Amendment Process

Overview

Endowments may be changed at the request of either the donor or the administering department. For example, a donor may want to revise the endowment's name, or a department may need to request broader spending restrictions, in order to effectively utilize the endowment to its full potential. This brief provides a general outline of the amendment process, though the process will vary by case.

Checklist

1. The Frontline Fundraiser (FLF) notifies the Fiscal Stewardship Specialist (FSS).
2. FSS works with the department and involves other units as necessary (e.g. Donor Relations).
   o FSS determines if an amendment is required.
      ▪ A memorandum-to-file is sufficient for utilizing expansion language in years without qualified recipients
3. If this request is department-driven, the FLF notifies the donors and shares donor feedback.
4. If approved, FSS drafts an amendment, ensuring informal approval of draft language from:
   o Department
   o Donor(s) (via FLF)
5. FSS submits draft to Donor Relations via online form, found on their Agreements page.
6. Once Donor Relations provides final approval of amendment language,
   o FLF notifies donors of pending routing and verifies contact info.
   o FSS notifies all UW signatories (school-level and below) of pending routing.
7. FSS notifies Donor Relation to route amendment via DocuSign.
8. Once approved, FSS ensures all relevant UW units have enacted changes, as needed:
   o Gift Services should update the allocation (e.g. name, purpose, organization).
   o GCA updates the budget profile (e.g. name, organization code)
   o Treasury Office notes receipt of amendment for their records.
9. FSS notifies FLF and department of completion.

Important Considerations:
- Matching funds may be lost if the amended purpose no longer aligns with the scope of the match
- Amendments for endowments with no living donors typically require approval from the Attorney General's Office. FSS will coordinate with Donor Relations in order to submit these requests as a batch.

QUESTIONS? Please contact CAS Advancement Services at **casadser@uw.edu**