

## **Retired Faculty-Staff Association** **Scholarship Fund Chair**

The RFSA Scholarship Fund Chair solicits scholarship funds through articles in the RFSA magazine and on the RFSA website; reports balances at Board meetings; works with UT Development and Texas Exes to obtain and maintain lists of donors and scholarship recipients; congratulates recipients and requests photos and information about them (if they are willing to provide information); invites scholarship recipients to fall and spring luncheon meetings (attendance is not required); acknowledges gifts from donors and to honorees; and supplies lists of same to RFSA Magazine Editor.

Responsibilities of the RFSA Scholarship Chair include:

- Solicitation of gifts: Requests for gifts are made in the RFSA magazine and on the RFSA website. Donation cards and envelopes are available at luncheons and are included in requests for annual membership dues that are sent by the Texas Exes. All scholarship gifts are deposited into an endowment account maintained by UT Austin that was established in 1983 and awarded the first scholarship in 1988.
- Receipt of gifts: Gifts are received either through the Texas Exes or UT Development. They may be made in cash, checks made payable to UT Austin or credit card (either written on blue donation card or online at the RFSA website or UT Giving website). Gifts made payable to RFSA or Texas Exes are recorded by the Texas Exes and deposited into their account, then a check is written to UT and sent to UT Development with appropriate information.
- Acknowledgement of gifts: The Chair will maintain spreadsheets of donors to the Scholarship Fund as well as any honorary or memorial gifts. Notification of gifts is sent from UT Development to Texas Exes and then forwarded to the Scholarship Chair. This can take some time to receive so at any given time the list may not be up to date. Occasionally notification of gifts made directly to Texas Exes may be sent directly to the Chair, which helps to expedite the acknowledgement process. It is therefore very important to watch for duplication of information when maintaining the lists of donors and gifts. The Chair will use the spreadsheets to send acknowledgement cards to donors as well as to honorees or families of memorial gifts if that information is included with the donation. Cards and envelopes are provided by Texas Exes. The wording on the cards is standard and only amounts, honorees or memorials are personalized. The chair may be reimbursed for stamps by Texas Exes. All

donors will also receive notification from UT, since the monies are held in a UT endowment account, and that receipt is the official one that should be used for tax purposes.

- Scholarship distributions to students: Scholarship recipients are selected by UT's Student Financial Services office from the RFSAs endowment fund. Student names and other pertinent (if students agree to provide it) are sent to Texas Exes, who then shares with the Chair. Typically, 18-25 scholarship recipients will receive 3,000 annually (updated from 2,500 in 2024). Once the Scholarship Chair receives the names of the recipients each fall, the students are sent a congratulatory email from the Chair and asked to provide information (if they agree) and a photo that can be shared with the RFSAs membership in the magazine, on the website and on a screen at the Fall/Spring Luncheons. Scholarship recipients are invited to the Fall and Spring Luncheons (attendance not required) and the Holiday party with an email from the Chair; and several students usually attend.
- RFSAs Magazine: The Scholarship Chair will provide a list of donors and honorees (if available) to be published in the Fall and Spring magazines. The list is double-checked by Carol Barrett or staff at Texas Exes to ensure that nobody is left off, as there can be gaps in the information received by the Chair from UT Development.
- Reports to Board and Membership: Reports on gifts received, scholarships awarded, and any other matters concerning the Scholarship fund should be made at Board Meetings. In addition, a report may be made at the general membership meetings/luncheons.
- RFSAs matching funds: To increase donations to the RFSAs Scholarship fund, the RFSAs Board has occasionally approved an amount of funding from the RFSAs Operating Account to be used as a match for any donations made to the Scholarship Fund. In 2019, \$30,000 was set aside by RFSAs to provide that funding match. When a total of \$5,000 in scholarship contributions has been received by RFSAs, the Scholarship Chair should request that a check from the designated scholarship account at Texas Exes be sent to the RFSAs endowment held by UT Development to honor that matching funds agreement.
- Serving as a member of the RFSAs Board.

*Updated 2024*