

850.2 - Scholarship Acceptance Operational Procedure

Purpose:

The purpose of this operational procedure is to inform BSC employees of the steps to follow for the acceptance of scholarship funds and to ensure that the receipt and disbursement of scholarships is accomplished in accordance with federal and state statutes.

Procedure:

1. The Bismarck State College Foundation was established to secure and accept gifts and donations that will benefit BSC.
2. Donations and gifts, including scholarship donations, should be directed to the BSC Foundation.
3. When a BSC employee becomes aware of a potential donation of scholarships or any other types of donations, the employee should contact the BSC Foundation.
4. BSC employees are not authorized to solely accept, commit or obligate BSC or the BSC Foundation for any gifts or donations.
5. BSC Foundation Executive Director or Development Manager will review potential donation to determine the appropriate way to proceed.
6. If it is determined that it is in the best interest or legally required for the scholarship donation to be made directly to BSC instead of the BSC Foundation, the donor should send a letter describing the scholarship(s) to the Vice President for College Advancement, including the amount of the scholarship(s), number of years that the scholarship(s) will be funded and other preferences and details.

Right of Rejection:

The President of the College and Vice President for College Advancement reserve the right to refuse gifted and contributed scholarships if the proposed scholarships conflict with federal or state law, the mission of the College, and/or if they are self-serving for the donor.

Procedures for Selection of Recipients:

Depending on the nature of the scholarship(s) and the specifications provided by the donor, the President of the College will designate the Vice President for College Advancement to do the following:

- a. Publicize the availability of the scholarship(s)
- b. Determine and prepare criteria for screening and choosing scholarship(s)



- recipients in accordance with donor's specifications
- c. Make the final selection of the scholarship(s) recipient(s)
- d. Notify the recipient(s)
- e. If appropriate for large donations, coordinate with the Public Relations for publicity, donor recognition and internal communication.

Fiscal Control:

1. All gifted and contributed scholarship funds shall be received and disbursed by the College in accordance with federal, state and institutional laws, rules and regulations.
2. All scholarship(s) and financial aid funds shall be included in the required audits of the College.
3. No officer or employee of the College shall attempt to secure, transmit, dispense or manage student scholarships or student financial aid in a manner and form which is contrary to the rules and procedures of this policy and/or federal regulations.

References:

None

History of This Procedure:

First procedure: September 8, 2023

Approved by: Kari Knudson September 8, 2023