

## CONTRIBUTIONS TO THE COLLEGE

### I. Policy Section

9.0 College Relations

### II. Policy Subsection

9.10 Contributions to the College

### III. Policy Statement

The President and his/her designee develop and implement procedures for soliciting and accepting gifts to the College.

### IV. Reason for the Policy

This policy and related procedures provide guidance for soliciting, receiving, and documenting gifts to the College in compliance with applicable state and federal laws.

### V. Entities Affected by this Policy

Donors  
GRCC Faculty & Staff  
Students

### VI. Who Should Read this Policy

College employees responsible for soliciting, receiving, and documenting gifts.

### VII. Related Documents

Donation of Material and Equipment form

### VIII. Contacts

GRCC Foundation Executive Director

### IX. Definitions

Material/equipment donations are considered to be items such as art, machines, specialized equipment, automobiles, musical instruments, lab equipment, perishable materials, etc.

X. Procedures

- A. The Executive Director of the GRCC Foundation shall be informed of all pending donations.
- B. All potential contributions will be evaluated by staff of any assumable costs associated with the contribution. Any costs related to a gift shall be reported to the Budget Control Officer responsible for the department receiving the contribution. The funding source for the associated costs should be identified so verification of budget can be done prior to acceptance of the gift. If the cost of accepting the gift exceeds \$10,000, Board of Trustee approval shall be required prior to acceptance. The Budget Control Officer shall inform the Director of Purchasing of this gift so that GRCC purchasing practices can be followed.
- C. All donors wishing to designate a gift to a specific department or division shall be informed by the department administrator and/or divisional chairperson that their contribution shall be made to the GRCC Foundation. An official letter of acknowledgment will be sent on behalf of the GRCC Foundation Board of Directors. In the event that a donor would prefer to make the donation directly to the college, the Executive Director of the Foundation and the Vice President for Finance and Administration will work to accommodate that request.
- D. The donor will determine the value of the contribution/gift if the gift is not in the form of cash or check.
- E. The GRCC Foundation will pass cash donations to the appropriate GRCC department or division as directed by the donor. If no specific designation is made by the donor (for financial gifts), the donation will be designated to the unrestricted/undesigned fund.

XI. Forms

[Donation of Material and Equipment form](#)

XII. Effective Date

Approved December 11, 1995

XIII. Policy History

Adopted December 11, 1995

Revised and Converted from “old policy format” to “new policy format”

September 7, 2012

Reviewed December, 2017

XIV. Next Review/Revision Date

October, 2021