



**Subject:** Administrative Fee Policy

### **Purpose**

PEF is a non-profit organization that works collaboratively with the community to help address the immediate needs of the Clark County School District (CCSD) to ensure all of its students can succeed. Our goal is to ensure donor funds are spent for the purposes for which they were intended. Part of ensuring this is for PEF to administer these programs as effectively and efficiently as possible. As such, we do charge administrative fees for the donations we handle, and those fees range depending on the work required to administer the programs. Those fees range from 3%-15% depending on the work involved. Fees are established after discussion with and agreement with each individual donor in each situation.

### **Scope**

This policy applies to:

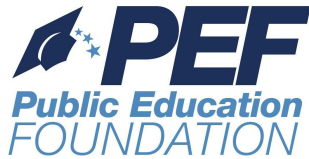
- Donors or partners who establish a fund at the PEF with the expectation of creating one-year or multi-year scholarships that require advertising, recruiting, selecting, monitoring, and administering scholarships to students in Nevada or other parts of the country;
- Schools and partners who establish a fund or donate money for the PEF to manage that require accepting, disbursing, and monitoring funds; and
- Grants which the PEF assists in writing applications and/or accepts funds and tracks.

### **Calculation of Administrative Fees**

Scholarships: Fees will vary depending on the work involved or whether PEF receives in-kind services from the donor.

- No fee will be charged to school-sponsored scholarships due to the in-kind services provided by the Clark County School District.
- Scholarship donors who set up a fund with the intent to award a scholarship will be charged an administration fee of 3% for the total dollar commitment.
- Donors who award scholarships across multiple states will be subject to a 5% fee or 10% fee depending on the number of applications anticipated and the amount of tracking required by the donor.
- Scholarships that require monitoring or administrating above and beyond what would be considered a typical scholarship timeline/trajectory will be subject to a 10% fee.

School and Program Services: Fee is based on a fair estimate of PEF's internal management costs.



- Schools or donors who establish a fund or donate funds to be managed by the PEF for a project that is outside the PEF's core programming will be subject to a 3% fee for the total amount deposited into the program, school or school project fund.

Grants: Fee is based on PEF work required or the percentage allowed by the grantor.

- Grants that the PEF assists in writing for CCSD departments will be subject to a 3% administrative fee or higher based on the work required subject to agreement between PEF and CCSD.
- Grants that the PEF assists in writing for an outside agency or accepts for an outside agency may be subject to a 5-15% administrative fee, depending on the grant requirements and deliverables.

#### **Other Considerations**

- Administrative fees are in addition to any credit card and investment fees, if applicable.
- Donors who make significant financial contributions to PEF beyond the scope of the aforementioned areas may be eligible for a reduced administrative fee.
- PEF will not accept donations stipulating that no administrative fees or overhead cost coverage is allowed.
- Subject to notice and disclosure, PEF management reserves the right to adjust fees on a case-by-case basis due to specific administrative costs associated with a particular donation, fund, or grant and/or additional work requested or required by the donor.

Effective Date: July 1, 2023