

Guidelines for Donors Wishing to Establish an IFN Scholarship/Grant to Honor a Person, Organization, or Team

IFN accepts gifts in honor of individuals, organizations, or teams who have made contributions to the field of professional learning and specifically to NSDC's purpose: *Every educator engages in effective professional learning every day so every student achieves.* Donor(s) wishing to give a gift or establish a scholarship/grant to honor an individual submit to the IFN board for approval a written request that includes:

1. Appropriate documentation describing the honoree's contributions to NSDC's purpose and/or the field of professional learning;
2. The type of award to establish, (i.e., E6 grant, Academy scholarship, Bridge Builder award)
3. Additional criteria beyond IFN's existing criteria for this specific scholarship/grant to use in selecting recipients;
4. Full contact information of the donor responsible for coordinating the gift with the IFN board;
5. A funding plan, and
6. A shortfall designation.

The donor(s) agrees to make and/or solicit adequate contributions to fund the scholarship/grant. The funding procedure is described in the procedure section of this document. The IFN board may invite the donor to participate in the scholarship/grant review process.

The goals of these guidelines are designed:

1. To create a clear and fair process by which donors can honor individuals, organizations, or teams that have had a positive impact on NSDC's purpose and the field of professional learning.
2. To ensure the long-term financial health of the IFN funds.
3. To outline the administrative procedures and costs for establishing scholarships/grants that will not place an undue burden on the limited administrative support of IFN.

Gifts will fall under one of three categories.

Level 1: Gift in Honor of: Any amount of money may be given for an honoree. Gift donation will be noted in IFN documents and appropriate publications. If not specified, the IFN Board will determine which of the three funding programs the gift will be allocated to. (This procedure is presently in place).

Level 2: One-Time Scholarships/Grant: To name a one-time scholarship/grant for an honoree, the initial gift must be equal to the total cost of the designated scholarship/grant at the time of the gift plus 10% administrative costs. All gifts will be used for one of IFN's existing scholarship/grant programs (Academy, E6, or Bridge Builder) and will be named for the honorees for one year. For example, during this funding year, an award of \$5500 given in the name of Jane Smith (\$5000 plus 10%) will be known as the **Jane**

Smith E6 Grant for 2009. Donors may specify additional criteria for awarding the scholarship/grant beyond IFN's existing criteria. Donors will be noted in IFN documents and appropriate publications and the recipient will be notified about the origin of the gift and the contributions of the honoree.

Level 3: Multi-year Scholarships: To give a multi-year scholarship/grant for an honoree, the gift must be equal to a multiple of the total cost of the scholarship/grant plus appropriate administrative costs. The scholarship/grant will be designated for one of the existing IFN giving programs (Academy, E6, or Bridge Builder). The award will be named in the honoree's name for as many years as the gift allows (e.g., the scholarship amount for one year and the projected future costs). For example, a standing 5-year scholarship to the Academy Scholarship Fund at this year's tuition would be a minimum of \$17,600 (\$3200 for the first year and appropriate projected costs for the following years plus 10% administrative costs) and the scholarship would be named the **John Smith Academy Scholarship**. Donors may specify additional criteria for awarding the scholarship/grant beyond IFN's existing criteria. Donor(s) will be noted in the IFN documents during the first year that the gift was received and as many subsequent years as the gift amount allows. In subsequent years, the scholarship/grant would be marketed in the honoree's name alongside IFN's existing scholarships/grants. The recipient will be notified about the origin of the gift and the contributions of the honoree.

IFN's annual financial report will account for gifts and document how they were expended.

Procedure for Donor Gifts to IFN to Honoring an Individual, Organization, or Team

- Individual initiating the recognition will contact IFN through the NSDC Business Office in Oxford, Ohio to receive the procedures for establishing the honoring scholarship or grant, the funding requirements and the deadlines.
- Total amount of gift must be received by September 30th in order for the gift to be included in that year's scholarship/grant award process. Gifts received after this date will be included in the subsequent year's scholarship/grant awards.
- Donors may submit a single payment for the scholarship/grant or seed the fund with a donation of a minimum of \$1000 and collect additional contributions to the honoree's fund. These additional contributions will be forward in a group to IFN. If the targeted amount for the designated fund is not received by September 30, IFN board will contact the primary donor for a decision about deferring the award of the scholarship/gift until sufficient funds are raised or transferring the funds to IFN's existing scholarship/grant funds. Honoree funds not fully funded after one year will revert to the fund in the original designation. All donors will be recognized in appropriate publications.