

I) OVERVIEW

Stewardship Fees and Administrative Fees are assessed on each donation 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 on a one-time basis 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). Should there be losses in these funds in any year, no fees will be taken.
- b) A 2-3% Stewardship Fee will be assessed annually on all endowment (permanently restricted) funds and the Long-Term Fund (temporarily restricted) each year, based on the fund balance between May 31 and June 30 of the current fiscal year. The exact percentage will be determined by the Foundation Board of Directors based on the overall performance of each fund.

III) ADMINISTRATIVE FEE

- a) A 5% Administrative fee will be assessed on all donations except unrestricted donations. This fee will be applied to 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 further exceptions.