



**Pledge Agreement to Establish the
NAME OF SCHOLARSHIP
at Santiago Canyon College**

I. Introduction

The purpose of this Pledge Agreement (“Agreement”) is to summarize the mutual understanding between **NAME OF DONOR/S** (“Donors”) and the Santiago Canyon College Foundation (“Foundation”) regarding a pledge to establish an annual named scholarship account at Santiago Canyon College called the **NAME OF SCHOLARSHIP**. This account will provide funding for a scholarship called the **NAME OF SCHOLARSHIP**. The Agreement will be made a part of the Foundation’s permanent records and is intended as a guide to the current and future administration of the funds received under this Agreement for the **NAME OF SCHOLARSHIP**.

II. Background to the Pledge

Description of the reason for the scholarship (Information about who is being honored or memorialized and why).

III. Description of the Pledge

The Donors hereby pledge \$2,500 to establish the **NAME OF SCHOLARSHIP** Fund. This sum will be paid in cash (herein defined as payroll deductions or payments by credit card, check or U.S. currency) according to schedule below:

1. \$500 due on or before December 31 (of the year before first scholarship is awarded)
2. \$500 due on or before December 31, (second year)
3. \$500 due on or before December 31, (third year)
4. \$500 due on or before December 31, (fourth year)
5. \$500 due on or before December 31, (fifth year)

IV. Purpose and General Administration Guidelines of the Fund

- A. All funds will be managed by the SCC Foundation.
- B. Payments are not refundable, unless it is determined that an unintended payment was made in excess of the amount due. An excess payment can be applied to a subsequent year’s pledge.
- C. All recipients of this scholarship will be selected by the Scholarship Committee at Santiago Canyon College in accordance with standard policies and procedures.
- D. This scholarship may not be established or disbursed on the basis of race, color, ethnicity, national origin and in most cases gender or any other criteria that violate federal, state or local law.
- E. No administrative fees will be deducted from any payment made to this scholarship fund, including credit card or other third-party fees.
- F. Selection by the Scholarship Committee of a student for the scholarship named in this Agreement will be governed by the criteria set forth below (criteria will vary according to the donor’s wishes).



- Below is just an example):
 - 1) Grade Point Average (GPA):
 - 2) Exclusively based on established financial need
 - 3) Either a part-time or a full-time student
 - 4) Solely designated for a second-year (or beyond) student or for a student transferring to a four-year university
 - 5) Number of scholarships to be awarded annually: one
 - 6) Dollar value of each annual award:
 - 7) Additional criteria: Here you can stipulate if the student must be from a particular program, course of study, etc.

- G. If any portion of an annual pledge payment remains unsatisfied after the due date, thus jeopardizing the ability of the Foundation to distribute an awarded scholarship, the Foundation may direct the Scholarship Office to suspend advertising the scholarship during the next application cycle.
- H. Any scholarship payment to a recipient that remains unclaimed by said recipient 180 days after issuance will be returned to the scholarship account and, at the discretion of the Foundation in consultation with the Scholarship Office, be either reissued to the same student, issued to another student meeting the same criteria or retained in the account to fund a future additional scholarship.
- I. The Foundation will provide an annual statement to the Donors detailing all deposits to and withdrawals from the scholarship account.

V. Binding Obligation

The Donors intend this agreement to be fully enforceable against their estate, if the Donors' pledge has not otherwise been fully satisfied before such consideration would be required.

VI. Future Considerations

If at any time, administration of this Agreement becomes impossible or impracticable due to unforeseen circumstances, such as a persistent lack of funds to award the full scholarship amount stipulated in the Agreement, the Foundation may, after exercising due diligence in determining the Donors' intentions and at the Foundation's discretion, roll over any unspent monies into the General Scholarship Fund or into another scholarship fund most closely matching the Donors' original intentions.

VII. Miscellaneous

- A. The SCC Foundation is a 501(c)(3) nonprofit organization that serves as an auxiliary organization to Santiago Canyon College.
- B. The Donors agree to allow the SCC Foundation and Santiago Canyon College to publish their names in the Annual Report, in press releases and on the College's website and social media outlets.
- C. This Agreement and any documents referenced herein shall constitute the entire agreement between the signatories.
- D. This Agreement is executed in and shall be governed by the laws of the State of California and by the policies and procedures of the Rancho Santiago Community College District.



Santiago Canyon College

FOUNDATION

- E. This Agreement may be amended at any time with the written consent of all parties to the Agreement; however, all funds previously received under this Agreement remain under the full and exclusive control of the SCC Foundation.
- F. The effective date of this agreement shall be the date it is fully executed by all signatories.

Donors:

Signature: _____

Date: _____

Co-Signature: _____

Date: _____

Santiago Canyon College Foundation:

Ruth Cossio-Muniz
Interim Executive Director
Santiago Canyon College Foundation

Date

Once you have signed the agreement, please mail or drop-off at our office located at Santiago Canyon College. The Foundation team will call you to review before finalizing the agreement. If you prefer to send and sign digitally, please email to foundation@sccollege.edu. If you have any further questions, please reach out to our office at (714) 628-4790.

Santiago Canyon College Foundation
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