

PLEASE SEE REVERSE FOR INSTRUCTIONS. PLEASE PRINT.

**A. NAME OF SCHOLARSHIP:**

\_\_\_\_\_

**B. TYPE OF SCHOLARSHIP: (check only one)**

- Academic Only   
  Financial Need Only   
  Academic Achievement and Financial Need  
 Conference Travel Award   
  Other

**C. OTHER AWARD CHARACTERISTICS:**

\_\_\_\_\_  
\_\_\_\_\_

**D. FUNDING FREQUENCY:**

**D1. Current—All of gift awarded currently**

- A one-time gift in the amount \$ \_\_\_\_\_  
 An annual contribution (donor plans to repeat the donation annually) in the amount \$ \_\_\_\_\_

**D2. Endowment—All of gift placed into an endowment with awards using the earnings**

- A one-time gift  
 An annual contribution (donor plans to repeat the donation annually)

**E. AMOUNT TO BE AWARDED EACH YEAR:**

For the Endowed Scholarships, this is the initial award amount. As the endowment grows, awards are determined by NOBCChE.

- NOBCChE will determine the amount and number of scholarships to award of at least \$ \_\_\_\_ per year.  
 I choose to require that \_\_\_\_\_ scholarships of \$ \_\_\_\_\_ be awarded each year.  
 Other \_\_\_\_\_

**F. DONOR CONTACT INFORMATION:**

NAME OF CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please email the form to Kemal Catalan [VP@NOBCChE.org](mailto:VP@NOBCChE.org) or you may mail it to **NOBCCHE, P.O. Box 255 Blue Bell, PA 19422**. Please keep a copy for your records and inform us of any changes in contact information. If you have any questions when completing this form, please contact **Kemal Catalan** ([VP@NOBCChE.org](mailto:VP@NOBCChE.org)). Thank you.

## **SCHOLARSHIP DONATION FORM INSTRUCTIONS**

Setting up a one-time or annual scholarship with NOBCCChE is easy. There are six steps (A–F) on the Scholarship Form. If you have questions, please feel free to contact:

**Kemal Catalan**  
**VP@NOBCCChE.org**  
**NOBCCChE, P.O. Box 255 Blue Bell, PA 19422**

### **A. Name of Scholarship**

Is there a person or organization you would like to honor or establish a scholarship in memory of? Some examples are: “The Jim and Jane Smith Graduate Scholarship”, “The Jake Carson Drama Scholarship”, or “The Flo Evan Veteran’s Service Fund”.

### **B. Type of Scholarship**

Is the scholarship to be based upon academic record (e.g. 3.5 GPA), financial need (determined by NOBCCChE), or something else (e.g. specific program of study such as Chemistry)?

### **C. Other Award Characteristics**

Are there any other characteristics of the student that are to be considered (e.g., Female Undergraduate majoring Chemistry)?

### **D. Funding Frequency**

There are two types of scholarships:

- D1.** Current scholarship means that the amount donated is given to students right away. Sometimes the donor makes one gift and sometimes the donor lets NOBCCChE know that they intend to repeat next year.
- D2.** Endowment scholarship means that the amount donated is invested by NOBCCChE and the earnings are used for the scholarships. Donors should gift at least \$30,000 to start an endowed scholarship. Other donors might make several annual gifts to accumulate the \$30,000 needed for startup or to grow the fund corpus beyond \$30,000.

### **E. Amount and Number of Awards**

Several options exist for the size and number of awards to offer. For example, some donors may desire to provide \$1,000 to each of five students, some may want \$2,500 to each of two students, and some may desire to have NOBCCChE decide how best to give out the awards. For Endowment Scholarships, the total endowment amount can increase because of additional donations or because of investment growth. If that occurs, then NOBCCChE will make more funds available to students each year by following a pattern first established by the donor in this section of the form.

### **F. Donor Contact Information**

Thank you for completing this section.

### **PLEASE NOTE:**

- The scholarship awards cycle typically begins in the spring semester, with students applying for scholarships and travel awards over the summer. Most awards will be presented during the NOBCCChE annual conference at the awards ceremony. Ideally, terms and funding for a scholarship should be in place no later than 1 month prior to the start of the conference.
- Scholarships may be designated to a particular major, field of study, or specific program; or they may be unrestricted. Eligibility may also be based on class year, grade point average, and financial need. To ensure that the scholarship is awarded, it is recommended that eligibility requirements are appropriately broad and flexible.
- Under IRS regulations, donors may not select scholarship recipients. In some instances, donors may serve on scholarship selection committees so long as there are at least two other NOBCCChE representatives.
- NOBCCChE is committed by policy not to discriminate on the basis of, or the perception of, race, ethnic group identification, ancestry, color, religion, age, gender, national origin, sexual orientation, disability (mental or physical), marital status, medical condition (cancer, genetic characteristics, or pregnancy), and status as a veteran, in any of its educational and employment programs and activities, its policies, practices, and procedures.
- Should a donor wish a sum certain to be used for the purpose of the gift, the donor’s gift must include the amount for administration to be retained by the NOBCCChE Office. For example, a donor who wishes to have a \$1,000 scholarship awarded would make a gift of \$1,053 ( $\$1,000 \div 95\% = \$1,053$ ;  $\$1,053 \times 95\% = \$1,000$  remaining for the scholarship).