the pay out would be \$8,400. CCRI receives the remainder at the death of the last named beneficiary.
- The donor is allowed a charitable deduction equal to the present value of CCRI's remainder interest. This deduction may vary each year. It is based on annual valuations of the principal, income of recipients, and the age in some payout selected. **Charitable Remainder Annuity Trust (CRAT)**
- A specified annual payment, based on a fixed percentage of the trust (at least five percent) at the date of inception, paid annually to the income beneficiary or beneficiaries for life. CCRI receives the remainder. There can be no additional contributions.
- For an Annuity Trust, income producing securities or cash is the most suitable for funding.
- An Annuity Trust is a good vehicle for appreciated property capital gains taxes and the fixed payout feature is important for older beneficiaries who have a necessity to know how much will be coming to them every year.

Status of Deductions for CRUT or CRAT

- Charitable Income Tax Deduction – Based upon value of the remainder interest.
- Estate Tax Deduction – The fair market value of true assets is included in the gross estate, but then is fully deductible as a charitable contribution if the donor is the only beneficiary; if there is a surviving beneficiary, then the charitable contribution is based on the survivor's life expectancy.
- Gift Tax Deduction – The charitable remainder is fully deductible; other beneficiary – gift of life interest.

Charitable Lead Trust

- Charitable Lead Trust provides for a gift of an income interest from property to CCRI for a term of years of any duration, after which the property either reverts to the donor or passes to a non-charitable beneficiary designated by the donor. CCRI must receive an income interest in the form of an annuity or a fixed percentage of the value of the trust property determined annually.
- Charitable Lead Trusts may be established either during the donor's life or through the donor's will.

Life Insurance Gifts. A donor can irrevocably name CCRI as the owner and primary beneficiary of a life insurance policy. The donor is allowed a federal income tax charitable deduction for the lesser of the policy's fair market value or the future premiums paid. An income tax reduction for contributions to enable the charity to pay subsequent premiums is also allowed. CCRI owns the policy and has access to the policy's cash value. On the donor's death, the face value of the policy will not be included in the gross estate, and therefore no federal estate tax due on the insurance.

Retirement Plans. If a donor names CCRI as the beneficiary of his/her retirement plan, there is no estate tax or income tax on that portion of his or her retirement funds. The donor also can name a Charitable Remainder Trust as the beneficiary as long as certain conditions are met. If so, assets remaining in the retirement funds at death will be distributed directly to the trust and the trust would pay income either to the surviving spouse and/or other beneficiaries. If the spouse is a beneficiary, no estate tax is due on the funds. If others are the beneficiaries, then the charitable deduction will reduce the estate tax. In either case, the transferred assets will not trigger income tax. Ultimately, the remainder would be distributed to CCRI.

CCRI

Community College of Rhode Island

January 17, 1992

Dean of Administration

TO: Deans, Directors, & Department Chairs
FROM: Stephen F. Marginson, Dean of Administration
RE: Donations to the College



Occasionally, faculty and staff are asked to accept gifts of equipment or money on behalf of the Community College. In order to assure that the gifts are appropriate and proper documentation and acknowledgement is completed, the following procedures must be adhered to:

1. **Gifts of Money (including stocks, bonds, etc...) -**

The CCRI Foundation is the duly authorized non-profit organization that will accept gifts of money for the Community College. The Foundation exists to support the Institution and will assure that such gifts are formally acknowledged and expended in accordance with the wishes of the donor. Please contact the **Development Office** whenever an individual or organization has expressed an interest in making a donation.

2. **Gifts of Equipment (including books, manuscripts, etc...) -**

Before a gift of equipment can be accepted, it must be judged in terms of its potential benefit to the Institution. Equipment which is extremely expensive to maintain, for example, may not be appropriate even though some utility exists. There are also cases where the equipment, although serviceable, is obsolete and therefore should not be accepted. To assure that such donations are properly reviewed, the attached **Equipment Donation form** must be completed and returned to the **Office of the Dean of Administration**. A review will be conducted with the assistance of appropriate faculty and/or staff, and a determination made to accept or reject the donation. The decision to accept or reject will be conveyed in writing by the Dean of Administration. All donations of equipment must be processed in this manner and will not be formally acknowledged unless the process is completed.

If you have any questions, please do not hesitate to call. Your cooperation is necessary and greatly appreciated.

clp

Enclosure

cc Vice Presidents

Ms. Zins

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CCRI

Community College of Rhode Island

Dean of Administration

October 30, 1997

TO: Whom it May Concern

FROM: Stephen F. Marginson 
Dean of Administration

RE: Addendum to "Donations Policy" Issued 1/17/92

The Donations Policy for the acceptance of various gifts of money and equipment is hereby amended:

The College will not accept gifts of chemicals, cleaning solvents, or other potentially hazardous materials without the expressed written approval of the College Chemical Safety Coordinator or his designee. Such donations must be considered in terms of safety and disposal costs, and will only be accepted if a comprehensive review by the aforementioned College official certifies that they are appropriate for the College.

Thank you for your cooperation.

cpt

c Dr. Terezakis, Chemical Safety Coordinator

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**POLICY ON NAMING OPPORTUNITIES
FOR RECOGNITION OF INDIVIDUALS OR ENTITIES**

**Board of Governors for Higher Education
State of Rhode Island and Providence Plantations**

**Adopted: 11/21/96 (BG)
(Incorporated 1969 Policy)**

Legal Citation: 22-7.4

Amended:

PREMISE

Naming opportunities provide the Board of Governors for Higher Education and the institutions with an occasion to recognize exceptional contributions to public higher education in Rhode Island. Such contributions, whether they are financial or in the form of meritorious service, enrich and strengthen Rhode Island's system of public higher education while at the same time providing the opportunity to honor those who have made the enhancements possible. In addition to delineating Board of Governors policy on naming opportunities, this policy is intended to provide the institutions with sufficient guidance and flexibility to respond to naming opportunities in ways that are beneficial to the institutions, to the system, and to prospective donors.

AUTHORITY TO NAME

The Board of Governors retains the prerogative to approve certain naming opportunities for several reasons. In the case of buildings and other physical properties, it is the Board of Governors that holds actual title to those properties. In the case of major organizational units at the institutions, Board of Governors *Regulations Governing Instructional Program and Organizational Changes in Rhode Island Public Institutions of Higher Education* require Board approval. Finally, the Board of Governors (and its predecessors) has maintained a policy on the naming of buildings since 1969; this policy incorporates that original policy, with minor modifications.

Therefore, authority to name is allocated as follows --

1. The Board of Governors retains the authority to approve proposals for the naming of --

**New Buildings, Bridges, Edifices and Other State Constructions¹
Existing Buildings and Wings, Thoroughfares, Portions of a Campus**

¹As a matter of practice and policy, the Board of Governors submits names of buildings to the Permanent Joint Committee on Naming All New Buildings, Bridges, Edifices and Other State Constructions (Rhode Island General Laws '22-7.4).

**Departments, Divisions, Schools, Colleges, Agencies, Institutes, Centers, and
Other Major Organizational Units**

2. **The institutions can name without prior Board of Governors approval --
Academic Programs
Chairs, Professorships, Lectureships, Faculty Awards
Fellowships, Assistantships, Scholarships
Library Collections**
3. **The following may be named by the Institutions, unless conditions attached to the naming
opportunity contain provisions for significant signage, in which case, the naming must be
approved by the Board --

Athletic Fields, Pools, Walkways, Gardens and Other Exterior Spaces
Rooms, Galleries, Auditoriums, Laboratories and Other Interior Spaces**

PRINCIPLES

1. **The institutions shall have policies in place for naming opportunities and these must conform
with Board of Governors policy. Institutional policies on naming opportunities shall be
reviewed by the Office of Higher Education for appropriate consistency with this policy.**
2. **For proposals requiring Board of Governors approval, no commitment for naming shall be
made prior to granting of said approval(s).**
3. **Each proposal for naming will be considered on its merits and must reflect favorably on and
bring honor to the institution and Rhode Island's system of public higher education.**
4. **Named items must be of a sufficient magnitude so as not to trivialize either the institution,
system or individual being honored.**
5. **Any conditions attached to a naming opportunity must be consistent with institutional and
Board of Governors mission statements and policies, as well as to state and federal law. In
particular,**
 - a. **Naming opportunities should advance, not detract from, institutional and Board of
Governors mission statements.**
 - b. **Any conditions attached to a naming opportunity must conform to all institutional and
Board of Governors finance, academic, student and personnel policies, including those
pertaining to hiring and affirmative action.**
 - c. **Reasonable control over signage and promotional activities related to the naming
opportunity shall be retained by the institution or Board of Governors, as appropriate.**
6. **In the case of proposals for naming for a donor or for a person whose name is proposed by a
donor in recognition of a gift, consideration will be given to --**

- a. The significance of the proposed gift as it relates to the realization or success of a project or program or to the enhancement of the project's or program's usefulness to the institution or to the system.
 - b. The urgency of need for the project or program or for support funds for the project or program.
 - c. The eminence of the individual whose name is proposed.
 - d. The individual's relationship to the institution or to the system.
7. In the case of proposals for naming opportunities in honor of an individual, with no gift involved --
- a. The proposed honoree shall have achieved distinction in one or more of the following ways --
 - 1) While serving the institution or the system in an academic capacity with such high scholarly distinction as to have earned a national or international reputation in the field of specialization, or while serving the institution or the system in an administrative capacity and rendering such distinguished service as to warrant recognition for exceptional contributions to the welfare of the institution or the system, or
 - 2) Contributed in truly exceptional ways to the welfare of the institution or the system or achieved such unique distinction as to warrant recognition.
 - b. Absent extraordinary circumstances, if the individual has served the institution or the system in an academic or administrative capacity, a proposal shall not be made for naming in honor if the individual is still involved with the institution or system in a decision-making capacity.

PROCEDURES

1. Naming opportunities requiring Board of Governors approval should normally be presented in an Executive Session of the Board, at least one month prior to the date when action by the Board is to be requested in a format specified by the Office of Higher Education and to include, where appropriate, the amount of the gift discounted to present value.
2. Naming opportunities not requiring Board of Governors approval should be presented to the Board as informational items as part of the presidents' reports.

REASONS TO ENDOW A SCHOLARSHIP AT CCRI:

The reasons to endow a scholarship are numerous. As you make your decision, you may find yourself considering the following potential outcomes. Endowing a scholarship allows you to:

- *Remember a loved one*
- *Honor a valued individual*
- *Bring recognition to your organization or company*
- *Make a commitment to CCRI or a CCRI program*
- *Support student achievement*
- *Fulfill philanthropic interests*

BENEFITS AND RECOGNITION OF ENDOWING A SCHOLARSHIP AT CCRI:

Scholarship endowment offers you, the donor, an array of benefits and recognition. These include:

- *Establishment of a permanent legacy*
- *An invitation to the Annual Major Donor Reception*
- *Satisfaction knowing that you have made a significant difference in the life of a student*
- *Reduction in your tax burden*
- *Recognition in the CCRI Foundation Annual Report*
- *Perpetual recognition with a name plate on the STARS OF HOPE DONOR RECOGNITION WALL (Located outside the Board Room at the Knight Campus) Recognition by the College and the Rhode Island community*

SUPPORT TO YOU FROM THE FOUNDATION:

Once your scholarship is endowed, you can count on the CCRI Foundation to provide you with support to ensure the smooth and successful administration of your scholarship. The CCRI Foundation will assist you by:

- Seeking out an individual from a related academic department to serve as the scholarship chair
- Promoting the availability of your scholarship to qualified candidates in related programs of study or the student body at-large, as is appropriate
- Investing your endowed scholarship dollars to ensure continued growth of the principal
- Promoting your scholarship to secure additional contributions to the scholarship

AS YOU BEGIN:

Clarify your goals for giving. It is important to be sure about your expectations for endowing a scholarship, as outlined under Reasons for Endowing. Ask yourself what you hope to gain in relation to these issues. Do you hope to secure a tax advantage or enhance your income stream? Remember a loved one or recognize a valued faculty member? What do you want to achieve in relation to student or institutional outcomes? Is your goal to reward high achievement? To assist a needy student? To support a program or service that made a difference in your life?

As you review the enclosed endowment commitment form, **consider that there are both practical decisions and philosophical decisions to make.** For instance, you will need to decide the name of your scholarship and who will chair the selection committee, reviewing applications and identifying the finalist. However, you also need to consider whether the scholarship will be need-based, merit-based, or both. Endowing a scholarship also involves decisions about how selective you wish to be when establishing qualifying criteria. Being very specific in establishing these criteria will likely result in a smaller pool of candidates. This can make it more difficult to award the scholarship in some years. Broader eligibility criteria encourages more students to apply. Your values and attitudes about the legacy that you are creating may influence many of these decisions.

The amount of your endowment will also determine the size of the scholarship awarded each year. The policy regarding dispersal of funds states:

- Disbursement of scholarships will be calculated at 5% of the balance and paid out of the annual earned income after adjusting for an annual administrative fee and an assessment fee to the reserve fund. The reserve fund will provide for future payouts during times of economic downturn. Awards will be calculated to the nearest (lowest) \$50.00. It is the Foundation's goal to provide a minimum scholarship award of \$500 per scholarship. Lesser amounts from scholarships of less than \$10,000 will be allowed, although efforts will be made to encourage scholarship chairs and donors to grow their endowment to reach the \$10,000 in order to provide a \$500 scholarship

Also, remember that your gift is tax deductible to the extent allowed under the law.

COMPLETING THE ENDOWMENT APPLICATION:

(A step by step guide)

1. This item relates to your intended impact on the student: at what point in a student's academic career do you wish to provide support: as a new student just starting out, as a returning student having demonstrated commitment to their education, as a graduate having successfully completed their program of study, or as a student transferring to a four-year college or university?
2. You may wish to award your scholarship based on student performance, student financial or both.
3. You may identify one department of affiliation or choose two or more related departments, such as Business Administration and Computer Studies/Information Processing. This serves to enlarge the applicant pool and expand access to more candidates. Many scholarships identify a preferred program of study with a second program identified as an alternative within the selection criteria. For example, you may indicate that the enrollment in Fine Arts is preferred but Liberal Arts is allowed.
4. You may wish to require that the scholarship recipient have participated in extra-curricular experiences such as community service, leadership activities, or work experience while enrolled as a student. Again, this decision relates to your values regarding who should qualify as the finalist.
5. This option allows you to determine if the student should receive the check directly to use as needed or if you wish to establish a level control, ensuring that the scholarship will go directly to tuition or books and supplies.
6. You may decide that you or someone else appropriate should be informed of the final selection.
7. You may name the scholarship after an individual, a company or organization, or some combination. For example, the St. Dunstan's/ Access to Opportunity Scholarship, identifies the funding source and the CCRI Program intended to benefit.
8. Providing background information will help us in developing promotional materials.

CCRI FOUNDATION ENDOWED SCHOLARSHIPS

Allied Health Scholarships

- Kathleen Dwyer Nursing Scholarship
- Emergency Fund for Health & Rehabilitative Services Students
- Radiography Scholarship
- Jane Thompson Scholarship
- XRI Scholarship
- Yatsko Scholarship

Business Administration

- Carosi/SkillsUSA Scholarship
- Conrad Ferla Scholarship
- Stephen Flaherty DECA Scholarship
- Christina M. Liston Scholarship
- Frank A.Orth Scholarship
- Pohle Scholarship
- Society of Governmental Accountants & Auditors Scholarship
- Solomon A. Solomon Business / Retail Scholarship

Computer Studies & Information Processing

- M. Sue Higgins Memorial Scholarship
- Christina M. Liston Scholarship
- John W. Ruscito Scholarship

Criminal Justice & Legal Studies

- Daniel J. Garvey Scholarship for Paralegal Studies
- Walter & Eileen J. Jachna Scholarship

Dental Health

- Albert E. Carlotti Dental Hygiene Scholarship
- Emergency Fund for Health & Rehabilitative Services Students
- Dental Hygiene Faculty Award
- Underhill Dental Hygiene Book Award
- Dr. Joseph A. Yacovone Scholarships for Dental Assisting Students

Fine Arts

- Arthur Chatfield Scholarship
- Andrew & Mary Conroy Scholarship
- Deborah Y. Griffin Vocal Arts Scholarship
- Bobby Hackett Jazz Scholarship
- James Johnson Piano Scholarship
- Lloyd Kaplan Music Scholarship
- Janet Lebkuchner Scholarship

General Programs

- Joe Andre, Jr. Student Athlete Scholarship
- David J. Bedrosian Scholarship
- A.C. Bessette Scholarship

- CCRI Alumni Scholarship
- CCRI Alumni Association Financial Book Award
- John Clark Scholarship
- Barbara M. Colavecchio Transfer Scholarship
- Andrew & Mary Conroy Scholarship
- Cooperative Education Scholarship
- Robert F. Dalton Scholarship
- Davol's Norm Brown Memorial Fund
- Domenic DiLuglio Honorary Scholarship
- Dollars for Scholars Scholarship
- Raymond A. Ferland Student Assistance Fund
- Jonathan Fund
- Clara Leclerc Philosophy Scholarship
- Liberty Mutual Alumni Scholarship
- Edward J. Liston Scholarship
- Anthony & Lillian J. Masi Scholarship
- Lillian J. Masi Scholarship
- Christine Quinn McKenney Scholarship
- Edward & Lucy D. Medeiros Scholarship
- Maria Pacitto Scholarship
- Valerie Norbury Memorial Scholarship
- Phi Theta Kappa Scholarship
- Providence Journal-Bulletin Scholarship
- Prybyla National Guard Scholarship
- Bob & Barbara Rinaldi Scholarship
- Robert A. Silvestre Scholarship
- Society of Governmental Accountants & Auditors Scholarship
- Solomon A. Solomon Business / Retail Scholarship
- St. Dunstan's/Access Scholarship
- Charles Sullivan Scholarship for Women Returning to College
- F.C. Tanner/Federal Products Employees' Scholarship
- Woonsocket Kiwanis Scholarship
- Rosemary Sullivan Zins Honorary Scholarship

Nursing

- Benjamin Blacher Scholarship
- Emergency Fund for Health & Rehabilitative Services Students
- Hope Branch, International Sunshine Society
- Student Nurse Organization Scholarship
- Warwick Branch, International Sunshine Society

Office Administration

- Administrative Office Technology Department Scholarship
- Joan Swedberg Scholarship

Psychology

- Naylor Memorial Scholarship
- Uber/Testa Award

CCRI FOUNDATION ENDOWED SCHOLARSHIP APPLICATION

1. Which of the following target groups of students do you want to benefit from your scholarship?

- Incoming students
- Students who have completed their first year at CCRI and are continuing their studies at CCRI
- Graduating students
- Students transferring to a 4-year college/university

2. Which of the following do you wish to be used in selecting a recipient?

- Merit-based
- Need-based

3. Which of the following academic departments do you want to benefit from your scholarship?

- | | |
|---|--|
| <input type="checkbox"/> Allied Health | <input type="checkbox"/> Fine Arts |
| <input type="checkbox"/> Business Administration | <input type="checkbox"/> General Programs |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Human Services |
| <input type="checkbox"/> Computer Studies
& Information Processing | <input type="checkbox"/> Industrial Technology |
| <input type="checkbox"/> Criminal Justice and Legal Studies | <input type="checkbox"/> Nursing |
| <input type="checkbox"/> Dental Health | <input type="checkbox"/> Office Administration |
| specify) _____ | <input type="checkbox"/> Other (please |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> No Preference |

4. Are there any personal qualities/interests/information about the scholarship applicants that you would feel are essential in selection process?

- Yes No If so, please describe below: _____
-

5. To whom do you want the scholarship check made payable?

- Solely payable to the student
- Jointly payable to the student and CCRI
- Jointly payable to the student and the CCRI Bookstore
- Jointly payable to the student and a 4 year college/university

CCRI FOUNDATION ENDOWED SCHOLARSHIP APPLICATION

6. In addition to the College's Office of Public Relations and Publications and the Chairperson of the appropriate academic department, who else do you want to receive a copy of the selected recipient's application form?

Name: _____ Telephone: _____

Address: _____

Name: _____ Telephone: _____

Address: _____

7. List the exact title of your proposed endowed scholarship fund.

8. If the proposed endowed account is being named after an individual or a company/ organization, please provide some background material that we can use in our publication of the scholarship award.
