

Instructions for Completing the University of Alaska Foundation Administrative Agreement

Per UA Foundation Policy and Procedures [I.9 Procedures for Establishing New Funds](#) the Administrative Agreement (AA) is required when a new fund is established that is not named or endowed, i.e. a general support fund. *See link for additional information.*

1. NAME OF FUND:

Use the following guidelines and examples:

- **Do not use “Fund”, “Account” or “Endowment” in the fund name.**
- **MAXIMUM 50 characters including spaces**

Community and Technical College Scholarship
Ardell French Memorial
Alaska Quaternary
U of A Museum

- Use “and” rather than the ampersand (&) in fund names

Iver and Cora Knapstad Scholarship
Language and Comparative Literature

2. CORRESPONDENCE DIRECTED TO:

(example)

President
University of Alaska Foundation
910 Yukon Drive, Suite 206
Fairbanks, AK 99775-5080

Chancellor
University of Alaska Anchorage
3211 Providence Dr
Anchorage, AK 99508

3. **DATE ESTABLISHED:** **(example)** October, 2007

4. **DATE EFFECTIVE** Make appropriate choice as indicated.

5. PURPOSE OF THE PROGRAM:

Purpose: (Why the money is being given.)

**FILL THIS AREA IN WITH THE DONOR’S PURPOSE AND
INTENTIONS WITH THE MINIMUM INFORMATION TO ENSURE
DONOR INTENT.**

Example(s)

- A. To provide scholarships to students attending the University of Alaska Anchorage.
- B. To provide funds in support of the Graduate School at UAF.*
- C. To support landscaping and beautification at the University of Alaska Southeast.
- D. To provide monetary recognition to an outstanding student or faculty member at the University of Alaska Anchorage.

**If purpose for general support: The following standard language should be included within the purpose.*

Expenditures from this fund may include, but are not limited to: salaries, contracts, commodities, equipment, travel, student aid, representational and non-representational expenses.

Qualifications: (How the money is to be distributed.)

If a donor specifies particular qualifications pertaining to the scholarship/award recipient(s) this section can be added to the AA. Otherwise, if a donor does not specify certain qualifications, leave off AA and the information on Page 2 of the NPSUF will default to standard criteria (i.e. Minimum GPA to receive financial aid is 2.0, required status of enrollment is either full-time or part-time).

Example(s)

- A. Recipient(s) must be a full-time sophomore majoring in economics with a minimum 3.75 GPA and have graduated from an Alaska high school.
- B. Must be a student or faculty member associated with the English Department. Students must be a junior or senior with a minimum GPA of 3.0. Faculty must be tenured.

6. FUND TYPE AND MANAGEMENT - No selection/change necessary.

7. REDIRECTION - No selection/change necessary.

8. FUNDING SOURCE – Fill In

(example)

- Iver and Cora Knapstad
- Estate of Arthur Rudd
- Various Donors

9. SIZE OF AWARD (scholarship/award only)

(example)

- Minimum \$1,000.00 per academic year (scholarship)
- \$5000 Cash (award)

10. SELECTION PROCESS (scholarship/award only)

(example)

- Students shall apply through the Office of Financial Aid using the standard scholarship application and timeline. A pool of qualified applications shall be sent to the Director of _____, who shall make the final selection or appoint a committee to do so. The Director shall forward notification of final and alternate selections to the Office of Financial Aid for approval, student notification and award dispersal.
- The Department Chair of _____ shall determine the selection process and timeline for this scholarship. The Department Chair shall send notification of final and alternate selections to the Office of Financial Aid for final approval, student notification and award dispersal.
- Students will apply for this scholarship through the standard scholarship application process administered by the Office of Financial Aid. Recipients will be selected by the UAA Standing Scholarship Selection Committee which must include faculty from the College of Education.

11. FORFEITURE OF AWARD (scholarship/award only) No selection/change necessary.