

**William Randolph Hearst Foundation
The Hearst Foundation, Inc.**

Reporting Guidelines for Hearst Endowed Scholarship Funds

We are pleased to have established a William Randolph Hearst Endowed Scholarship Fund at your institution. Endowments are established with the understanding that your institution will spend only so much of the Hearst Endowed Scholarship Fund as your institution determines is prudent for the uses, benefits, purposes and duration for which the Hearst Endowed Scholarship Fund has been established. In determining the annual spending from the Hearst Endowed Scholarship Fund, your institution may apply its spending rate, provided that the spending rate does not exceed 6.5% of the fair market value of the Hearst Endowed Scholarship Fund at the end of the most recently completed quarter.

The Foundations require an annual report, as outlined below, to help us understand the impact and effectiveness of the Hearst Endowed Scholarship Fund. Please prepare a narrative report of no more than four pages. The report should be accompanied by a cover letter signed by the institution's chief executive officer.

I) ORGANIZATIONAL UPDATE

Please report on the following:

- ◆ Accomplishments and setbacks
- ◆ Any significant changes at your institution
- ◆ Goals and objectives over the next 3-5 years

II) SCHOLARSHIP INFORMATION

A) For the *most recent academic year* (please indicate the year), provide the following:

- ◆ The number and the dollar amount of each scholarship awarded from the Fund
- ◆ Names and brief biographical information on each Hearst scholar
- ◆ Description of the selection process

B) Provide the following information about the Fund since inception:

- ◆ Total number of students supported
- ◆ Total number of scholarships and total amount awarded

III) FINANCIAL INFORMATION

A) Institutional Endowment

- ◆ Most recent market value (please include the date of the valuation)
- ◆ Current investment policy
- ◆ Current payout policy

B) Hearst Endowed Scholarship Fund

- ◆ Most recent market value (please include the date of the valuation)
- ◆ Additional donors to the Fund, if applicable. Please include a list showing the date, donor and amount of the contribution(s).

C) Additional Information:

- ◆ Most recent audited financial statement
- ◆ Most recent annual report