Procedures for Approval to Receive an In-Kind or Cash Donation

Calhoun Community College welcomes in-kind donations of equipment, material, and other tangible items and cash contributions. Such donations must support the mission of the college. The associated costs of accepting some in-kind gifts might be sufficiently high as to make their acceptance prohibitive.

The Request for Approval to Receive an In-Kind or Cash Donation form is designed to help the college work through the decision of whether to accept a gift and requests such information as the value of the gift, the relationship the donor has with the college and what, if any, costs will be associated if the gift is accepted. State Board Policy 315.01: Gifts and Bequests states “The President is authorized and designated by the State Board of Education to accept designated gifts and donations to the institution and to use these for the purposes designated insofar as these purposes are in keeping with the philosophy of the institution and the policies and general guidelines of the State Board of Education.”

Process:

The faculty/staff who is involved in the discussion with a potential donor is to complete lines 1-15 (as applicable) including the item description. The form should then be forwarded to the President’s office for approval/denial.
Request for Approval to Receive an In-Kind or Cash Donation

1. Name of Donor: ___________________________________________________________________

2. Address of Donor: ___________________________________________________________________

3. Donor’s Connection to Calhoun Community College ______________________________________
   (Friend, Employee, Parent, etc.)

4. Description of Gift: (☐ cash or ☐ in-kind item description) ____________________________
   __________________________________________________________________________________

5. Value of Gift $___________________________ 7) Date Gift is to be received ________________

6. Purpose of Gift ____________________________________________________________________

7. Department Account Number ______________

8. College Representative to Receive Gift _________________________________________________
   (IF CASH GIFT, SKIP ITEMS 9 – 14)

9. How was the Value of Gifts Established? *_____________________________________________________________________
   *(e.g. IRS Form 8283 from donor, list with values of comparable items/equipment, appraisal)

10. Department ___________________________ Telephone______________________________

11. Who will Acknowledge Gift formally? ________________________________

12. Identify costs such as:  a) transportation $__________ b) annual maintenance $__________
    c) storage $__________ d) handling $__________ e) insurance $__________ g) setup costs
    h) HVAC/Electrical $__________ i) other expenditures $__________ TOTAL COSTS $__________

13. Where will the in-kind gift be stored/housed? ________________________________

14. Does the in-kind Property have a legal title? __________ If yes, who will transfer the title?
   ___________________________________________________________________________

15. Does the Donor Wish to Remain Anonymous? YES____ NO______

APPROVED for Acceptance: ___________________________________ Date: ________________
President

DENIED for Acceptance: ___________________________________ Date: ________________
President