

**SIAS**SASKATCHEWAN INSTITUTE OF
APPLIED SCIENCE AND TECHNOLOGY

Terms of Reference

Saskatchewan Mutual Insurance

CONTRIBUTION AGREEMENT

Name of Fund	Saskatchewan Mutual Insurance Company
Source of Contribution	Saskatchewan Mutual Insurance and matching funds from the Saskatchewan Innovation and Opportunity (SKIO) program administered through the Saskatchewan Ministry of Advanced Education, Employment and Immigration, will be provided as they are available.
Amount	\$6,250 in total from Saskatchewan Mutual Insurance (herein referred to as the Donor).
Total Annual Disbursement from the Fund	\$1,250 per year for five (5) years for a total of \$6,250
Pledge Notification Schedule	July 2012 July 2013 July 2014 July 2015 July 2016
Payment Schedule	\$1,250 by September 30 th , 2012 \$1,250 by September 30 th , 2013 \$1,250 by September 30 th , 2014 \$1,250 by September 30 th , 2015 \$1,250 by September 30 th , 2016
Reporting Requirements	SIAS will provide to the Donor, the name of the Donor's student award recipient, and upon request, contact information for the recipient.
Use of name and logo	Any use of the SIAS name and logo must be used in accordance with SIAS's visual identity policies provided to the Donor and with approval from SIAS prior to that use. Any use of the Donor's name and logo must be used in accordance with the Donor's visual identity policies provided to SIAS and with approval from the Donor prior to that use.

Recognition of Contribution With approval from the Donor, SIAST may publish the Donor's name in connection with SIAST's donor and sponsorship program in its publications and advertising. With approval from SIAST, the Donor may publish SIAST's name in connection with the Donor's corporate donations and sponsorship program in its publications and advertising.

The total of contributions paid by the Donor to SIAST between January 1 and December 31 of any year will determine the annual giving level of the Donor.

The Donor will receive all standard recognition benefits as determined by their annual and cumulative giving level per the most current SIAST Donor Recognition Guidelines as posted at http://www.siastrisk.ca/about/policies_procedures/pdf/o41donorrecognition.pdf or otherwise maintained by SIAST. SIAST shall not materially change or amend the Donor Recognition Guidelines without providing reasonable advance notice to the Donor.

General

Both the Donor and SIAST affirm that this contribution does not and shall not, in any way, compromise SIAST's mission and vision statement, constrain academic freedom, contravene any policy of SIAST or reflect negatively on SIAST's public image. SIAST agrees to conduct itself in accordance with the standards reasonably expected of a first-class educational institution and more particularly, so as not to negatively affect the name or reputation of the Donor.

Management of Fund

The SIAST Finance Office will manage the fund.

A review of the fund will be conducted from time to time according to standard procedures for accounts.

SIAST shall have the further power to administer the fund as part of its general trust and endowment funds, in keeping with and under SIAST's investment and administrative guidelines and practices as may be established and changed from time to time.

At the date of this agreement, and under the above guidelines and practices, provision shall be made for the investment of trust and endowment funds in common with other trust and endowment funds and the payment of administration fees with respect to the management of these funds, such fees to be determined by SIAST acting reasonably.

In the event that unforeseen circumstances make the specified use of this contribution no longer practical or desirable, SIAST is hereby authorized to make changes in the use of the contribution to maintain, as much as is reasonably possible, its spirit and general intent. SIAST will make reasonable effort to contact the Donor prior to making any changes to the use of the contribution.

AWARD AGREEMENT

Name of Award	Saskatchewan Mutual Insurance Saskatchewan Innovation and Opportunity Award
Purpose	This award is intended to encourage and recognize Saskatchewan youth with academic achievement and financial need.
Program and/or campus designations	<ul style="list-style-type: none">• Business Insurance Diploma program, Year II• SIAST Palliser campus.
Quantity	One (1) per year for five (5) years.
Value	\$2,500 per year.
Disbursement Period	Disbursement of the award will occur in the fall.
First Disbursement	Fall of 2012.
Last Disbursement	Fall of 2016.
Application or Nomination	Application
Selection Method	SIAST Donor and Alumni Relations Office.
Eligibility Criteria	To be eligible to receive the Saskatchewan Mutual Insurance Saskatchewan Innovation and Opportunity Award, a student must: <ul style="list-style-type: none">• be enrolled full-time in the Business Insurance Diploma program, Year II at SIAST Palliser campus
Selection Criteria	Selection will be based on: <ul style="list-style-type: none">• Financial Need (50% weighting);• Academic Achievement (50% weighting).
Conditions of Acceptance (Recipients)	Recipients must provide SIAST with permission to release their name and contact information to the Donor.

I hereby acknowledge that the above terms are acceptable and are in keeping with the intent of the contribution.

Approved and accepted on behalf of Saskatchewan Mutual Insurance



May 16, 2012

Laura Wiebe
President and CEO
Saskatchewan Mutual Insurance

Date

Approved and accepted on behalf of the Saskatchewan Institute of Applied Science and Technology (SIASST)



May 1, 2012

Pam McLellan
Director, Donor and Alumni Relations

Date