



## Team Endowment Account Modification Policy

### Purpose

Team endowment accounts may need to be modified for various reasons.

### Requirements

1. The Foundation will allow an endowment modification that complies with Foundation ethics and all applicable legal requirements.
2. An authorized endowment representative (from one of the involved endowments) must complete an Endowment Modification Request form.
3. The completed Endowment Modification Request form must be submitted to the Foundation office or given to a Foundation staff member.
4. Upon receiving the Endowment Modification Form, the Foundation will review the request.
  - 4.1. If approved, all necessary steps will be taken to fulfill the modification request.
    - 4.1.1. The Foundation will notify the involved endowment authorized representatives once the modification process is complete.
  - 4.2. Incomplete and invalid requests will be returned to the endowment representative who submitted the request, along with an explanation of what corrections are needed. When corrections are completed the request will be fulfilled.
    - 4.2.1. The Foundation will notify the involved endowment authorized representatives once the modification process is complete.
  - 4.3. Denied requests will be returned with an explanation.