

REVISED 3/28/2002

---

**Endowment Guidelines  
for the  
Genevieve C. and Richard C. Brown Scholarship Fund**

**\*Scope and Purpose:** To provide scholarships to recruit female veterans who have been honorably discharged from military service of the United States who aspire to earn a degree from any academic discipline at Buffalo State College. The scholarship shall be unencumbered, and may be used to (but not limited to) help defray the cost of an education at Buffalo State College. The amount of the scholarship shall be adjusted annually in accord with prevailing policies of the Buffalo State College Foundation, Inc. The awards shall be split into two equal installments, one for the Fall and one for the Spring semester, and shall be made payable directly to the recipients.

**\*Background:** Dr. Richard C. Brown, faculty emeritus from the History and Social Studies Education Department, retired from Buffalo State College in 1979. He is establishing this endowed scholarship fund in honor of his wife, Genevieve C. Brown, who was in the military service during World War II, (having been honorably discharged from the Navy after two and a half years of service.) The scholarship fund has been established through a gift of cash and appreciated securities from Dr. and Mrs. Brown, totaling \$ 101,413.66.

**\*Nature of the Fund:** In accordance with the policies established by the Finance Committee of the Buffalo State College Foundation, the Buffalo State College Foundation will pool and invest the principal from the fund with other similar funds for the purpose of producing the maximum revenue income annually. The annual awards shall be made from a portion of the annual investment income yielded by the principal and any accumulated investment income in the endowment averaged over three years, and the principal shall never be invaded.

**\*Administrative Fee:** No service fees will be applied to the principal amount of the endowment. However, the required 5% fee will be levied against all amounts being disbursed from the ANNUAL SPENDABLE portion in accordance with the Foundation Board's policies.

**\*Investment Income:** A portion of the investment income from the Genevieve C. and Richard C. Brown Scholarship Fund shall be used to fund the scholarship awards. The amount allocable to the Genevieve C. and Richard C. Brown Scholarship Fund will be determined annually at the close of the Buffalo State College Foundation's fiscal year (June 30). The Chairperson of the Genevieve C. and Richard C. Brown Scholarship Selection Committee will be advised of this amount within 30 days thereafter so that the scholarship award amounts can be divulged to the recipients in a timely manner.

**\*Criteria for Selection:** Based on the following criteria, **ONE** and **ONE HALF** scholarships will be made as funds permit, provided candidates meet all the criteria listed.

- 1) Candidates must be female.
- 2) Candidates must provide documentation of an honorable discharge from any branch of United States military service, by submitting a copy of their DD 214 form.
- 3) Candidates must be pursuing a degree from Buffalo State College in any academic discipline.
- 4) Candidates must be registered for full time status, carrying a 12 credit hour or more course load each semester.
- 5) Candidates must submit a brief statement or essay describing how their military service prepared them for a successful academic experience and explaining why they are in need of the scholarship.
- 6) Candidates must have applied and acknowledged acceptance at Buffalo State College by July 1.

Priority shall be given to those qualifying candidates with the greatest financial need, as described in their personal essay, with additional consideration given to length of military service, and honors and awards received during the course of military service.

**\*Other Considerations:**

- The Genevieve C. and Richard C. Brown Scholarship shall be **RENEWABLE TO THE RECIPIENTS FOR UP TO FOUR YEARS** provided the recipients maintain a minimum cumulative GPA of 2.67 (B-) each year.
- In the event a recipient does not meet the minimum cumulative GPA requirement of 2.67 clemency shall be granted, one time only and the award shall be renewed.
- In the event that a scholarship recipient should be ineligible for renewal after one semester of clemency, a new scholarship recipient shall be selected based on the above criteria from among those eligible candidates who had been identified.
- Non-matriculated students meeting all other criteria for eligibility who become matriculated shall also be eligible for the scholarship.

**\*Selection Committee:** The selection committee shall ensure that selection criteria for the Genevieve C. and Richard C. Brown Endowed Scholarship Fund are met, and that awards are being made as funds permit only if candidates meet all terms set forth in the CRITERIA for SELECTION.

The selection committee shall include:

- A representative from the Veterans Affairs Office at Buffalo State College
- One representative from the Admissions Office, who shall serve as Chair of the Committee.
- A representative from the Financial Aid Office.

Award selection or confirmation of a recipient's eligibility for renewal shall be made by August 1 of each year.

The selection of the recipients shall be at the sole discretion of Buffalo State College.

Once the selection is made, the Director of Admissions or designee should advise the Buffalo State College Foundation in writing of the name, address, and social security number of the recipients. The appropriate disbursement requests and a brief summary of the recipients' qualifications for the award should accompany the advisement.

Dr. Richard C. Brown and Mrs. Genevieve C. Brown should also be advised of the name and qualifications of the recipients annually.

The recipients should provide written acknowledgment of the award to Dr. and Mrs. Richard C. Brown.

If Mrs. Brown is deceased then please inform Mrs. Rodney Slade,  
2709 Spring Blvd.  
Eugene, Oregon 97403

*We the undersigned parties, agree to these general guidelines for the administration of the Genevieve C. and Richard C. Brown Scholarship Fund, but agree that at sometime, due to unforeseen circumstances, specific elements contained here within may be subject to change to ensure that Genevieve C. and Richard C. Brown Scholarships are awarded in perpetuity.*

\_\_\_\_\_  
Primary Donor or Designee                      Date

\_\_\_\_\_  
Primary Donor or Designee                      Date

\_\_\_\_\_  
Buffalo State College Foundation              Date  
Executive Director or Designee