

ENDOW Class project Program Guidelines

Endow agrees to act as a custodian for fund collection of different Dow Medical College class projects.

Endow provides an opportunity for a tax deductible donation.

Every class who wants to use ENDOW as their custodian of funds needs to agree to the following guidelines

1. The class will submit the names of a minimum of two class fellows who will act as class representatives.
2. The class representatives will submit the details of the project.
3. The minimal requirement for a project to be accepted as a viable project include
 - The project has to be based at Dow Medical College or Civil Hospital, Karachi
 - The project must be charitable in nature and show its benefit to the institution
 - The project has to submit a financial plan and timeline for completion
4. Once the project has been submitted, it will have to be approved by the EC of ENDOW.
5. Once the project has been approved, the class representative shall open an account in the name of the class at a local bank in Pakistan which will be used to transfer funds from ENDOW to the Class project.
6. The class representatives will be responsible for soliciting funds for their project. ENDOW shall not be involved in the solicitation of funds.
7. The funds can be sent directly to ENDOW.
 - Funds can be sent by mail to ENDOW, using Paypal or by credit card, details of which can be found on the ENDOW website.
8. As the funds are collected, ENDOW accountant will send receipts of the funds to the class representatives.
9. The class representatives will be then responsible to send the individual receipts to the donors.
10. The class representatives may ask for fund transfers to their local bank in Pakistan by submitting a written request to the President or Treasurer of ENDOW. ENDOW will then transfer these funds promptly.
11. ENDOW will charge 5% of the total transferred. This charge helps offset for the accounting, and banking fees associated with the being custodian of the funds.
12. Funds which are not used for the class project may be transferred to the general endowment fund with permission of the class representatives.
13. The money which is being collected in the name of the class project, will have to be used for that specific project. This money should be used in a specified timeline. However, with mutual agreement, of class coordinators and the ENDOW board, this money may be reassigned to another project, before the timeline expires.