

I) OVERVIEW

Stewardship Fees and Administrative Fees are levied to help provide ongoing operational support for the Foundation. Stewardship Fees are applied to assets managed by the Foundation and moved into the General Fund on an annual basis. Administrative Fees are assessed when a donation is accepted by the Foundation.

II) STEWARDSHIP FEE

- a) 100% of the interest and earnings will be assessed on unrestricted and temporarily restricted funds, excluding those funds that have restrictions on earnings (see below).
- b) A 2-3% Stewardship Fee will be assessed annually on all endowment (permanently restricted) funds established prior to June 30, 2016 and the Foundation Scholarship Program (temporarily restricted) fund each year, based on the fund balance on May 31 of the current year. The exact fee will be determined by the Foundation Board of Directors based on the fund's performance.
- c) For endowed scholarships received after June 30, 2016, following the first 12 months of investment, a 2% Stewardship Fee will be assessed on the fund balance annually.

III) ADMINISTRATIVE FEE

- a) A 5% Administrative fee will be assessed on all donations except unrestricted donations. This includes El Camino College campus division accounts, endowed and annual scholarships, deferred gifts, fundraising events, and other projects in which the Foundation participates. Discretion is left to the Executive Director and/or the Board of Directors regarding any exceptions.