



ALUMNI & FRIENDS OF  
FIORELLO H. LAGUARDIA  
HIGH SCHOOL  
OF MUSIC & ART  
AND PERFORMING ARTS

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<sup>1</sup> Past President

100 Amsterdam Avenue, Rm. 853  
New York, NY 10023-6406  
Phone (212) 595-1301  
Fax (212) 595-0243  
info@alumniandfriends.org  
www.alumniandfriends.org

## Information for Named Fund Donors

The Alumni & Friends of LaGuardia High School of Music and Art and Performing Arts (A&F) thank you for your interest in establishing a named fund.

*General Information:* Named funds often have a specific purpose based on the intent of the donor to help students or support studio programs at the school. These funds also are a way for donors to maintain personal contact with the school and its students.

A&F oversees more than 160 named, or endowed, funds that provide grants, scholarships, and other benefits to the school and its students. An endowed fund is typically given in the name of the donor, friend, former faculty member, relative, or the donor's graduating class. The awards from these funds are made on the basis of need, talent or any other legal criteria in accordance with the donor's wishes. Each year, the faculty recommends a student that meets the fund's criteria.

Awards are typically given to students at the end of the school year. In addition, each student who receives an award is asked to write to the donor and provide a picture and samples of his or her work if possible. We have seen many heartfelt and grateful letters that donors have received.

*Investments and Administration:* Once the funds are received, they will be placed in an investment account that is overseen by the financial committee of the A&F board of directors. We strive to retain the fund's principal through careful investment management and we expect these awards to continue in perpetuity. Awards typically are given out in the late spring and are made from all funds that have been established for at least one year to a student who meets the criteria you set. Currently, awards are made equal to 4% of the principal amount. The amount of future awards may vary based on market conditions. Additionally, A&F deducts an annual management fee in the amount of 1.25% of principal. For funds over \$50,000, the fee is reduced to .75%.

*Setting Up A Fund:* A new fund will not be considered endowed – that is, no awards will be made – until it is funded to a total of \$15,000. A&F will aggregate and manage funds-in-formation for two years from the date of the initial contribution. If the fund reaches the \$15,000 minimum by the end of the two years, it will be considered permanently and irrevocably endowed and scholarship grants will commence.

*Award Criteria:* A&F will work with you to establish the criteria of your award. Please feel free to call us at 212-595-1301.

Please fill out the following form and return it to Alumni & Friends via email, fax or mail.

Alumni & Friends of LaGuardia High School  
100 Amsterdam Avenue, Room 853  
New York, NY 10023

Email: [info@alumniandfriends.org](mailto:info@alumniandfriends.org)

Fax: 212-595-0243



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**NAMED FUND AGREEMENT**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

GRADUATE? YES / NO OR OTHER AFFILIATION \_\_\_\_\_

SCHOOL  Music & Art  Performing Arts  LaGuardia

GRADUATION YEAR \_\_\_\_\_ STUDIO \_\_\_\_\_

**FUND NAME** *We would like to set up a fund that will be known as:*

\_\_\_\_\_

**CRITERIA** *Awards are for students who meet these criteria:*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Alumni & Friends (A&F) would like to tell awardees about the generous people who established the fund. Please provide a short paragraph on yourself and, if applicable, the person for whom the fund is established, if different from the donor. You may also provide a letter to awardees that will accompany the award each year it is given.

In the event that the criteria can no longer be fulfilled, A&F will contact the donor to develop other selection criteria. In the event the donor(s) are deceased, A&F's Board of Directors shall modify the selection criteria to enable the gift to be used in a manner which coincides with the donors' original intent as closely as possible.

**Signed by Donor(s):**

\_\_\_\_\_

Donor Name

\_\_\_\_\_

Donor Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Donor Name

\_\_\_\_\_

Donor Signature

\_\_\_\_\_

Date

**Signed by Alumni & Friends of LaGuardia High School:**

\_\_\_\_\_

\_\_\_\_\_

Date

Alumni & Friends of LaGuardia is a not for profit 501(c)(3) organization.  
 Contributions are tax-deductible to the fullest extent of the law.