Subject: Administrative Fee Policy

Purpose

PEF is a 501(c)(3) designated non-profit organization whose programming works collaboratively with the community to help address the immediate needs of the Clark County School District (CCSD) for the purpose of enabling all students to succeed. PEF will administer programming as effectively and efficiently as possible to ensure donor funds are spent for the purposes in which they were intended. To accomplish this, PEF charges nominal administrative fees for the donations we handle and process - ranging from 3-15% depending on the time and effort required to administer programming.

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:

- Scholarship donors who set up a fund with the intent to initiate a new scholarship will be charged an administrative fee of either $300 or 3% of the total dollar commitment for the first year, whichever is greater. Thereafter, the administrative fee for renewing an existing scholarship will be 3% of the total dollar commitment on an ongoing basis.
- 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 additional monitoring or administration by PEF will be subject to a fee of up to 10%.

- Scholarships which are reinstated after being terminated or suspended for one or more years shall be treated as new scholarships for the purposes of this policy.
- Scholarships which are substantially altered for qualifications, application requirements, amount and/or number of scholarships awarded, and/or any other donor-mandated administrative revisions may be treated as new scholarships at the sole discretion of PEF.

School and Program Services:

- Funds will only be accepted for school or District projects with a specific purpose and outcome, as outlined by the donor.
- Donors who establish a fund or donate funds to be managed by PEF for a project that is outside of PEF's core programming will be subject to a 3% fee for the total amount of each deposit into the program or school project fund.
- PEF reserves the right to establish reasonable management obligations, procedures, and policies that protect PEF's tax-exempt status, brand, or other interests and that allow PEF to effectively administer each school project or program service efficiently.

Grants:

- 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: February 1, 2025