

# Memo

To: Morton J. Mendelson, Deputy Provost (Student Life and Learning) and Chair of the Committee on Enrolment and Student Affairs (CESA)

From: Nathalie Beaulieu, Gift Agreement Officer, (Development and Alumni Relations)

Date: [insert date of submission]

Re: Approval of New Award: [Insert names of award]

Dear Professor Mendelson,

Below please find the proposed description of a new award to be created in the [insert administering unit]. This award conforms to one of the Student Award Templates approved by CESA.

The **details of this award** are as follows:

	<b>[Insert New Award Name]</b>
<b>Donor Name</b>	
<b>Donation Scheme</b>	[Endowment versus direct funding, \$ amount, over X number of years]
<b>Payment [or first payment] expected</b>	[timing of payment/first payment]
<b>Award Type</b>	
<b>Administered by</b>	
<b>First Recipient expected to to receive award</b>	[insert timing]
<b>Terms of Award</b>	

Please sign below to indicate your approval as Chair of CESA and Deputy Provost (Student Life and Learning). Your signature establishes this award as an official award at McGill University and indicates your assurance that it will be reported to CESA in due course and will be included in the annual CESA report to Senate.

\_\_\_\_\_  
 Approved by Morton J. Mendelson,  
 Deputy Provost (Student Life and Learning)

\_\_\_\_\_  
 Date