

Requesting an Amendment

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 *typical* amendment process.

Procedure

1. The Frontline Fundraiser (FLF) notifies the Fiscal Stewardship Specialist (FSS).
2. FSS works with the department and involves other units as necessary, such as Endowment & Donor Services (EDS).
 - FSS determines if an amendment is required, as well as the viable options may be.
 - Note that if the agreement includes expansion language, a [memorandum-to-file](#) is sufficient to broaden selection criteria in years without qualified recipients.
3. If this request is department-driven, the FLF notifies the donors and shares donor feedback.
4. Once the department and the donor are in agreement about the proposed changes, FSS requests draft amendment language from EDS.
5. FSS shares draft language with the department and FLF. FLF then seeks donor approval.
6. After all parties are in agreement regarding the draft amendment language:
 - FLF notifies donors of pending routing and verifies contact info.
 - FSS notifies all UW signatories (school-level and below) of pending routing.
 - Clear with FLF beforehand in case FLF prefers to communicate with certain persons.
7. FSS notifies EDS to route final amendment via DocuSign.
8. Once fully executed, FSS ensures all relevant UW units have enacted changes, as needed:
 - Gift Services updates the allocation (e.g. name, purpose, organization).
 - Treasury Office updates the budget profile (e.g. name, organization code)
9. FSS notifies FLF and department of completion.

Important Considerations:

- Matching funds may be lost if the amended purpose no longer aligns with the requirements of the match.
- Amendments for endowments with no living donors typically require review via the court system
 - Departments should reach out to Advancement Services for more information on this process.