



Development and Alumni Relations ■ Grasse Mount ■ 411 Main Street ■ Burlington, VT 05401-3470  
 Telephone (802) 656-8600 ■ Toll Free (888) 458-8691 Fax (802) 656-8678 ■ Web alumni.uvm.edu

## FUND / ALLOCATION SET UP

FOR OFFICE USE ONLY

|                 |   |
|-----------------|---|
| Approval Status | <ol style="list-style-type: none"> <li>1. <b>DRAFT</b> <ol style="list-style-type: none"> <li>a. Gifts over \$1000 requires new fund to be set up; otherwise an earmark is used.</li> <li>b. Dean or designee must approval electronically all endowment funds regardless of \$ level and all current op funds over \$10,000. Copy chairs on all funds.</li> </ol> </li> <li>2. <b>FINAL</b> <ol style="list-style-type: none"> <li>a. Donor signature</li> <li>b. UVM signature</li> <li>c. Account setup</li> </ol> </li> <li>3. <b>SIGNED</b> <ol style="list-style-type: none"> <li>a. Allocation setup</li> </ol> </li> </ol>  |
| Allocation      |   |
| Account         |   |
| Long Name       |   |
| School          | <p><b>Do the CAE coding first because it helps to decide on school codes. School codes reflect WHO gets to use the funds (where CAE codes reflect WHAT/HOW the funds get used). So if a school gets to use the funds exclusively (regardless of what/how/restrictions placed by the donor), then use the school code. UNR represents those allocations that count towards UVM's unrestricted Goal. Since Dean's discretionary funds (and similar) do NOT count towards the unrestricted goal; they are NOT included in UNR.</b></p> <p><b>UNR PU and GEN SCHOL and GEN SCHOL VT</b></p> <p><b>If exclusive to the school/college/program, then use that school code</b></p> <p><b>AG Agriculture and Life Sciences</b><br/> <b>AS Arts &amp; Sciences</b><br/> <b>BA Business Administration</b><br/> <b>EDSS Education and Social Services</b><br/> <b>EM Engineering and Math</b><br/> <b>GR Graduate College</b></p> |

|            |   |
|------------|---|
|            | <p><b>HON Honors College</b><br/> <b>MED Medicine</b><br/> <b>MICR Microbiology</b><br/> <b>NR Natural Resources</b><br/> <b>NHS Nursing and Health Sciences</b></p> <p><b>LBR Libraries</b></p> <p><b>ATHL Athletics</b><br/> <b>FM Fleming Museum</b><br/> <b>LN Lanes Series</b><br/> <b>MH Morgan Horse</b></p> <p><b>SS Student and Campus Life (Anything else students participate in (clubs, residence life, activities, etc.))</b></p> <p><b>4H 4-H (agency)</b></p> <p><b>STDT If not, is it a scholarship (CAE code of CF or LR26)? Yes, use Financial Aid Office</b><br/> <b>FAC If not, is it a building (CAE code of CP, LR25 or LP)? Yes, Facilities</b></p> <p><b>ACAD Anything else Academic not listed above</b></p> <p><b>UW Else University Wide (admin departments, etc.)</b></p>   |
| Department |   |
| CAE        | <p><b>Describes the purpose for HOW the donor says the money is to be used. Note: Donors may direct deferred gifts to current operating even though the FRS# 0-5xxxx suggest endowment.</b></p> <ul style="list-style-type: none"> <li>▪ <b>We use CU and LU to reflect those unrestricted purposes that are at the discretion of the President.</b></li> <li>▪ <b>If a donor directs funds to Dean's Discretionary in the School of Business, this would fall under Academic Divisions.</b></li> <li>▪ <b>Campaign reporting is driven by CAE code; and CU and LU drive the Unrestricted Excellence Fund.</b></li> <li>▪ <b>Dean's discretionary funds are used mostly for faculty type support, so they are included in Faculty for campaign reports.</b></li> <li>▪ <b>CU and LU do NOT represent UVM's unrestricted goal; see school code of UNR for that.</b></li> </ul> |

|                  |   |
|------------------|---|
|                  | <p><b>LL – Loan Funds</b><br/> <b>LU – Endowment Unrestricted</b><br/> <b>LR – Endowment Restricted</b><br/> <b>LP – Capital / Building</b><br/> <b>CU – Current Operating Unrestricted</b><br/> <b>CF – Current Operating Financial Aid</b><br/> <b>CE – Current Operating Faculty Staff Compensation (lecture series and consultants go to CO)</b><br/> <b>CA – Current Operating Athletics</b><br/> <b>CR – Current Operating Research</b><br/> <b>CS – Current Operating Public Service (credit activities go to CD)</b><br/> <b>CL – Current Operating Library</b><br/> <b>CP – Current Operating Physical Plant</b><br/> <b>CD – Current Operating Academic Division (anything else academic)</b><br/> <b>CO – Current Operating Other Restricted (anything else)</b></p> |
| CAE Subcode      | <p><b>26 – Endowment: Financial Aid</b><br/> <b>21 – Endowment: Faculty Staff Compensation (lecture series and consultants go to CO)</b><br/> <b>28 – Endowment: Athletics</b><br/> <b>22 – Endowment: Research</b><br/> <b>23 – Endowment: Public Service (credit activities go to CD)</b><br/> <b>24 – Endowment: Library</b><br/> <b>25 – Endowment: Physical Plant</b><br/> <b>20 – Endowment: Academic Division (anything else academic)</b><br/> <b>27 – Endowment: Other Restricted (anything else)</b><br/> <b>None – all current operating, LL, LU, LP</b></p>   |
| Restriction      | <p><b>GP – General Purposes (only restriction is by unit, school, college, program contained in the name; sometimes called "unrestricted" or "discretionary")</b></p> <p><b>LT – Long Term Restricted (funds should be spent within 1-2 years and the account then closed)</b></p> <p><b>ST – Short Term Restricted (funds should be spent within 1-2 years and the account then closed)</b></p>  |
| Annual Switch    | <p><b>N</b><br/> <b>Y – for current op funds that are to be counted in UVM Fund goal.</b></p>   |
| Athletics Switch | <p><b>N</b><br/> <b>Y – only if school code is Athletics (ignore cae code)</b></p>  |



|           |   |
|-----------|---|
| Funds     | <ol style="list-style-type: none"> <li>1. To be funded by private gifts.</li> <li>2. Gifts received to date; pledges being booked; any/all donors; etc.</li> <li>3. For PLANT only:             <ol style="list-style-type: none"> <li>a. Total Estimated Cost: \$15M</li> <li>b. State and Federal: \$0M</li> <li>c. Private Gift Goal: \$10M (about \$20,000 thus far)</li> <li>d. New Borrowing: \$0M</li> <li>e. Other UVM funds: \$5M</li> </ol> </li> </ol> |
| Endowment | <ol style="list-style-type: none"> <li>1. True, Quasi or Term (with time/action requirement)</li> <li>2. Endowment Reporting: Development or Medicine</li> </ol>  |
| Other     | <ol style="list-style-type: none"> <li>1. Subsystem: GR – gift records</li> <li>2. Fund Manager:             <ul style="list-style-type: none"> <li>▪</li> </ul> </li> <li>3. Copy to:             <ul style="list-style-type: none"> <li>▪</li> </ul> </li> </ol>  |



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## Name of Fund

**\*\*\*\* DRAFT – For discussion purposes only \*\*\*\***

*"Quote or some other personal motivation statement from the donors;  
see alternate idea under Administration of the Fund."*

- The Donor(s)

### **Purpose of the Fund --- Scholarship**<sup>[MWM1]</sup>

The \_\_FUND NAME\_\_ Fund is established by \_\_NAMES OF DONORS OR "AN ANONYMOUS DONOR" OR UVM UNIT\_\_ and shall be used to provide annual scholarship assistance to one or more students with financial need.

### **Purpose of the Fund --- Faculty Position**<sup>[MWM2]</sup>

The \_\_FUND NAME\_\_ Fund is established by \_\_NAMES OF DONORS OR "AN ANONYMOUS DONOR" OR UVM UNIT\_\_ and shall be used for the teaching, service, research, salary, benefits and other general expenses associated with an endowed faculty position (chair/professor) in the Department of \_\_\_\_.

If the fund reaches \_\_\$\_\_, <sup>[MWM3]</sup> then the endowed faculty position shall be called "\_\_\_\_" Professor in \_\_DEPT\_\_, to be commonly known as "\_\_\_\_". If the fund reaches \_\_\$\_\_, then the endowed faculty position shall be called "\_\_\_\_" Chair in \_\_DEPT\_\_, to be commonly known as "\_\_\_\_".

### **Purpose of the Fund --- Building / Plant**<sup>[MWM4]</sup>

The \_\_FUND NAME\_\_ Fund is established by \_\_NAMES OF DONORS OR "AN ANONYMOUS DONOR" OR UVM UNIT\_\_ and will be used to support the design, construction, renovation and related general expenses of the \_\_PROJECT DETAILS\_\_.

### **Purpose of the Fund --- Lecture Series**<sup>[MWM5]</sup>

The \_\_FUND NAME\_\_ Fund is established by \_\_NAMES OF DONORS OR "AN ANONYMOUS DONOR" OR UVM UNIT\_\_ and shall be used for the general expenses of a lecture series including but not limited to \_\_\_\_ and for other general purposes.

### **Purpose of the Fund --- General Purposes**<sup>[MWM6]</sup>

The \_\_FUND NAME\_\_ Fund is established by \_\_NAMES OF DONORS OR "AN ANONYMOUS DONOR" OR UVM UNIT\_\_ and shall be used for the general expenses of \_\_\_\_ including but not limited to \_\_\_\_ and for other general purposes.



### **Administration of the Fund --- Scholarship**

Nominations for the scholarship shall be the responsibility of the Dean of the \_\_\_\_ or his/her designee or the Dean of Enrollment Planning Admissions or his/her designee. The size of the annual scholarship, the number of scholarships awarded annually and the selection of the recipients shall be the responsibility of the Assistant Controller and Director of Student Financial Services or her/his designee in consultation with the Dean of the \_\_\_\_ or his/her designee.

Upon request, the Office of Student Financial Services will notify \_\_\_\_THE DONOR(S)\_\_\_\_ that awards have been made. With the permission of the scholarship recipient(s) their names will be shared.

Upon request, the \_\_\_\_\_ Department will provide \_\_\_\_THE DONOR(S)\_\_\_\_ with a report on disbursements from the fund.[MWM7]

Upon request, the Office of Development and Alumni Relations will provide a financial statement on the fund to \_\_\_\_THE DONOR(S)\_\_\_\_ . |  
[MWM8]

The Dean of the \_\_\_\_ or his/her designee shall provide the attached biographies/histories of \_\_\_\_NAMES OF DONORS\_\_\_\_ in a format deemed appropriate by the Dean or his/her designee to \_\_\_\_RECIPIENTS OF SCHOLARSHIPS OR HOLDER OF NAMED POSITION.[MWM9]

Any donor may contribute to this fund. (Only \_\_\_\_THE DONOR(S)\_\_\_\_ may contribute to this fund.)

### **Administration of the Fund --- Faculty**

Nominations for endowed faculty positions shall be responsibility of the Dean of the \_\_\_\_ or his/her designee in consultation with the Provost or his/her designee and in accordance with University policies and procedures. Establishment of and appointment to endowed faculty positions (chair/professor) are subject to approval of the Board of Trustees.

Upon request, the \_\_\_\_\_ Department will provide \_\_\_\_THE DONOR(S)\_\_\_\_ with a report on disbursements from the fund.[MWM10]

Upon request, the Office of Development and Alumni Relations will provide a financial statement on the fund to \_\_\_\_THE DONOR(S)\_\_\_\_ . |  
[MWM11]

The Dean of the \_\_\_\_ or his/her designee shall provide the attached biographies/histories of \_\_\_\_NAMES OF DONORS\_\_\_\_ in a format deemed appropriate by the Dean or his/her designee to \_\_\_\_RECIPIENTS OF SCHOLARSHIPS OR HOLDER OF NAMED POSITION.[MWM12]

Any donor may contribute to this fund. (Only \_\_\_\_THE DONOR(S)\_\_\_\_ may contribute to this fund.)



### **Administration of the Fund --- Building/Plant**

The Board of Trustees or designee(s) must authorize [MWM13] the construction and renovation of the \_\_PROJECT DETAILS\_\_ before spending from this fund is allowed for its stated purpose. At such time, the Director of Capital Planning and Management or his/her designee shall be responsible for the disbursements from this fund in consultation with the \_\_DEAN/DIR\_\_ or his/her designee.

Upon request, the \_\_\_\_\_ Department will provide \_\_\_\_THE DONOR(S)\_\_\_\_ with a report on disbursements from the fund.[MWM14]

Upon request, the Office of Development and Alumni Relations will provide a financial statement on the fund to \_\_\_\_THE DONOR(S)\_\_\_\_ . |

[MWM15]

Any donor may contribute to this fund. (Only \_\_\_\_THE DONOR(S)\_\_\_\_ may contribute to this fund.)

### **Administration of the Fund --- General**

Decisions regarding disbursements from this fund shall be the responsibility of the Dean of the \_\_\_\_ or his/her designee.

Upon request, the \_\_\_\_\_ Department will provide \_\_\_\_THE DONOR(S)\_\_\_\_ with a report on disbursements from the fund.[MWM16]

Upon request, the Office of Development and Alumni Relations will provide a financial statement on the fund to \_\_\_\_THE DONOR(S)\_\_\_\_ . |

[MWM17]

Any donor may contribute to this fund. (Only \_\_\_\_THE DONOR(S)\_\_\_\_ may contribute to this fund.)

### **Investment Policy --- FOR TERM AND TRUE ENDOWMENTS**

This is to be an endowed fund of the University, and the principal of this fund will be invested as part of the University of Vermont's consolidated endowment. All income shall be returned to principal until the fund reaches the value of \$\_\_\_\_\_. At such value, only the amount annually budgeted according to University policy will be made available for the purpose stated. If all of the income is not awarded in a particular year, it may be added to income available in the following year or returned to the fund's principal for reinvestment.

Should the fund not reach the \$\_\_\_\_\_ level within three [MWM18]years\*, the University of Vermont will have the option of reverting both principal and income into a restricted account created to serve the same purpose.

If in the opinion of the University of Vermont, all or part of the funds cannot reasonably be applied in strict conformance with guidelines previously stated, these funds may be used for



other appropriate purposes as nearly aligned to the original intent of the donor as good conscience and need dictate within the authorized powers of the University.

\*If this fund is to be established with a deferred gift, the three-year period will begin upon receipt of the last distribution from the deferred giving vehicle (will, trust, gift annuity, etc.) [MWM19]

### **Investment Policy --- QUASI ENDOWMENT ONLY**

It is understood that the principal can be spent only with approval of the Board of Trustees. This is to be a quasi-endowed fund of the University, and the principal of this fund will be invested as part of the University of Vermont's consolidated endowment. Only the amount annually budgeted according to University policy will be made available for the purpose stated. If all of the income is not awarded in a particular year, it may be added to income available in the following year or returned to the fund's principal for reinvestment.

If in the opinion of the University of Vermont, all or part of the funds cannot reasonably be applied in strict conformance with guidelines previously stated, these funds may be used for other appropriate purposes as nearly aligned to the original intent of the donor as good conscience and need dictate within the authorized powers of the University.

### **Investment Policy --- BEGIN RESTRICTED CONVERT TO ENDOWMENT**

This fund will begin as a current operating restricted fund and, as such, the entire fund balance is expendable for the stated purpose. If, at some future time, the balance of this fund meets or exceeds the minimum required to establish an endowment, it may be converted to an endowed fund at the option of the \_\_DEAN/DIR\_\_.

If and when the fund is changed to an endowment, it will be an endowed fund of the University, and the principal of this fund will be invested as part of the University of Vermont's consolidated endowment. Only the amount annually budgeted according to University policy will be made available for the purpose stated. If all of the income is not awarded in a particular year, it may be added to income available in the following year or returned to the fund's principal for reinvestment.

If in the opinion of the University of Vermont, all or part of the funds cannot reasonably be applied in strict conformance with guidelines previously stated, these funds may be used for other appropriate purposes as nearly aligned to the original intent of the donor as good conscience and need dictate within the authorized powers of the University.

### **Investment Policy --- CURRENT OPERATING / RESTRICTED**

This is a current operating restricted fund and, as such, the entire fund balance is expendable for the stated purpose.

If in the opinion of the University of Vermont, all or part of the funds cannot reasonably be applied in strict conformance with guidelines previously stated, these funds may be used for



other appropriate purposes as nearly aligned to the original intent of the donor as good conscience and need dictate within the authorized powers of the University.

**Investment Policy --- LOAN FUND**

This is a restricted loan fund and, as such, the entire fund balance is expendable for the stated purpose.

If in the opinion of the University of Vermont, all or part of the funds cannot reasonably be applied in strict conformance with guidelines previously stated, these funds may be used for other appropriate purposes as nearly aligned to the original intent of the donor as good conscience and need dictate within the authorized powers of the University.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

**\*\*\* DRAFT – For discussion purposes only. \*\*\***

\_\_\_\_\_  
Donor(s)

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2005 on behalf of the University of Vermont and State Agricultural College.

\_\_\_\_\_  
Treasurer



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## Biography of Donor(s)

DONOR is a resident of STATE with a strong commitment to and interest in Vermont. She has been involved with the School of Business Administration at the University of Vermont since the spring of 1998. She has lectured students and frequently met with the Deans, faculty and students at the School of Business Administration. She is eager to have students attend the University of Vermont for the quality education available and for the contribution they make to the school's awareness of the global business context. Because of this, she is establishing an endowed fund to enhance and sustain the school's ability to recruit students to attend the School of Business Administration at the University of Vermont.