

# DONOR'S GUIDE

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## TO ESTABLISHING

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# ANNUAL SCHOLARSHIPS

### Benefits of creating a UWG Annual Scholarship:

- Money is given to benefit the university for the purpose of directly supporting UWG students through scholarships
- Allows a donor to establish a scholarship in namesake and honor of a UWG alum, family, or organization to an academic unit or specific area of their choice on campus
- Introductory way to begin a meaningful opportunity for a donor who has given over several years to UWG and now wishes to create a more direct student impact
- Opportunity for those who may be considering a lasting scholarship impact through an endowment, and wish to begin with the annual scholarship giving level initially

#### **Minimum amount required to establish an annual scholarship:**

\$7,500 (\$1,500/year for five years)

#### **UWG Annual Student Scholarship:**

\$1,500 (100% of scholarship gift awarded to students)

### STEPS FOR ESTABLISHING AN ANNUAL SCHOLARSHIP:

1

Contact the Office of Development to inquire about arrangements that will best suit your financial and charitable goals, as well as address areas of need.

*Continued on opposite*

2

Set criteria for how the annual scholarship will be expended to support students. The UWG Foundation policy outlines that only an area of designation can be included in the awarding criteria for an annual scholarship to create the greatest impact and benefit for the students to whom it is directed (ex. UWG Biology Program, UWG Tennis Program, UWG Marching Band). If a donor would like to create a more specific scholarship opportunity with certain key awarding criteria such as grade point average, major, or financial need demonstrated, a scholarship endowment gift is encouraged.

3

Once the specifications have been determined, a UWG gift pledge form is prepared for review and execution. This gift pledge form outlines how the funds will be used and awarded by the academic unit or area on campus through the UWG Foundation per the donor wishes.

4

Each individual annual scholarship is accounted for separately in a UWG Foundation fund, and pledge gifts to this fund are encouraged by December 31st.

5

Once the annual scholarship is fully funded through the five year pledge schedule, the donor can decide to continue the scholarship impact by then creating a scholarship endowment or additional five-year annual scholarship pledge through a new gift to the UWG Foundation.



100% of the annual scholarship gift will be given directly to students scholarships per the donor's preferred academic discipline or area (ex. UWG Special Education, UWG Honors College, UWG Women's Track and Field). No administrative fees will be withdrawn from the annual scholarship pledge commitments.

## **GIFTS MAY BE MAILED TO THE FOLLOWING ADDRESS:**

UWG Foundations  
1601 Maple Street Carrollton, GA 30118

*Please include the Fund name in the memo section of the check.*

For additional information, please contact the Office of Development at 678-839-5035 or visit us at [giving.westga.edu](http://giving.westga.edu)



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