



Scholarship Master Calendar

Spending formula for scholarships is based on audited account balances on June 30.

January

All print materials (“funny money”, posters) and website updated
College Advancement reviews award letters and makes changes if necessary
Financial Aid determines if student recipients meet eligibility for Spring awards
1/31 – Business Office determines actual amount available to award for following year
Financial Aid sends invoices to Admissions, Alumni and Foundation
College Advancement sends invoice to Merrill Family Foundation for spring semester
A. Lindsay and Olive B. O’Connor payment #2 is received

February

Mid-February – scholarship committee meets to award incoming student scholarships
Spring invoices are paid to Student Accounts
Financial Aid checks returning/renewable scholarship recipients GPA’s
Admissions Office sends emails to incoming students from specific schools/counties that scholarship are available encouraging them to apply for scholarships
Complete John Deere Scholarship Grant application (due beginning of March)

March

Admissions Office sends award letters to incoming student recipients
Financial Aid creates a list and updates the website for returning scholarships available for students to apply for
Advertise to let students know application goes live on April 1st (funny money, posters)
Send application link to advisors, faculty, deans, library, bookstore etc.
Post application link on Sharepoint, Student Sharepoint & Coby Now
Mid-March – committee meets again to re-award incoming scholarships
Notified of Amount for Schopinsky Scholars Scholarship by March 31st

April

April 1st – returning student applications link goes live (through May 15th)
Financial Aid receives student scholarship applications
Campus push to get students to fill out applications, Advancement sends emails to students with a 2.5 GPA or higher and a separate email to students with a 3.0 or higher encouraging them to apply for Merrill Family Foundation scholarship
Awards Convocation – end of April
Scholarship Committee meets again to re-award incoming scholarships
Scholarship committee meets to determine students for Awards Convocation
Print FFA Scholarship certificates for NYS Convention
Student Applications due to the Cultural Diversity Committee for the Empire State Diversity Honors Scholarship (applications due mid-April)

College Advancement Office is notified of names and ID numbers of students receiving
Empire State Diversity Honors Scholarship

May

Returning applications due to Financial Aid by May 15th
Financial Aid checks returning/renewable scholarship recipients GPA's
Financial Aid Office determines eligible returning O'Connor recipients
Scholarship Committee meets as soon as possible after grades are posted to determine returning
student scholarship recipients and incoming scholarships that need to be re-awarded

June

End of May/Beginning of June College Advancement Office works with the Financial Analyst in
the Business Office to send award letters to returning student recipients and letters to
non-recipients
College Advancement sends a Save the Date to benefactors for the Scholarship Luncheon

July

College Advancement prints the Scholarship Luncheon invitations

August

College Advancement drafts the program for the Scholarship Luncheon
Schopinsky Scholars Scholarship money arrives by August 1st
A. Lindsay and Olive B. O'Connor payment #1 is received

September

Financial Aid sends invoices to Admissions, Alumni and Foundation
College Advancement sends invoice to Merrill Family Foundation for fall semester
College Advancement finalizes invitation list for Scholarship Luncheon
College Advancement sends out invitations for Scholarship Luncheon
College Advancement adjusts draft program for Scholarship Luncheon & finalizes
Scholarship Luncheon Event bringing benefactors and students together

October

Fall invoices are paid to Student Accounts

November

Incoming student scholarship application is turned on for following year
Donor Fund updates prepared

December

Donor Fund Update reports mailed
Financial Aid checks returning/renewable scholarship recipients GPA's
Business Office and Advancement Office use audited figures and the scholarship formula to
determine amount available to award for the following academic year
**A. Lindsay and Olive B. O'Connor Foundation grant application completed for the
following academic year (due beginning of January)**



The XXXXXXXXX Endowed Scholarship Agreement

THIS AGREEMENT is made this _____ day of _____, 2015 between _____ and the STATE UNIVERSITY OF NEW YORK AT COBLESKILL FOUNDATION, INC. ('Foundation') an independent non-stock New York Corporation existing for the exclusive benefit of the University. The Foundation is an organization described under Section 501(c)(3) of the Internal Revenue Code of 1986 ("Code").

Section 1: Donor Commitment

- 1. The Donors have made a **pledge of \$ _____ to the SUNY Cobleskill Foundation**
 - 1.1 The pledge will be fulfilled within five years of this contract. The first installment of \$ _____ will be received with the completion of this contract.
 - 1.2 Additional contributions may be made to this Fund by the Donor and/or others. But all such gifts shall be subject to the provisions of this Agreement.

Section 2: Fund Establishment

- 2. The intent of the Donor in making his/her commitment is to establish a permanent endowment Fund held by the Foundation. The Foundation agrees to establish and administer such endowment fund, which shall be a restricted fund subject to all provisions of this Agreement and known as the:
Name of the Fund: The ?????????????????? Endowed Scholarship

Section 3: Fund Purpose

- 3.0 The Fund shall be used exclusively for the purpose (s) herein set forth. The purpose of the Fund is to support the University by providing scholarship support for the University students enrolled in the University programs to be administered under the following terms.

Scholarship Eligibility Criteria:

- 1. Is there a minimum grade point average required? Yes No
If so, specify (A=4.0; B=3.0; C=2.0) ??
- 2. Is financial need required? Yes No
- 3. Is there a specific major/field required or preferred? Required Preferred

Please specify: _____

This scholarship is for: (check all that apply)

- Incoming Freshman (0 to 22 credits completed)
- Returning Student (more than 22 credits completed)
- Any student

- 4. This scholarship is:
 - Renewable for a second year (payable by semester provided satisfactory academic progress is maintained and criteria in Section 3 continues to be met)
 - Awarded for one year (payable by semester provided satisfactory academic progress is achieved)

Donor Initials _____

5. List any additional criteria:

3.1 Recipients of scholarship(s) so provided shall be selected by the scholarship committee, under rules and regulations established by the program and University, provided such rules and regulations are consistent with the terms and conditions of this Agreement, the Foundations governing instruments and policies, and applicable law.

3.2 Each year the Foundation along with the College's Business office, will determine the amount available to be awarded based on the amount of funds available for expenditure.

Section 4: Policies and Administration

4.0 The Fund shall be a permanent endowment fund of the Foundation. The Foundation shall account separately for the Fund, which shall consist of a principal account and a spending account.

4.1 The Fund shall be invested in accordance with the Foundation's investment policies, as the Foundation may determine and as the same may be amended from time to time. The Fund may be pooled with other Foundation assets for investment and reinvestment purpose, and if so pooled the Fund will receive a proportionate share of the net investment returns of the pooled investment portfolio. Any declines or losses in market value of the gifts to the Fund may be accounted for as reductions in the Historic Dollar Value of the Fund's principal. "Historic Dollar Value" for this purpose means the value of the Donor's original gift and any subsequent donations thereto.

4.2 The Foundation shall allocate to the Fund each year a spending allocation amount in accordance with the Foundation's spending policy, as the Foundation may determine and as the same may be amended from time to time. The spending allocation amount generally will be funded from current and/or accumulated net total investments returns (including dividends, interest, and gains and losses, both realized and unrealized) to the extent they are available in the Fund.

4.3 The Fund shall be subject to such administrative fees as the Foundation may determine and as the same may be amended from time to time. Administrative fees shall be paid from the Fund's principle account, and allocated against current and/or accumulated net total investment returns or, if insufficient, against the Historic Dollar Value of the Fund's principal. The administrative fee shall be applied to support the Foundation's mission. Information concerning the amount of the Foundations current administrative fee is available upon request.

4.4 The SUNY Cobleskill Foundation has benefited greatly from your gift of an endowment fund. Your gift has enhanced our ability to offer our services, programs and scholarships. We wish to inform you that on September 17, 2010, the Governor signed into law the New York Prudent Management of Institutional Funds Act ("NYPMIFA"). NYPMIFA contains important updates and changes to the law governing the use of endowed funds by charitable institutions like the SUNY Cobleskill Foundation.

Donor Initials _____

Under prior law, charitable institutions were prohibited from expending certain amounts from endowment funds when the value of those funds dropped below their "historic dollar value." The "historic dollar value" of the endowment fund was defined as the dollar value of each of the contributions made to the endowment fund by the donor.

Under NYPMIFA, the "historic dollar value" concept has been eliminated. In its place, NYPMIFA states that a charitable institution may allocate for expenditure each year a portion of the endowment fund as the charitable institution determines is prudent.

The SUNY Cobleskill Foundation plans to follow the terms of NYPMIFA in making decisions as to annual allocations for expenditure from endowment fund gifts. This would allow the SUNY Cobleskill Foundation to expend amounts from its endowment funds even when market values decline below the endowment funds' historic dollar values.

Under the terms of NYPMIFA, the SUNY Cobleskill Foundation is now required to notify you of the changes governed by NYPMIFA and provide you with the options below.

Please check the box next to your preferred option, below. Sign and Date

The SUNY Cobleskill Foundation may apply the terms of NYPMIFA to my gift and appropriate for expenditure so much of the gift as the SUNY Cobleskill Foundation determines is prudent.

Notwithstanding the provisions of NYPMIFA, I direct that the SUNY Cobleskill Foundation not spend below the original dollar value of my gift. I understand and agree that the terms of NYPMIFA will apply to the management and investment of my gift, and that the SUNY Cobleskill Foundation may spend the income and appreciation over the historic dollar value if it is prudent to do so.

Section 5: Amendments

5.0 Subject to the provisions below, a restriction as to the use of the Fund may be released, in whole or in part by the Board of Directors of the Foundation ("Board") with the written consent of the Donor.

5.1 If the written consent of the Donor cannot be obtained at such time by reason of the Donor's death, disability, unavailability or impossibility of identification, the Donor hereby authorizes the Board, after consultation with the University and the determination that the use of the Fund has become obsolete, inappropriate, or impracticable, to designate an alternative Fund use without court approval which shall follow as closely as reasonably practicable the intent of the Donor as set forth in the Agreement. In any event, the Fund shall retain its identity.

5.2 In no event shall any amendment or modification of this Agreement alter the intention of the Donor that the Fund shall be operated (i) as an endowment fund; (ii) for the benefit of the university; (iii) exclusively for charitable, scientific, literary, or educational purpose in a manner consistent with the provisions of Section 501 (c)(3) of the Code or any successor provision thereto; and (iv) such that donations to the Fund shall be deductible for federal income tax purposes to the extent allowed by the provisions of the Code and other applicable legislation and regulations there under.

5.3 In the event that the donor is deceased, disabled or unavailable, ?????(name and address)???????????? shall be substituted as Donor.

Donor Initials _____

Section 6: Recognition, Promotion, and Reporting:

- 6.0 To express the appreciation of the Foundation, to enhance the Fund, and to attract gifts for similar purposes, the College and the Foundation may make appropriate announcements through internal and external publications and other acknowledgment of the donor's generosity as is suitable.

IN TESTIMONY WHERE OF, the Donor, the University and the Foundation have executed this Agreement as of the date and year first above written.

DONOR:

Donor Full Name _____ Date _____

Donor Full Name _____ Date _____

STATE UNIVERSITY OF NEW YORK AT COBLESKILL FOUNDATION, INC:

Lois Goblet, Executive Director _____ Date _____
SUNY Cobleskill Foundation

Donor Initials _____



Pledge of Endowment Support

Donor Information

Name(s) _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone(s) – _____

SUNY Cobleskill Class Year(s) _____ E-mail Address (es) _____

PLEDGE OF ENDOWMENT SUPPORT

I/We _____

("Donor(s)") individually/jointly and severally make the following commitment to support State University of New York at Cobleskill through the pledge of **\$10,000.00** to State University of New York at Cobleskill Foundation, Inc. I agree to make payments to establish the fund to be paid in **120** even installments as follows:

Date: _____ Amount: _____

Date: _____ Amount: _____

Date: _____ Amount: _____

Date: _____ Amount: _____

Date: _____ Amount: _____

I agree that the final pledge payment is due and payable not later than the following due date: **????** _____

DONOR

Date

DONOR

Date

Lois Goblet, Executive Director
SUNY Cobleskill Foundation

Date

Donor Initials _____



SUNY Cobleskill

APPLICATION TO ESTABLISH A NAMED SCHOLARSHIP ACCOUNT

A scholarship account may be established for a SUNY Cobleskill student by submitting this form, with the first year of funding for your scholarship, to the SUNY Cobleskill College Foundation. A minimum of \$500 is required to establish a non-endowed named scholarship.

Formal Name of Scholarship _____

Is this scholarship an endowment? Yes No (If yes, this form cannot be used. Please request an Endowment Agreement)

Name of Organization/Group (if applicable) _____

Contact Person _____

Phone# _____ E-mail _____

Name of Donor _____

Address _____

City _____ State _____ Zip _____

Phone#(s) _____ E-mail _____

Would you like your address to be shared with recipients in order to receive thank you letters and correspondence directly?

Yes ___ No ___

What Inspired You To Establish a Scholarship:

In Memory of _____

In Honor of _____

Other _____

Scholarship Eligibility Criteria:

1. Is there a minimum grade point average required? Yes ___ No ___

If so, specify (A=4.0; B=3.0; C=2.0) _____

2. Is financial need required? Yes ___ No ___

3. Is there a specific major/field required or preferred? Required ___ Preferred ___

Please specify: _____

4. This scholarship is for: (check all that apply)

- _____ College Freshman (0 to 22 credits completed)
- _____ Upperclassman (more than 22 credits completed)
- _____ Transferring student (at least 48 credits completed)

5. List any additional criteria:

Donor Requirements:

1. Number of Scholarships to be awarded each year _____
2. Amount to be awarded per scholarship (\$500 minimum suggested) \$ _____
3. When would you like to begin awarding your scholarship? (Circle one) Fall 20__ Spring 20__
4. Will donations be made to this scholarship on an annual Basis?..... Yes ___ No ___
 If yes, how much will be donated each year? \$ _____
5. Does the Donor wish to make this an annual scholarship? Yes ___ No ___

If yes, how will the funds be replenished to the account after the scholarship has been awarded? _____

4. Does the Donor wish to make this a one-time scholarship? Yes ___ No ___
5. Does the Donor wish to use a special application form that applicants need to complete?..... Yes ___ NO ___
If so please attach your special application to this form.

Scholarships are awarded upon verification of student's enrollment and are distributed in two increments with half of the scholarship awarded in September for the fall semester and the remaining half awarded in January for the spring semester). We ask that each donor notify the SUNY Cobleskill College Foundation office by November 1st of each year. All monies received by the Foundation for any scholarship account are considered donations and are non-refundable.

If your scholarship account becomes inactive, the remaining fund will be distributed to the SUNY Cobleskill General Scholarship Fund and the account will be closed.

An account is considered "inactive" if one of the following occurs:

- A recipient is not selected for three consecutive years,
- No applications are received for three consecutive years,
- The donor does not reply to inquires made by the SUNY Cobleskill College Foundation for one year.

In an effort to keep scholarship accounts current, The SUNY Cobleskill College Foundation contacts donors on an annual basis to re-evaluate scholarship criteria.

Signature of Donor

Date

For office use only:

Reviewed And Approved By the SUNY Cobleskill College Foundation Executive Director:

Signature Title Date



Scholarship Awarding Procedure

The SUNY Cobleskill Office of College Advancement has two types of scholarships; Permanently Restricted Endowments and Temporarily Restricted Scholarships. Funds placed in endowments are invested and the interest earned is awarded as scholarships. Funds placed in temporarily restricted scholarships are immediately available to be awarded. The dollar amount available to award is based on audited financial statements and determined in the fall semester for the following academic year.

Scholarship Committee

The Scholarship Committee is made up of a cross-section of faculty and staff representing all areas on campus. The Scholarship Committee begins meeting in late February/early March to award incoming student scholarships for the following academic year. The committee will continue to meet every few weeks through mid-June to award and re-award student scholarships.

Applications

SUNY Cobleskill scholarship applications are completed online using the link www.cobleskill.edu/scholarships. From there student select if they complete the incoming student scholarship application or the returning student scholarship application. The incoming student scholarship application is active beginning in November for the following academic year and remains open until September. The returning student scholarship application is active from April 1st through May 15th for the following academic year.

Acknowledgements

Students are notified if they receive or do not receive a SUNY Cobleskill scholarship by letter prior to the fall semester bills going out in July. If a student receives a scholarship they are encouraged to write a thank you letter to their benefactor and deliver it to the Office of College Advancement to be sent to their benefactor.

Scholarship Luncheon

Each fall during Homecoming Weekend the Office of College Advancement hosts the Annual Scholarship Luncheon. This luncheon brings student scholarship recipients together with the benefactors. Students are presented with their scholarship certificates.



Agricultural Engineering Department Scholarships

Incoming Students

June 1st - Deadline for SUNY Cobleskill to receive all documentation from student for scholarship (including online application and letters)

Required letters will be sent to the Scholarship Committee via the Office of College Advancement*

Returning Students

May 15th – Deadline for SUNY Cobleskill to receive all documentation from student for scholarship (including online application and letters)

Required letters will be sent to the Scholarship Committee via the Office of College Advancement*

Scholarship Committee

After required documentation has been received, a representative from the department will present the department's recommendations for scholarship awards to the scholarship committee for approval.

*As the Office of College Advancement receives the letters pertaining to the scholarship, they will be scanned and emailed to the department chair for department review

Comments

- Students who receive the John Deere Tech Scholarship, John Deere Construction and Forestry Scholarship or the CAT Scholarship are eligible to receive additional scholarships held in the College Advancement Office.

- Scholarships will be billed with the other scholarship awards determined by the Scholarship Committee



SUNY
Cobleskill

Coby Fund

The Coby Fund is a source of financial support for SUNY Cobleskill students who are in need and have exhausted all other forms of financial assistance. Coby Fund grants range from \$1 to \$500. Students must complete the Coby Fund Application form to be considered.

Natural Disaster Fund

The SUNY Cobleskill Natural Disaster Fund has been created to be a source of financial support for SUNY Cobleskill students who have been directly impacted, displaced or suffered hardship due to a natural disaster. These funds can be used to support student's academic expenses including room, board, tuition, books and associated living expenses as well as to provide for clothing and personal care needs. Students must complete the Natural Disaster Fund Application form to be considered.



SUNY
Cobleskill

Coby Fund Application for Support

Date: _____ **Student ID #:** _____

Name: _____

Local/Campus Address: _____

Phone #: _____

Email Address: _____

Academic Major: _____ **Cumulative GPA:** _____

Advisor: _____

Amount Requested: _____

Please type and attach a one page summary detailing reason for request and listing specific need.

**Please submit this cover page with typed summary as outlined above to:
*The Office of College Advancement, 211 Knapp Hall, SUNY Cobleskill.***

Office of College Advancement
7/11/2014

Office Use Only

Date Received: _____ Approved: _____ Not Approved: _____

Amount Approved: _____

Committee Review: _____



Natural Disaster Fund Application for Support

The SUNY Cobleskill Natural Disaster Fund has been created to be a source of financial support for SUNY Cobleskill students who have been directly impacted, displaced or suffered hardship due to a natural disaster. These funds can be used to support student's academic expenses including room, board, tuition, books and associated living expenses as well as to provide for clothing and personal care needs.

Date: _____ **Student ID #:** _____

Name: _____

Local/Campus Address: _____

Phone #: _____

Email Address: _____

Academic Major: _____

Amount Requested: _____

Please type and attach no more than a two page summary detailing hardship and listing specific need due to the natural disaster impact.

Upon receipt of your application an appointment for a personal interview will be scheduled with the Natural Disaster Fund Review Committee.

**Please submit this cover page with typed summary as outlined above to:
*The Office of College Advancement, 211 Knapp Hall, SUNY Cobleskill.***