

BONNER SCHOLARS PROGRAM

2008-09 PROGRAM RULES

Preamble:

The Bonner Scholar Program is operated by the Bonner Foundation in partnership with participating colleges and universities. Each school participating in the Bonner Scholar Program has agreed to operate the program in the manner described in a number of documents. Endowed schools operate under the rules set forth by the Bonner Scholar Program Endowment Agreement, Endowment Amendments and Bonner Scholar Program Agreement. Schools that do not have endowments operate under the Bonner Scholar Program Agreement.

As defined in the Bonner Scholar Program Endowment and Program Agreements, the program is also governed by the Bonner Scholar Program Rules.

The last time these rules were published, modified and signed was in 2002-2003. Since that time a number of modifications, and clarifications have been introduced into the operations of the Bonner Scholar Program. These changes are reflected in the updated Bonner Scholar Rules below. For reference purposes, we have attached at the end of this document several articles found in the Bonner Scholar Program Agreement.

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Section I: Recruitment & Selection

1.1 Recruitment

- The recruitment of Bonner Scholars should be integrated into the year-round admissions process so that applications to the program are solicited along with the regular applications to the college and, thereby, used as a recruitment and yield tool.
- To make it easier to coordinate the Bonner Scholar selection process with the college's own selection process, schools that are not on a rolling admissions process may opt to use the following process to select their incoming class:
 - Recruit new Bonner Scholars so that applications to the program are due on the same date as the college's admissions deadline;
 - Coordinate your selection of incoming Bonner Scholars with your college's selection of the freshman class to ensure that you are working from the pool of students who will be offered admission by the college;
 - Submit your selected pool for approval by the Foundation to ensure that it meets our guidelines, basing the total number of initial award letters on your school's own yield history (e.g., if your school typically yields 50% of accepted students, then you would be allowed to admit twice as many Bonner Scholars as you have spots);
 - Send award letters to the approved selection list of Bonner Scholars on the same day (or within several days) of your school sending its admission letters, thus ensuring that prospective students are able to make their decision regarding which college to attend knowing their status with the Bonner Scholars Program.
 - Note: In the event that the yield of Bonner Scholars is higher than projected, your school would be allowed to keep those students with the understanding that: (a) the following year you will use a higher yield figure for the Bonner Scholars program, and (b) the students above the college's Bonner class size would not be replaced until the class falls below its allotted size.

1.2 Selection Criteria

Each incoming Bonner Scholar must meet the following criteria:

1.2.1 Academic Requirements

- Meet the academic admissions requirements of the participating institution.
- Graduate in the top 40% of his or her high school class. Exceptions may be made on an individual basis, including exceptions for students who have earned a Graduate Equivalency Degree (GED).
- Demonstrate a commitment to making connections between their service activities and their academic life.

1.2.2 Community Service Requirements

- Demonstrate that he or she has held a role(s) with significant responsibility at home, in church, at school, or in their community.

1.2.3 Financial Requirements

- No less than 85% of the incoming class must have parental contribution below \$7,500 as defined by the FAFSA form (e.g., 17 out of a class size of 20) *and* the average parental contribution of this group must be at or below \$4,500.
- No more than 15% of the incoming students may have parental contribution above \$7,500 (e.g., three out of a class size of 20).
- Changes in parental contribution after the freshman year will not disqualify a Bonner Scholar. However, every effort should be made when selecting incoming Bonner Scholars to ensure that the program helps those students with the greatest financial need.

1.2.4 Diversity

- Achieve the gender balance that exists at the school as a whole (with no less than 40% of either male or female students).
- Seek to increase the racial or ethnic diversity of the incoming class as compared to the school as a whole, with the goal to at least double the students of color representation in the Bonner Scholars Program compared to the school as a whole.

1.3 Approval of New Students

- Prior to sending your acceptance letters, your school must send a list of each incoming class of Bonner Scholars to the Foundation for approval. The Foundation will ensure that the financial and diversity selection criteria for the class as a whole are met. The merits of individual candidates are not considered in the Foundation's review.
- The size of the incoming class will consist of exactly one-quarter of the total Bonner Scholars allowed at the institution (i.e., a school with 40 total Bonner Scholars may select an incoming class of 10).
- The list of incoming Bonner Scholars sent to the Foundation for approval should contain the following information: name, graduation year, gender, race, estimated family contribution (EFC), first in family to attend college, home town and state.

1.4 Replacement Students

- First- and second-year Bonner Scholars who withdraw from the program for any reason may be replaced. The following restrictions apply:
 - Bonner Scholars must be replaced before the start of their third year;

- All Bonner Scholar replacements must have parental contribution below \$9,500;
- Bonner Scholar replacements must be in the same class as the student they are replacing.
- The process used for selecting replacement students must be approved by the Foundation.
- A Change of Status Form for every replacement Bonner Scholar must be submitted and approved by the Foundation prior to the student being sent an acceptance letter by the program.
- Students cannot replace Bonner Scholars mid-semester or mid-summer.
- Replacement Bonner Scholars are only eligible to receive Bonner Scholarship support for the remaining term of the student they are replacing.
- The loan reduction fund will be pro-rated for replacement Bonner Scholars (see Section 4.4.4).

1.5 Transfer Bonner Scholars

- A Bonner Scholar in good standing who transfers to another Bonner college is eligible to transfer their scholarship to that school, but is not guaranteed a spot. Instead, transfer Bonner Scholars must join the pool of other replacement Bonner Scholar candidates and go through the same application and selection procedure.

1.6 Dismissal

- The formal procedure for reviewing and dismissing Bonner Scholars who do not meet the expectations of the program must be reviewed and approved by the Foundation.
- The dismissal policy and related procedures should be given to all students in writing at the beginning of the school year.
- Directors who are considering dismissing a student from the program are encouraged (but not required) to consult with the Foundation before any dismissals are made.

1.7 Retention

- Every effort should be made to ensure that the retention rate of Bonner Scholars exceeds that of the general student population.

Section II: Program

2.1 Community Service Requirement

- For the purposes of the Bonner Scholars Program, “community service” is defined as service provided to individuals or communities to meet social, educational, or environmental needs. This service may be provided directly or indirectly through a student-initiated project or a project sponsored by a non-profit or government agency.
- The following activities will not count towards meeting a Bonner Scholar’s service requirement either during the school year or in the summer:
 - service on behalf of a private, for-profit company or organization;
 - service on behalf of a political organization or campaign (*voter registration drives are allowed*);
 - pure, scientific research in a laboratory;
 - ROTC or any other military service;
 - activity whose primary focus is to support worship, evangelical and proselytizing activities within church or para-church organizations. These activities include, but are not limited to, service that focuses on religious instruction, indoctrination or conversion. Examples include providing childcare at church in support of a worship service, teaching in evangelical and proselytizing programs, participating in a worship service, and clerical and/or administrative work for the organization. *Please note that service with a religious or para-religious organization for the purpose of providing direct community service (e.g., tutoring, mentoring, providing goods to those in need, community justice programs, and crisis intervention) does qualify for Bonner service hours.*

2.1.1 School-Year Service

- Bonner Scholars are required to perform an average of ten hours of community service a week during the academic year for a total of not less than 280 hours to fulfill the school-year service requirement.
- Bonner Scholars are not permitted to “bank” hours during certain terms of service (one month or more) that will then be applied to meet the service expectation in future terms.
- First-year Bonner Scholars may apply their First-Year Service Trip hours towards their school-year hour requirement.
- *No less than half* of a Bonner Scholar’s service hours must be spent in “direct, hands-on” community service activities such as tutoring, visiting the elderly, environmental clean-up, building a home, renovating a playground.

- *No more than half* of a Bonner Scholar's service hours may be spent in "indirect" community service activities such as administrative tasks related to the Bonner Scholars Program or action research on behalf of a community group.

2.1.2 Summer Service

- Every Bonner Scholar is required to complete at least two summers of full-time community service defined as at least 280 hours over at least seven weeks, with a minimum of 40 hours per week.
- Bonner Scholar replacements who begin the Bonner Scholars Program in their freshman or sophomore year are required to do two summers of service; Bonner Scholar replacements who begin in their junior year are required to do one summer of service.
- Students who do not plan to return to the Bonner Scholars Program in the fall are not eligible to participate in the summer service program. However, if, after completing the summer service, a student decides to take a leave, he or she will receive the summer earnings upon his or her return (see Section 4.4.2 for Summer Earnings allocation guidelines).

2.2 Orientation

- Each year an orientation should be convened before the school year begins for all first-year Bonner Scholars to build community among the Bonner Scholars, provide enrichment activities, and begin preparing them for their service and other responsibilities.

2.3 Training and Enrichment

- Bonner Scholars should receive initial and on-going training to prepare and strengthen their skills and knowledge for their service work. This training should be appropriate to each stage of the student's personal development and service responsibilities.
- Each school should include a description of training and enrichment activities in its annual report.

2.4 Placement

- Bonner Scholars should be placed in their service sites within the first four to five weeks of their first year in the program. The weekly service hours during that time should be filled with further orientation, training, and group-building and/or service activities.
- Bonner Scholars should be following the Comprehensive Placement Process for both school year and summer service placements, with special attention to the Community Learning Agreement (*see the Bonner Director's Handbook for a description of this process*).
- Bonner Scholars should use the Bonner Web-Based Reporting System for: (a) recording their Community Learning Agreement, (b) logging in their hours for community service

and training and enrichment activities, (c) summarizing their service activities at the end of each semester and summer, and (d) reviewing their Community Learning Agreement at the end of each term.

2.5 Regular Meetings

- Regular meetings should be organized for (and by) Bonner Scholars for education, training, and enrichment purposes.
- Directors and/or coordinators are encouraged to meet one-on-one with Bonner Scholars at least once each semester and more often with those students who are having academic or personal difficulties.

2.6 Reflection

- All Bonner Scholars should participate in some form of reflection related to their service experience. Reflection may take many forms, including journal-keeping, weekly small group meetings, or some form of artistic expression.
- The Foundation encourages links between the Bonner Scholars Program and the academic curriculum.

2.7 Student Evaluation

- Bonner Scholars should complete a “review” of their Community Learning Agreement at the end of each semester and summer. We encourage their site supervisors to complete a student review using the form generated by the Bonner Web-Based Reporting System.
- In addition, we encourage coordinators/directors to use an evaluation form to solicit feedback from the community agency site supervisors on their experience as hosts to Bonner Scholars.

2.8 Student Impact Surveys

- Directors must ensure that first-semester freshmen, first-semester juniors, and second-semester seniors complete the Bonner Student Impact Survey, and that the completed surveys are submitted in a timely fashion.

2.9 First-Year Service Trip

- All Bonner Scholars are required to participate once, during their first (or in compelling circumstances, second) year in the program, in a service trip to a geographic region outside their campus community. These events can be organized each year either during winter, spring, or summer breaks, although the Foundation encourages schools to organize these trips for the first week of the summer.
- First-Year Service Trip hours may count towards meeting the student’s school-year service hour requirement.

- Directors/coordinators may apply to the Bonner Foundation for financial support of up to \$250 per Bonner Scholar taking the trip and \$250 for each of two people attending in a supervisory capacity (see 4.4.8 for First-Year Service Trip allocation guidelines).
- Schools should submit a final report of the trip in the Annual Report (see Section 5.4.1 for a description of the Annual Report requirements).

2.10 Second Year Service Exchange

- Bonner Scholars Programs are expected to organize a day/weekend event that brings second year Bonner students as a class to participate in service or training activities with at least one other Bonner Program.
- The goal of this event is to facilitate community building in the larger Bonner network and provide the opportunity for training, service and reflection.. Generally the exchange is held in a geographic region outside of their campus community in order to have both schools share in the driving responsibilities. However, if a campus environment is deemed beneficial and/or necessary, the visiting institution will host the exchange the following year. Ideally any break, weekend or after graduation could be a time when the exchange takes place. Additionally, the SLI meeting's service events can also be considered for this exchange.
- Second-year service exchange hours may count towards meeting the student's school year service hour requirement. Bonner schools are free to complete the exchange with any other Bonner campus in the nation. **Second-year exchange activities are not confined to service; they may include** engaging trainings and enrichment activities.
- Each campus has \$50 per second-year Bonner Scholar added to their fall semester Bonner Administrative Fund award to help cover the costs for the Sophomore Service Exchange. In addition, upon request, the Foundation will allocate \$50 each for up to three students to attend the event.
- Schools attending a particular Service Exchange may agree to pool their funds in order to support the additional costs assumed by the host campus (see Section 4.4.5 for Administrative Fund allocation guidelines).

2.11 Rising Senior Enrichment Grant

- Bonner Scholars who have completed their junior year, are eligible for an Enrichment Grant of up to \$500 pending a successful application and review by the Bonner Director and the Bonner Foundation. These funds provide additional support for Bonner Scholars who are willing to stretch themselves through a more challenging service or enrichment experience. Bonner Scholars should request funding to participate in a service experience or enrichment activity that connects with their passions, academic interests, and career pursuits related to community service.
- This additional \$500 is allocated in the semester allocation after approval of their proposal by the Bonner Foundation.
- The Bonner Scholars must submit their proposal to their Bonner Director or Coordinator for review. The successful proposals should then be submitted to the Foundation for final

approval. A student application must demonstrate how the proposed experience would tie into his/ her service experience, connect to the student development model and provide a budget justifying the additional. Copies of the proposal form are available on the Foundation's website (www.bonner.org).

2.12 Junior/Senior Leadership Fund

- Schools will be allowed to request additional funds for the following activities involving Bonner Scholars in their junior and senior years:
 - service trips (not including the 1st year service trip), with an emphasis on international perspective;
 - internships and activities involving specific national Bonner Partners organizations (see attached list);
 - initiatives that involve junior or senior Bonner Scholars in connecting service to an academic course;
 - joint service projects with junior or senior Bonner Scholars and Bonner Leaders from other schools (excluding sophomore service exchanges);
 - participation in service and leadership initiatives organized through the Bonner Congress or for Senior Interns (not including the regularly scheduled meetings for these students).

The goal of these initiatives should be to specifically enhance student learning and development, not simply to implement current aspects of the Bonner Scholars Program.

- Source of Funds
 - Schools that receive annual support from the Bonner Foundation will receive these funds directly from the Bonner Foundation in the form of a grant. The unexpended funds from each year from all the non-endowed school would be identified and placed into a pooled fund out of which it will be made available each year through a Request for Proposals process through which they could apply for funding.
 - Schools with Bonner Scholar Endowments will withdraw these funds from their Bonner endowments with written approval from the Bonner Foundation. These funds would be set aside on a per school basis for a maximum of two years. These funds would either be used during this time, or at the end of two years, they would be returned to the school's Bonner Endowment.
- Proposals will be reviewed by the Bonner Foundation beginning November 15th, 2005. Proposals not be considered after March 1st. We will review proposals in the order they are submitted all available funds have been awarded.
- Please submit your proposal with a cover page and in the form of a narrative, explaining what the money will be used for. Please clearly present the budget and the amount that is

being requested from Bonner. Allow one month from the time you submit your proposal to the time you get an approval.

- Additional budget guidance:
 - For every 10 students, Bonner will fund a staff member. If there are 20 students, Bonner will fund 2 staff members.
 - For international trips up to 10 days, there is a \$600/participant cap.
 - For international trips 10 days or longer there is \$750/participant cap.
 - For conferences, there is a \$250 cap for participants.
 - Students must first expend their Sr. Enrichment before requesting Leadership Fund money as a supplement.

2.13 Senior Bonner Presentation of Learning & Community Impact

- Every Bonner Scholar should make a “presentation of learning and community impact” to an audience of other Bonner Scholars, Bonner Advisory Committee members, and others, as determined by each campus. These presentations may include videos, photographs, essays, poems, or any other form that the student chooses.

2.14 Senior Exit Interview

- The Bonner Scholar director and/or coordinator should conduct an “exit interview” for graduating Bonner Scholars.

2.15 Senior Bonner Intern

- Each year Bonner directors and coordinators are encouraged to identify a senior Bonner Scholar who would serve his/her Bonner service hours as an intern to assist with the management of the Bonner Scholars Program and/or to take on special initiatives of the program, including helping with freshman orientation, planning service trips, and leading small group discussions.
- In addition, Bonner directors and coordinators are encouraged to consider having their Bonner senior intern’s summer placement be with them so the intern can help with summer preparations for the coming school year.

2.16 Campus-wide Service Program

- Efforts should be made whenever possible to use the Bonner Scholars Program to inspire and develop campus-wide involvement in service activities.
- The operation of the Bonner Scholars Program should be closely linked to the campus-wide community service and service-learning efforts.

2.17 Attendance at Meetings Sponsored by the Bonner Foundation

- Bonner Scholars Program directors and coordinators are required to attend the Fall Directors Meeting (usually beginning the second Sunday of November) and the Summer Leadership Institute (usually in early June), organized by the Foundation.
- Newly hired Bonner Scholars Program directors and coordinators are required to attend the New Directors Orientation organized by the Foundation (usually held beginning the last Sunday in July in Princeton, New Jersey).
- Bonner Student Congress representatives are expected to attend the annual meetings organized for them by the Foundation, usually held just prior to the Fall Bonner Directors Meeting and in the summer just prior or during the Summer Leadership Institute. Campuses may apply for financial support when needed to send their student representatives to these meetings, with a cap of \$250 per student per meeting (see Section 4.4.7 for directions for requesting a reimbursement for Bonner Congress travel expenses).

Section III: Administration

3.1 Program Staff

3.1.1 Staff Levels

- All Bonner Scholars Programs must have one staff person who administers the program full-time, year-round. This person should have the title of either director or coordinator.
- In addition to the above staff member, programs with more than 40 Bonner Scholars must have additional staff administering the program, as follows:
 - Programs with 60 or more Bonner Scholars must have at least one more half-time equivalent staff member supporting the program.
 - Programs with 80 or more Bonner Scholars must have at least one more full-time equivalent staff member supporting the program.

The second position may be filled through a combination of professional and work-study staff. For instance, a chaplain or assistant director of student life could be assigned to provide oversight of the program at 25% of his or her total responsibilities, with the remaining 75% covered by three 10-hour-a-week work-study students.

3.1.2 Qualifications for Bonner Scholar Program Leadership Positions

- The “Director” of the Bonner Scholar Program must be in at least one of the following roles:
 - Serve in the upper level of the college administration (Dean of Students, College Chaplain, distinguished faculty status or professor that has the respect and attention of his/her peers)
 - Oversee the campus-wide community service program
- The “Coordinator” of the Bonner Scholar Program must:
 - Demonstrate ability to work with and relate to students
 - Participate and provide leadership for short-term service trips
 - Not a secretarial position
- Before a Bonner Scholar Director or Coordinator is appointed, the school is asked to communicate the qualifications of the individual to the Bonner Foundation. The Bonner Foundation will not involve itself in the selection process but will monitor that the criteria for the position is in compliance with the standards put forward in these Bonner Scholar Program Guideline Agreements.
- For schools whose current leadership does not meet these criteria, these positions will be grandfathered in. Also, while the actual job titles at an institution may differ from the above, the Bonner Foundation will use these functional definitions in determining compliance.

3.1.3 Reporting to President

- The director of the Bonner Scholars Program should report directly to the president on matters concerning the program, even if the director's immediate supervisor is not the president.

3.1.4 Responsibilities

- The Bonner Scholars Program staff is responsible for coordinating the operation of all aspects of the Bonner Scholars Program, including recruitment, selection, orientation, training, placement, reflection, enrichment, and evaluation.
- Among other responsibilities, program staff should utilize and coordinate other available institutional resources to support students and the program, including the offices responsible for admissions, financial aid, student life, religious life, internships and career development, fundraising, public relations, alumni affairs, athletics, study skills, health, and counseling.
- The Bonner director is responsible for communicating the program rules (and all changes when they occur) to all relevant administrators on campus, as well as to the Bonner Scholars.

3.2 Student Leadership

3.2.1 General

- Bonner Scholars should have opportunities for leadership roles in all aspects of the program.
- Programs are encouraged to have written Bonner constitutions that define the rights and responsibilities of Bonner Scholars and describe a student leadership structure for key program areas such as recruitment, selection, regular meetings, advisory committee, placement, budget, and communication. Bonner Scholars should be encouraged to write internal handbooks and guidelines that govern the establishment and operation of these committees.

3.2.2 Bonner Congress Representatives

- **Selection**
 - Each school in the Bonner Program determines how it will select Bonner Congress representatives. Many schools hold elections while other institutions have different selection process. Whatever method is used, the foundation encourages student input in selecting the Bonner Congress members.
 - Students should be selected at the beginning of the second semester or the second term. At least one Bonner Congress representative should be selected at this time. If a student or the director decides that he/ she no longer wants to remain a member of the Bonner Congress, a school should communicate to the Foundation that this

person is no longer a congress representative and select a replacement to serve in the Congress.

- If a student goes aboard for a semester or a summer or is on leave from the Bonner Program, he or she can continue to serve as a Congress Representative when they return to the program provided that the student wants to remain active and the director approves of his/her participation.

- **Number of Congress Representative Allowed per School**

- Each school participating in the Bonner Program is expected to have at least two active Bonner Congress representatives. Because of overlap, students returning from being away from the campus (and/or the Bonner Program), or because someone was selected as a Congress member mid-way thorough their first year of the program, there may be more than two active congress representatives. All active Congress representatives are welcome at Bonner Congress meetings, but a minimum of two is expected to attend. New Bonner Congress members are required to attend the Summer Leadership Institute for orientation.

- **Term Commitment**

- Once a student is selected as a Congress representative he or she can remain in that position for as long as he or she is a student in the Bonner program, in good standing with the Bonner Program and fully active in his/her role as a member of the Bonner Congress. Each Congress member is expected to serve a minimum of two years as a Bonner Congress representative. The orientation for new Congress representatives is held at the Bonner Congress meting during the Summer Leadership Institute in June.

- **Expectations**

Bonner Congress representatives are required to:

- At least two active Congress representatives must attend and participate in Bonner Congress meetings.
- The Fall Congress meeting is traditionally the second weekend of November, after the Fall Directors meeting and the Summer Congress meeting is held during the Summer Leadership Institute.
- Contact other Congress Representatives, especially in those in same cluster.
- Respond promptly (within 7 days) to correspondence from the Bonner Foundation and other Bonner schools.
- Develop and maintain a working relationship with the Director and Coordinator of their Bonner Program.
- Be familiar with the Bonner Congress handbook as well as the Bonner Congress section on the Bonner Foundation website (www.bonner.org).

3.3 Committees

3.3.1 Selection Committee

- The Selection Committee should consist of at least one person from the following categories: coordinator/director, admissions office, financial aid office, Bonner Scholars, faculty, and community leader.
- The Selection Committee is responsible for overseeing the entire process of recruiting and selecting incoming Bonner Scholars, including:
 - Reviewing appropriate marketing, recruitment, and application materials;
 - Reviewing applicants for strength of qualifications;
 - Reviewing the profiles of each incoming class to assure that students meet the selection criteria;
 - Reviewing materials and history on Bonner Scholars who withdraw from the program, using insights gained as a guide to refining procedures for selection of future Bonner Scholars.
- Institutions may combine the Selection Committee with the Advisory Committee (below).

3.3.2 Advisory Committee

- The Bonner Scholars Program Advisory Committee should be made up of representatives from the same categories as the Selection Committee (see above).
- It is recommend that the Advisory Committee meet at least twice each year.
- The Advisory Committee is responsible for overseeing the entire Bonner Scholars Program, including:
 - Evaluating the quality and impact of the Bonner Scholars Program on and off campus;
 - Locating sources of needed support (financial and otherwise) for the program;
 - Receiving reports from the program director and the Selection Committee on issues related to student recruiting, selection, retention, and support, as well as on- and off-campus administrative, enrichment, and service activities during the school year and summer.

Section IV: Finances

4.1 Bonner Scholarship & the Financial Aid Package

4.1.1 Meeting Total Educational Need

- The institution, through its financial aid office, will provide a financial aid package that meets the total documented need for the total cost of education (some define this as “Cost of Attendance”) of a Bonner Scholar. Total cost of education includes both direct costs, such as tuition, room and board, and indirect costs, such as books, medical insurance, incidental expenses, and travel (see Bonner Agreements signed by your institution for more information on this requirement). The figure for family contribution should be determined using the FAFSA form.

4.1.2 Student Loans

- Only subsidized Stafford, Perkins or equivalent loans may be used in meeting a Bonner Scholar’s documented need. The amount of loans to meet full documented need of the total cost of education may not exceed that which is allowed under the Stafford Loan Program (currently \$19,000). See Bonner Agreements signed by your institution for more information on this requirement.
- These loans are to be government-subsidized loans. Loans such as PLUS are not to be used to meet undocumented need. Loans such as PLUS loans may be used by parents to meet their estimated family contribution, which will not be counted in the calculation of total student loan indebtedness (currently \$19,000).
- Schools may spread this loan amount out differently over the four-year period (e.g., in equal amounts evenly over the four years) without raising the total amount of student loan indebtedness (currently \$19,000).

4.1.3 Federal Work-Study

- Bonner Scholars may be packaged with Federal Work-Study for the community service they perform to meet their Bonner Scholar service requirement so that Bonner Scholars are meeting both work-study and Bonner hour requirements concurrently.
- Note: In most cases, the Bonner service hour expectation will exceed a work-study award. This would mean that students would receive work-study funds for some of their Bonner service hours but not necessarily for all of them.

4.1.4 Bonner Summer Earnings Support

- If the institution has a defined summer earning requirement as part of its financial aid packaging process, the Bonner Scholar Summer Earnings Stipend funds may go directly to the schools on behalf of each Bonner Scholar who qualifies for those funds. In turn, schools would not have any summer earning/saving requirement for students in that year.

4.1.5 Consideration for Commuter Students

At a minimum, schools must meet the unmet need of the direct cost of education for commuter students. The schools can determine financial aid for commuter students on a case-by-case basis. This policy will be reexamined periodically.

4.1.6 Consideration for International Students

- For international students, the Bonner Foundation's financial aid requirement will be implemented on a case-by-case basis. This policy will be reexamined periodically.

4.2 Term of Scholarship

4.2.1 Four-year Scholarship

- The Bonner Scholarship is a four-year scholarship that provides financial support to students for a total of eight semesters and up to three summers. Fifth- and sixth-year "seniors" will not be eligible for continued Bonner Scholarship support.

4.2.2 Leaves of Absence

- Students may take a leave of absence from the program and/or the college and still remain eligible for the remainder of their four years of Bonner Scholarship support. The Foundation will cease allocating Bonner Scholarship funds for students while they are on leave.
- Students on leave should not be replaced if they are expected to return. However, if a student who withdraws during their leave is replaced by another student but then subsequently decides to return to college, the replaced student must join the pool of replacement candidates to be considered for re-admission into the program.

4.2.3 Off-Campus Programs

- Bonner Scholars participating in off-campus programs (e.g., Washington, DC semester, junior year abroad, exchange) are still eligible for Bonner Scholarship assistance as long as they continue to meet the service expectation of 10 hours per week during the school year.
- Bonner Scholars enrolled in academic programs that take them away from campus for the final year or two of their college career will not be eligible for the scholarship during those years away from campus (e.g., 3/2 engineering or nursing programs).

4.3 Bonner Foundation Grant Categories

4.3.1 Regular Funding Provided in Semester Allocation Awards

- The following grant categories are awarded on a per-student basis, based on the enrollment levels reported on the fall and spring semester Registrar's List provided to the Foundation.

- School-Year Support
 - Community Fund
 - Administrative Fund
- The following grant categories are awarded on a per-student basis for the summer semester based on the Registrar's List provided to the Foundation:
 - Summer Earnings
 - Summer Living
 - Loan Reduction (for graduating Bonner Scholars)
 - Occasionally, the semester when these allocations are made will not fit the above pattern (e.g., a Bonner Scholar graduates at the end of the fall semester).

4.3.2 Additional Funding Provided on an Application or Reimbursement Basis

- The following grant categories are awarded on the basis of an application proposal or on a reimbursement basis.
 - Bonner Student Congress Travel
 - First-Year Bonner Service Trip
 - Rising Senior Summer Enrichment Fund
 - Summer Service Placement in Local Campus Community

4.4 Allocation Guidelines

The amount and process for disbursing Bonner Scholarship funds should be made known to the Bonner Scholars in writing and through a meeting with a financial aid officer as part of the Bonner Scholars Program Orientation at the beginning of the year. Please note that Bonner Scholars Programs that receive annual funding from the Bonner Foundation will receive these funds directly from us, while those programs supported from their Bonner endowments will access these funds from that source. The funds should be disbursed as follows:

4.4.1 School-Year Support

- \$2,500 per Bonner Scholar is allocated during the school year (\$1,250 per semester) to support the Scholar's educational costs (i.e., books, transportation, and personal expenses).
- The School-Year Support portion of the Bonner Scholarship should be paid directly to each student in the form of a series of at least three separate checks paid during the semester.
 - The disbursement schedule should be announced in writing at the beginning of the school year so students can set up their personal budgets.
 - Each institution should establish a process for ensuring that students are completing the required service hours before receiving their School-Year Support checks (see Section 2.1.1 for school-year service hour requirements).

- The School-Year Support should be disbursed directly to Bonner Scholars regardless of their indebtedness to the institution for direct educational costs such as tuition, room, board, and fees. (At many institutions this requirement will differ from the standard treatment of financial aid.)
- Bonner Scholars may elect voluntarily to have a portion or all of their school-year funds deposited in their student account to pay for tuition, room, board, or books and academic supplies charged to the bookstore.
- During the school year, the only form of additional payment Bonner Scholars may receive is Federal Work-Study payment. They may not receive payment from their service site.
- If a Bonner Scholar withdraws from the program in the middle of a semester, the balance of the school-year support should be reimbursed (see Section 5.3.1 for a description of the reimbursement process).

4.4.2 Summer Earnings

- *Beginning with the Class of 2005*, up to \$1,500 in summer earnings is awarded to each Bonner Scholar who completes his/her required summer service expectation.
 - These funds are available for two summers only.
 - These funds are allocated to the college in the summer allocation award, but are payable to the student only *after* completion of the 280-hours-over-seven-weeks service requirement.
 - Summer Earnings may be awarded on a pro-rated basis, upon prior approval by the Foundation.
- The \$1,500 Summer Earnings portion of the Bonner Scholarship may be used in two ways: either (a) paid directly to each Scholar or (b) credited to his/her student account to meet the institution's "prior-year earnings" or "student contribution" requirement.
- In addition to their Summer Earnings, students may be paid for their summer service work, either through Federal Work-Study and/or their service site.
- Bonner directors or coordinators must inform site supervisors that Bonner Scholars have Bonner Summer Living and Earnings funds available to them. This information should be conveyed in the Community Learning Agreement that is signed by the site supervisor, student, and Bonner Scholar director or coordinator.
- Bonner Scholars who do not return to the program in the fall will not receive the Summer Earnings. However, if a student decides to take a leave of absence after completing the previous summer's service requirement, he/she may receive the Summer Earnings upon his/her return to the program. Students who transfer to another Bonner college are eligible to receive their earnings at their new institution.

4.4.3 Summer Living

- *Beginning with the Class of 2005*, up to \$2,000 will be available to students to cover summer living expenses.
 - On paper, each Bonner Scholar will have a “Summer Living Account.”
 - In the first summer they commit to doing service, Bonner Scholars will have \$1,000 available in their summer living account to draw upon. Provided they complete that first summer service requirement, any unused summer living funds from that first summer will remain in their account for their second summer of service.
 - In the second summer they commit to doing service, another \$1,000 will be added to their summer living account. This amount is added to the remaining balance, if any, that has been carried over in their summer living account from their first summer of service.
 - This summer living policy has been established to allow Bonner Scholars to budget their summer service support. Therefore, Bonner Scholars may choose to access less summer living funds in their first and/or second summer of service so that they have more available for their second and/or third summer of service. *For example, a Bonner Scholar may spend his first summer of service in the hometown and, therefore, might request only \$250 of summer living expenses, leaving \$750 in his “summer living account.” As this Bonner Scholar plans his second summer of service, he can now develop his summer living budget knowing that he will have up to \$1,750 available in his account to help cover expenses (\$750 that has carried over from his first summer of service and \$1,000 that was added for his second).*
- All students must submit their proposed summer living/travel budget to the Bonner Scholars Program director for approval. The director at each institution should establish a process for approving students’ requests. This process should be included in the written guidelines provided to Bonner Scholars at the beginning of the year.
- A student who does not complete his/her summer service requirement during a particular summer should be asked to repay a portion of the summer living allocated to him/her, prorated on the basis of the actual number of hours completed. These funds will be reimbursed to the Bonner Foundation or the school’s Bonner endowment (see Section 5.3.1 for a description of the reimbursement process).
- The Summer Living should be paid to the students according to a disbursement schedule determined by the program director and approved by the Foundation.
- *Note: Rising senior Bonner Scholars may apply for an additional \$500 from the Rising Senior Summer Enrichment Fund (see Section 4.4.9 for allocation guidelines).*
- *Note: The Class of 2004 are “grandfathered” under the old guidelines and, therefore, will be entitled to \$500 summer living funds in the summer of 2003. However, as rising seniors, they may apply for an additional \$500 from the Rising*

Senior Summer Enrichment Fund support (see Section 4.4.9 for allocation guidelines).

4.4.4 Loan Reduction Fund

- Up to \$2,000 will be allocated to reduce each Bonner Scholar's total educational loan indebtedness at the time of graduation.
- To be eligible for the Loan Reduction Award, graduating Bonner Scholars must have met the following requirements:
 - Attended first-year orientation;
 - Attended sophomore service exchange;
 - Completed the school-year hourly service requirement every year in the program;
 - Participated in *two* full-time summer service opportunities (*one* full-time summer service for replacements who begin in their junior year);
 - Participated in a recommitment exercise at the end of second year in the program;
 - Completed first-year, midpoint, and graduating Student Impact Surveys;
 - Participated in the Student Development Model;
 - Made a senior capstone "presentation of learning and service impact";
 - Attended a senior exit interview with the director of the Bonner Program;
 - Graduated from the college where he/she was a Bonner Scholar.
- Individual schools have the option of adding additional requirements or waiving one or more of these requirements, with approval from the Bonner Foundation.
- Students who graduate without educational loans will be allowed to use their loan reduction funds towards graduate school. This option must be used within seven years of graduation.
- The Loan Reduction Fund should be disbursed through a college check to the lender or graduate school on behalf of the student.
- For replacement Bonner Scholars, loan reduction will be calculated by subtracting \$250 per missed semester from the maximum of \$2,000.
- Bonner Scholars who take an extra semester or more to graduate will still be eligible for the Loan Reduction Fund, but not until they receive their diploma. For these students, the loan reduction funds will be included with the semester allocation that follows their actual date of graduation.

4.4.5 Administrative Fund

- \$350 (\$175 per semester) per Bonner Scholar is allocated for staffing and other costs related to the administration of the Bonner Scholars Program.
- In the fall semester, an additional \$50 is allocated per first-year Bonner Scholar to support the Bonner Cluster Event (see Section 2.9 for a description of the Bonner Cluster event).
- The Foundation does not require any official reporting on the use of administrative funds, but may on occasion survey the campuses to better understand the overall costs of the program.
- When a Bonner Scholar withdraws from the program, administrative funds are not required to be reimbursed.

4.4.6 Community Fund

- \$100 per Bonner Scholar (\$50 per semester) is allocated for the Bonner Community Fund account to support community service projects involving or initiated by Bonner Scholars.
- A committee of Bonner Scholars should be established to review student proposals for accessing Community Funds. This committee of Bonner Scholars should decide on the process and criteria for allocating the Community Funds. The Bonner Scholars Program directors should have final approval of Community Fund proposals, but they are not permitted to make their own proposals for the use of Community Funds.
- If necessary, the Community Fund should be held in an account separate from other Bonner Scholarship funds. Accurate records should be maintained, as well as appropriate security measures to ensure that these funds are used appropriately. A Community Fund report is required twice a year, including a detailed budget report (see Section 5.3.3 for directions for the Mid-Year and Year-End Community Fund Reports).
- Examples of *appropriate* uses of the Community Fund include:
 - Covering the start-up expenses for a Bonner Scholar-designed service project;
 - Purchasing books or other supplies for the students Bonner Scholars are tutoring;
 - Paying summer camp tuition for kids tutored by Bonner Scholars;
 - Training-related expenses, including travel and registration expenses for conferences and workshops (with a maximum training expense of no more than 25% of the total opening balance in any semester).
- Examples of *inappropriate* uses of the Community Fund include:
 - Donations to agencies or projects where Bonner Scholars or other students from your institution are *not* directly involved;
 - Travel expenses to and from service sites during the school year and the summer;

- Supplement to summer living funds for summer placements or internships;
 - Food or drinks for Bonner Scholar meetings;
 - Expenses related to an awards program;
 - Expenses related to the general administration of the Bonner Scholars Program (travel, printing, phone, equipment, salaries).
- When a Bonner Scholar withdraws from the program, community fund money is not required to be reimbursed.

4.4.7 Bonner Student Congress Travel Fund

- Up to \$250 per trip per Bonner Student Congress representative with a maximum of \$500 is available to cover travel expenses to Bonner Congress meetings.
- Please submit your reimbursement requests of up to \$250 per Bonner Congress representative and no more than \$500 directly to the Bonner Foundation, accompanied by the receipts. If a school currently has a Bonner Endowment, the funds will be drawn directly from that endowment.

4.4.8 First-Year Bonner Service Trip Funds

- Up to \$250 per first-year Bonner Scholar is available to cover expenses related to meeting the required first-year service trip. An additional \$250 is available for each of two people (students or staff members) who attend in a supervisory capacity.
- Proposals to support your first-year Bonner Scholar service trip should be made no later than six (6) weeks before the trip to allow the Foundation time to review the proposal and process a check.
- Your First-Year Bonner Service Trip proposal should answer the questions below and take no more than two pages:

I. Description of Trip

- Itinerary, including dates
- Service Activity (i.e., what will students be doing on the trip?)
- Mission of the trip (i.e., what issues/ topics will be examined and addressed?)
- Description of Partner Organization(s)
- Curriculum/ Preparation (briefly describe activities leading up to the trip)

II. Space for Bonner Scholars from Other Schools

- Will there be space available for Bonners from other schools to participate? If yes, how many?

III. Proposed Budget (including travel, room, board, and other expenses)

4.4.9 Rising Senior Summer Enrichment Fund

- Rising senior Bonner Scholars may apply for an additional \$500 to support their summer service activities or a service-related activity during their senior year.

- To receive this additional support, rising seniors must submit a proposal requesting these funds. This proposal should be submitted to their Bonner director or coordinator, who will then forward it to the Bonner Foundation for final approval. These proposals must be received by the Foundation prior to the summer and in time for these funds to be allocated along with the Summer Allocation award.
 - The proposal form is available on the Bonner Foundation's website (<http://www.bonner.org/resources/rules/home.htm>).
 - If approved, these additional funds will be allocated in the Bonner Scholar semester allocation.

4.4.10 Bonner Summer Service Placement in Local Campus Community

- Campuses can apply for additional funds to help build local summer service placements for Bonner Scholars who want to stay in their college community. These projects should continue service projects or related initiatives that also operate during the school year.
 - The maximum amount available for each campus each summer is determined by the number of enrolled Bonner Scholars based on a calculation of \$75 per student per year. For example, a school with 60 Bonner Scholars would be eligible for an additional \$4,500 (\$75 x 60) to help establish and support these summer service opportunities.
 - These funds may be used to provide additional summer living or summer earnings to the participating students and/or to cover administrative costs associated with running the summer program.
 - The maximum supplemental amount that an individual student engaged in your local summer service program can receive is \$1,500.
 - The Bonner Scholars Program director must submit a formal request for these funds at least six (6) weeks prior to the summer in which the funds would be used. (Note: Bonner Scholar institutions with Bonner endowments must submit a formal request before these funds can be withdrawn from their endowments.)
 - The proposal should answer the following questions:
 - I. Background: provide a brief description of your local Summer Service Program
 - II. Program Benefits: How will the summer service program enable student involvement in each of the following:
 - A year-round service program?
 - Preparing for the coming school year?
 - Enhanced student development activities based on the summer service opportunities being provided?

III. Budget: Provide a brief budget, including how many students will be involved.

- The allocation of these supplemental funds will be separate from the funds allocated in the summer allocation report.

Section V: Reporting

5.1 Reporting Calendar

DUE DATE	REPORT TITLE	REPORT TYPE	HOW SENT
<i>September 15th (at the beginning Fall semester)</i>			
	Fall Registrar's List	Enrollment	BWBRs
	Summer Reimbursement Report	Financial	BWBRs
	Summer Living Expense Report	Financial	BWBRs
<i>January 15th (beginning Spring semester)</i>			
	Spring Registrar's List	Enrollment	BWBRs
	Fall Reimbursement Report	Financial	BWBRs
	Mid-Year Community Fund Report	Financial	BWBRs
<i>June 1st (beginning Summer term)</i>			
	Summer Registrar's List	Enrollment	BWBRs
	Spring Reimbursement Report	Financial	BWBRs
<i>July 1st</i>			
	Annual Report	Narrative	Mail Hardcopy
	Year-End Community Fund Report	Financial	BWBRs

- The Foundation's semester Bonner Scholarship allocations will be made only after all outstanding narrative and financial reports have also been received.
- The enrollment and financial reports should all be made on the Bonner Web-Based Reporting System (www.bwbrs.org). See screen of main reporting screen below.

5.2 Enrollment Reports

5.2.1 New Freshman Approval List

- Each year the list of prospective Bonner Scholars that you would like to accept into your program must first be approved by the Foundation before these students are notified of their acceptance into the program.
- The Foundation's approval will be given to the director/coordinator via BWBRs email notification.
- See Section 1.2 for details on the Bonner Scholar selection criteria.

5.2.2 Semester Registrar's Lists

- At the beginning of each semester (after the start of the semester so that each student's enrollment status can be confirmed in person), the list of active and enrolled Bonner Scholars should be submitted and approved via BWBRs.
- Once approved by the Foundation via a BWBRs notification email message, a hard copy of the semester's Registrars List should be:

- printed from BWBRS,
- signed (or sealed) by your registrar, and then
- mailed to the Foundation.

5.2.3 Change of Status Form

- A Change of Status form should be completed via BWBRS for any student who: (1) withdraws, (2) goes on or returns from leave, (3) enters into a semester abroad or exchange program and is not completing his/her service requirement, or (4) replaces another student.

5.3 Financial Reports

The following series of financial reports required by the Foundation allow both the institution and the Foundation to monitor the Bonner Scholars Program's financial performance.

5.3.1 Semester Allocation Reports

- Allocation checks will be issued by the Foundation after the registrar's list has been received and confirmed by the Foundation. The allocation checks will be mailed to the president along with a cover letter and Allocation Report. Copies of the letter and Allocation Report will be sent to the financial aid director, controller, and Bonner Scholars director or coordinator.
 - *For institutions with the Bonner Scholar Endowments, allocation checks should not be disbursed from Bonner Endowments until a similar confirmation letter and Allocation Report has been received from the Foundation.*
- Students who do not graduate with their class (because they took a leave, for instance) should still remain in their original graduating class in any reports to the Foundation, even if they are the only student left in that class. Therefore, in the lists you submit to the Foundation, please keep students in their original class year regardless of any leave they may have taken.
- Graduating Bonner Scholars should be included in the registrar's list for the semester that they will graduate. Next to their name on the registrar's list, please indicate the amount of loan reduction funds (up to \$1,600) due (see Section 4.4.4 for more information on Loan Reduction).

5.3.2 Bonner Scholarship Reimbursement Reports

- Completed Reimbursement Reports should be submitted to the Foundation via BWBRS at the end of each semester and summer. The completed Reimbursement Report indicates the amount of Bonner Scholarship Funds allocated, expended, and the balance to be reimbursed for each student enrolled in the program for that time period.
- The steps for completing the Reimbursement Reports is as follows:

- At the end of the semester, the director or coordinator uses BWBRS to create a Reimbursement Report where they indicate the *actual expenditure* for each student for each category (column above).
- The completed Reimbursement Report should be submitted to the Foundation via BWBRS (see form above).
- If there are funds to be reimbursed, the Foundation will send a formal letter to the president requesting the return of “unexpended” Bonner Scholarship funds to either the Foundation or the Bonner Endowment.

5.3.3 Community Fund Reports

- The Mid-Year Community Fund report is due on January 15th at the beginning of spring semester. The Year-End Community Fund Report is due on July 1st along with the Annual Report.
- The Community Fund Report includes a brief description (2-4 sentences) on each of the projects or activities that received funding. We encourage you to attach other documents (i.e., reports, articles) that further describe the projects funded.
- The Community Fund Expense Reports should be submitted via BWBRS.

5.4 Narrative Reports

5.4.1 Annual Report

- An Annual Report should be submitted to the Foundation by July 1st each year.
- The Annual Report should include the following:
 - Cover letter and table of contents (with the following sections):
 - A. Community Service Placements
 - Summary description of your community partnership activities.
 - Brief (1-2 sentence) description of each major school-year service site and the service being provided by the Bonner Scholars and other students.
 - B. First-Year Service Trip
 - Description of your first-year service trip.
 - Budget report showing total sources and expenses.
 - C. Training and Enrichment
 - Description of enrichment, training, and reflection activities especially as they relate to the four-year student development model.
 - Description of the Senior Bonner’s Presentation of Learning.
 - D. Academic Links

- Brief description of any service-learning or community-based research courses and projects underway on your campus.

E. Program Management

- Update on administrative areas such as staffing changes, student leadership, recruitment, selection, retention, academic counseling, school year and summer service placement process, career development, links between the Bonner Scholars Program and other campus-wide service activities and structures.

F. Program Plan

- Update on any progress towards addressing issues, concerns, or challenges reported in earlier reports.
 - Description of your action plan and priorities for the coming year.
- A copy of the Annual Report should be given to your president, dean of academic affairs, dean of student affairs, and all members of your Bonner Scholars Program's Selection and Advisory Committees.

Appendix: *Articles from the Bonner Scholars Program Agreement*

Exclusivity of Bonner Scholars Program. The Institution agrees that in order to maintain the integrity of the Bonner Scholars Program, it will not permit the establishment by any other person, firm or other entity of a scholarship program at the Institution similar in nature or operation to the Bonner Scholars Program (except the Bonner Leaders Program or such other programs as are approved in writing by the Bonner Foundation).

Financial Aid.

(a) The Institution, through its financial aid office, will provide a financial aid package that meets the total documented need for the total cost of education (some define this as "Cost of Attendance") of a Bonner Scholar. Total cost of education includes both direct costs, such as tuition, room and board, and indirect costs, such as books, medical insurance, incidental expenses, and travel. Only subsidized Stafford, Perkins or equivalent loans may be used in meeting a Bonner Scholar's documented need. The amount of loans to meet full documented need of the total cost of education may not exceed that which is allowed under the Stafford Loan Program (currently in 2002: Freshmen \$2,625; Sophomores: \$3,500; Juniors and Seniors \$5,500).

(b) Bonner Scholars will not have a work expectation during the school year other than the Bonner Service Activities (as defined in Section A.II.A.1 of the Guideline Agreement). Bonner Scholars, upon their request; however, may participate in work-study with the understanding that it will reduce another portion of their self-help package (i.e., the Scholar's student loan). Bonner Scholars may also receive federal work-study funding during the summer.

(c) When a Bonner Scholar participates in a Bonner Summer Service (as defined in Section A.II.A.2 of the Guideline Agreement), the Institution will receive a designated amount which will offset any summer earning requirement or other saving expectation imposed upon the Bonner Scholar by the policies of the Institution, and is to be applied towards the total cost of education. For the summer of 2003, this amount will range from \$1,000 up to \$1,500 depending on the service activity and the agreement between the Bonner Scholar and the Bonner Director.

(d) If a Bonner Scholar fails to meet the expectations of a certain scholarship that he or she has been awarded, the Institution will not be required to replace that amount because of their standing as a Bonner Scholar. For example, if a Bonner Scholar has a financial aid award based on academic merit and that student fails to maintain the grade point average to keep that scholarship, the Institution will not be required to provide other funds to meet the expectation of the Bonner Scholarship. In addition, if a Bonner Scholar loses merit based or other types of aid for poor academic performance or social behavior, the financial aid packaging for all students will follow the school rules in regard to this situation.

(ii) Beginning with the class of 2008, all Bonner Scholars will be required to receive financial aid packages that meet the expectations and guidelines of the Bonner Foundation as described above.

Intellectual Property. The Institution acknowledges that the Bonner Foundation is the owner of all right, title and interest in and to the names "The Corella and Bertram F. Bonner Foundation, Inc.", "The Bonner Foundation", "The Bonner Scholars Program", "The Bonner Leaders Program", "Bonner Scholars" and any such additional future terms used by the Bonner Foundation in connection with its programs of scholarships and other educational endeavors (the "Bonner Names") The Institution further acknowledges that the Bonner Foundation is the owner of the goodwill attached to the Bonner Names and that the Institution shall not (i) do or suffer to be done any act or thing by the Institution, or any employees or other representatives of the Institution which may adversely affect the goodwill of the Bonner

Names, and (ii) shall not use the Bonner Names except in connection with the programs described herein or with the written consent of the Bonner Foundation.

Insurance. The Institution shall, at its sole cost and expense, maintain general liability insurance in forms, amounts and with insurers customary for similar colleges and universities and shall cause the Bonner Foundation and its officers, directors and employees to be specifically listed as an additional insured or co-insured entity with the Institution. The Institution shall provide the Bonner Foundation with certificates of insurance specifically identifying the Bonner Foundation as an additional or co-insured entity upon delivery of this Agreement and shall immediately notify the Bonner Foundation in the event of any non-renewal, cancellation or amendment of any such insurance policy. Such certificate of insurance should include the coverages and otherwise be in a form similar to the form annexed to this Agreement as Exhibit A. The Bonner Foundation, upon written request to the Institution, may require the Institution to procure and maintain specific additional insurance coverage during the term of this Agreement provided that there is no additional direct cost to the Institution in naming the Bonner Foundation as an additional insured with respect to such coverages. The Institution shall provide to the Bonner Foundation an updated certificate of insurance that evidences the required additional coverage within sixty days of receipt of the written request.

Requests for Information. The Institution shall provide the Bonner Foundation or its agents, within 30 days of receiving a request, with information requested by the Bonner Foundation in order for the Bonner Foundation to meet or respond to any third party requests relating to grants or other funding requirements, including, without limitation, requests from the Bonner Foundation's auditors.

Notices. All notices, requests, consents and other communications between the Bonner Foundation and the Institution which are required hereunder shall be in writing and shall be sent by certified or registered mail, return receipt requested with postage prepaid, to the addresses set forth above or to such other address or addresses as either may request by notice given to the other as aforesaid. Notices sent as provided herein shall be deemed sent on the date mailed.