

## **Endowment Name/Criteria Change POLICY**

The DSU Heritage Foundation Board of Directors believes it is important to recognize all endowments appropriately and accurately. The Board also understands not all endowment names are timeless.

In some cases, departments may be dissolved, or certain names do not match current or updated criteria. With this in mind, and other situations that may occur but are not listed, the DSU Heritage Foundation has developed the following policy for changing endowment names and/or criteria.

- For a Name or Criteria change associated with an endowment, the representative listed as the contact associated with the endowment must complete the Name/Criteria Change form.
- The request is given to the DSUHF Development Committee for review and a recommendation made to the DSUHF Executive Committee.
- Once approved and noted in minutes, the criteria may be changed.
- If the recommendation is not approved, the committees will inform the requestor of the reasoning behind the denial.

NOTE: The Fund ID associated with the endowment CANNOT be changed.

Upon approval, the DSUHF office will begin the process of changing the name on the following documents:

- RE/FE Software.
- Hard Files associated with the Endowment.
- Scholarship spread sheet-if changed after March 1<sup>st</sup> of any given year, the name change will not take effect until the following year when scholarships are issued.



DSU Heritage Foundation  
Endowment Name/Criteria Change form

\*Request must be through the Executive Director of the DSU Heritage Foundation

Request Submittal Date: \_\_\_\_\_

Authorized Endowment Representative Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

**Endowment Name Change Details**

Change Endowment Name FROM:

\_\_\_\_\_

FUND ID: \_\_\_\_\_ (Completed by DSUHF Office)

Change Above listed Endowment Name TO:

\_\_\_\_\_

Explanation for the requested change(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Criteria of Endowment Change**

Endowment Name: \_\_\_\_\_

FUND ID: \_\_\_\_\_ (Completed by DSUHF Office)

New Criteria for above listed Endowment:

- 1.
- 2.
- 3.
- 4.
- 5.

Authorized Representative Signature \_\_\_\_\_ DATE \_\_\_\_\_

Authorized Representative Signature \_\_\_\_\_ DATE \_\_\_\_\_

Authorized Representative Signature \_\_\_\_\_ DATE \_\_\_\_\_

By signing above, I/we acknowledge and approve the Name or Criteria change of the listed Endowment account. All modifications are subject to approval by the DSU Heritage Foundation Board of Directors.

Approved by DSUHF Executive Director \_\_\_\_\_ DATE \_\_\_\_\_

Approved by DSUHF Develop Committee \_\_\_\_\_ DATE \_\_\_\_\_

Approved by DSUHF Executive Board \_\_\_\_\_ DATE \_\_\_\_\_