

Section: General Administration

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Subject: Gifts and Donations

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POLICY:

Gifts to the College are of substantial importance to the institution and its students, and all members of the College community should be alert to opportunities to encourage giving to the College. Experience has shown that persons who want to help the College come from all walks of life, and all members of the College community are in position to help, by welcoming such expressions, and helping donors to find the appropriate way to give to the College. Any member of the College community who receives such an inquiry, and needs advice or assistance in how to help such a person, should contact his or her immediate supervisor or vice president. If the gift is of substantial proportions, the president should be notified immediately.

The policy is therefore:

1. To stimulate and encourage giving to the College.
2. To make certain that the gift is properly acknowledged.
3. To make certain that the gift is reported to the Board of Control, which has legal responsibility for acceptance of such gifts.
4. To make certain that the gift is used in accordance with the expressed desires of the donor, provided those desires are consistent with the needs and policies of the College.

Procedures to Implement the Policy

1. The foregoing applies to unsolicited offers of gifts.
2. If any individual associated with the College wants to seek gifts to the College, that person should first discuss the proposal with his or her supervisor, or appropriate vice president. If necessary, the supervisor or vice president should, in turn, consult with the president concerning the proposal. The purpose is to make certain that no duplication of effort is involved, working at cross-purposes with possible adverse effects on the College.
3. Unsolicited offers of gifts may be referred to the appropriate office or department on campus, for advice or assistance.

Examples:

Scholarships: Financial Aid Office

Alumni: Alumni Relations Office

Memorial donations: Alumni Relations Office (see page 3)

Academic purposes: to the appropriate department.

Physical objects or equipment: the offer should be referred to the appropriate user department or office on campus.

Acceptance of such objects or equipment should depend upon the usefulness; any such offer that will require a commitment of College funds for substantial repair, upkeep, or operational cost, should be referred to the appropriate vice president for decision. The vice president, in turn, may confer with the president if the offer presents a prospect of a substantial cost commitment for the College.

4. All monetary donations to the College, whether their use is specified or unspecified, shall be forwarded immediately by the receiving department to the cashier; the receiving department will also notify the

Board of Control office of the gift. The secretary of the Board will prepare a list of gifts and grants, for presentation to the Board at each of its regular meetings.

The donors should be encouraged to write a brief letter, starting his or her preference for the use of the gift. The donor may also use some other form of instruction for usage; a card from a funeral home would be an example.
5. The cashier will deposit specified donations into the proper account. A copy of the donor's letter which specifies the use of the gift will be given to the Department of Accounting Services when the funds are deposited.
6. The Department of Accounting Services, upon receiving the funds, will issue form S00297, Counter Receipt, in four parts. White and yellow copies will be kept by Accounting Services; pink and goldenrod will be returned to the receiving department, which in turn sends the pink copy to the donor. The goldenrod becomes the departmental record copy. When the receiving department reports the gift to the Board of Control office, the counter Receipt number should be recorded next to the gift, on the reporting form. (This saves time in retracing gifts.)
7. The head of the receiving department should properly acknowledge the gift, with appropriate expression of appreciation, at the same time as the donor's Counter Receipt copy is mailed to the person. If the gift exceeds \$25, the department head should also obtain an expression of appreciation from the President's Office, for inclusion in the mailing.
8. If the donor does not specify a use for his or her gift, the donation should be forwarded to the President's Office, for assignment to an appropriate College account prior to deposit of the funds. The cashier shall then deposit the funds, as in (5) and (6),

above. The president's recommendations for use of the funds shall be forwarded to the Board of Control at its next regular meeting for Board decision on the recommendation.

The acknowledgement procedure for unspecified use of monetary gifts shall be the same as in (4) and (7) above, after the deposit has been completed.

Procedures for gifts of Physical Objects

1. The director of the Library will process and acknowledge gifts of library materials in accordance with the Library procedures that have been developed for this purpose.
2. Unsolicited offers of gifts of physical objects should be proceeded in accordance with (3) in the previous section. The receiving department will notify the Business Office for equipment and inventory control, and the gift shall be acknowledged and reported as in (4) and (7) above.

Memorial Scholarships (details)

1. Donations in memory of any individual which total less than \$500 will be deposited in the Endowment Scholarship Fund of the College and no mention of the deceased will be made in the College catalog.
2. Funds which total from \$500 to \$5,000 will also be deposited in the Endowment Scholarship Fund. Individuals honored at this level will be listed in a new memorial section of the College catalog and on a permanent memorial scroll which shall be placed in the Walker Cisler College Center.
3. Funds which total \$5,000 and over will be invested as an endowment fund, and will be so reflected in the annual Financial Report of the College. These endowments will be listed separately in the College catalog.
4. The President may make exceptions to the above and request that a listing be made in the College catalog, the memorial scroll and the financial Report.