# INSTRUCTIONS

Setting up a one-time, annual or endowed scholarship with Mohave Community College is easy. There are six steps on the Scholarship Creation Form.

1. **Name of Scholarship -** Is there a person or organization you would like to honor? Some examples are: Jim and Jane Smith Memorial Scholarship, Service Club Scholarship, or Mohave Area Welding Scholarship
2. **Type of Scholarship -** Is the scholarship to be based upon academic record (e.g. 3.5 GPA), financial need (determined by MCC Financial Aid office), or something else (e.g. welding program)?
3. **Intent / Award Preferences -** What is your intention in creating this scholarship (honoring a hero, memorial, related to a cause)? Are there any other characteristics of the student that are to be considered (veterans, trades, program of study, underserved population)?
4. **Funding Frequency -** We have two types of funding options:
	1. Current scholarships mean that the amount donated is passed to students right away through the Financial Aid office. Sometimes the donor makes a one-time gift and sometimes the donor intends to repeat next year.
	2. Endowment scholarships mean that the amount donated is invested by the MCC Foundation and the earnings are used for the scholarships. Some of the donation choices are:
* Gifting at least $30,000 to start the endowed scholarship, which will fund students right away.
* Gifting several annual donations to achieve the $30,000 threshold, triggering student funding.
* One gift of less than $30,000 and allowing the gift to grow to $30,000.

MCC is an open enrollment community college. Timing of funding is essential to the overall success of our students. Scholarship awards may be assigned to students more than 6 months in advance of an upcoming semester. Late funding of scholarships can cause students to drop out before they have the chance the start, and cause delays in enrollment.

1. **Amount and Number of Awards -** Several options exist for the size and number of awards to offer. For example, some donors my desire to provide five $1,000 scholarships, some may want two $2,500 scholarships, and some may desire to have the Financial Aid office decide how best to give out the awards. For Endowment Scholarships, the total endowment amount can increase because of additional donations or because of investment growth. If that occurs, then the Financial Aid office will make more funds available to students each year by following the established donor intent.
2. **Donor Contact Information -** Thank you for completing this section. Once we have your completed Scholarship Creation Form, we will confirm your donation intent with an official “Scholarship Fund Agreement.” This will ensure that we are all on the same page, and the college will be able to provide awards in a manner consistent with their policies.

**Thank you for thinking of Mohave Community College students for your scholarship giving!**

**A. Name of Scholarship:** **Click here to enter text.**

**B. Type of Scholarship:** (check only one)

 [ ]  Merit-Based [ ]  Financial Need [ ]  Other: **Click here to enter text.**

**C. Intent:**

You may wish to include a personalized historical or biographical paragraph. This paragraph can include information about the donor or individual/organization for whom the fund is named, or the donor’s purpose in establishing the fund.

**Award Preferences:**

**Click here to enter text.**

**Click here to enter text.**

**Click here to enter text.**

**D. Funding Frequency:**

 D1. Current – All of gift awarded currently

 [ ]  A one-time gift [ ]  An annual contribution (donor plans to repeat the donation annually)

 D2. Endowment – All of gift placed into an endowment with awards using the earnings

 [ ]  A one-time gift (awards start when endowment reaches $30,000)

 [ ]  An annual contribution (donor plans to add to the endowment)

**E. Amount to be awarded each year. For the Endowed Scholarships, this is the initial award amount. As the endowment grows, awards are determined by the Financial Aid Office.**

 [ ]  The Foundation will determine the amount and number of scholarships to award of at least $**Click here to enter text.** per year

 [ ]  I choose to require that **Click here to enter text.** scholarships of $**Click here to enter text.** be awarded each year

 [ ]  Other: **Click here to enter text.**

**F. Donor Contact Information:**

Contact person: **Click here to enter text.**Phone:**Click here to enter text.**

Address:**Click here to enter text.**

Fax #: **Click here to enter text.** E-mail Address:**Click here to enter text.**

Signature: Date:**Click here to enter text.**

If you have any questions when completing this form, please contact the College Advancement Office at (928) 757-0812. **Return the form to: MCC Foundation, 1971 Jagerson Ave., Kingman, AZ 86409**. Please keep a copy for your records and inform us of any changes in contact information.

All gifts to MCC Foundation are used to support the Mohave Community College. Mohave Community College Foundation, Inc. is a not-for-profit entity with an IRS 501(c)(3) designation (EIN 23-7294708). Donations are deductible to the full extent of current IRS regulations. No goods or services were provided in exchange for this donation. The date you delivered or mailed your donation are generally recognized as the gift date. You should consult with your tax advisor to determine the tax benefits of your donation. The determination of the contribution date and the value of the gift (within IRS regulations) is entirely your decision.