

TITLE	GIFTS TO THE COLLEGE	NUMBER
		7.09
AUTHORITY	CENTRAL CAROLINA TECHNICAL COLLEGE	DATE
		12/02/2020
OFFICE OF RESPONSIBILITY	INSTITUTIONAL ADVANCEMENT & EXTERNAL RELATIONS	SIGNATURE
		<i>Jerry J. Booth</i>

I. POLICY

It is the policy of Central Carolina Technical College to solicit and accept those cash and non-cash gifts which can be used to support programs and services appropriate to the mission and goals of the College.

II. PROCEDURES

As a general rule, all cash and non-cash gifts (including scholarship donations) will be accepted through the Central Carolina Technical College Foundation, Inc.

A. With regard to non-cash gifts, the College President and the Vice President of the division to which the gift is offered will be responsible for making the final determination as to whether the gift should be accepted. If the gift is intended for a specific academic department or division, the advice of the division dean/department head should be considered in making the final determination regarding acceptance. The Central Carolina Technical College Foundation Non-Cash Donation Form is to be completed to provide information regarding acceptance. (Attachment 1)

The Vice President of the accepting division is responsible for coordinating the completion of the non-cash donation form and forwarding it to the Foundation Office. The accepting department/division is responsible for transporting, licensing or titling, maintaining, and disposing of the non-cash donation.

B. With regard to cash gifts, any member of the staff or faculty who solicits a cash gift or is approached by a prospective donor should seek the advice of the appropriate institutional officer prior to the solicitation or before accepting the donation.

C. The Executive Director of Institutional Advancement and External Relations will be responsible for (1) informing the College President and other appropriate College personnel of the gift, (2) maintaining appropriate records of the gift, and (3) initiating all public relations activities associated with the gift. Any staff and faculty member receiving a cash or non-cash gift will provide the Foundation Executive Director copies of all correspondence associated with the donation.

- D. The Foundation will transfer ownership of non-cash gifts to the College with the exception of real property. The College President and Executive Director of Institutional Advancement and External Relations will be responsible for making the final determination on accepting non-cash real property donations and ownership of said property. (Please see Attachment 2 for a copy of Transfer of Ownership form.) The accepting department/division will assume responsibility for compliance with any donor-imposed restrictions. Equipment items will be accounted for in accordance with Directive 4.04.

- E. It is the responsibility of the donor to place dollar value on all non-cash gifts.

**CENTRAL CAROLINA TECHNICAL COLLEGE FOUNDATION, INC.
NON-CASH DONATION FORM**

This form is to be used in helping to determine whether offers of non-cash gifts—goods or services—will be accepted or declined.

Part I: (To be completed by person making initial contact with donor)

Date of offer: _____ Department _____

Complete description of item/service _____

Donor Information

Name _____

Address: _____

Telephone Number: (____) _____

Donor's valuation of item/service: _____

Donor Restrictions: _____

Part II: (To be completed by Division to which gift is offered)

(Please check appropriate box)

Recommend acceptance

Recommend decline and reason for decline

Reason _____

Date

Signature
Department Head

Recommend acceptance

Recommend decline and reason for decline

Reason _____

Date

Signature
Division Director/Vice President

Recommend acceptance

Recommend decline and reason for decline

Reason _____

Date

Approved by College President

Part III: (To be completed by Central Carolina Technical College Foundation, Inc.)

Acceptance/Decline letter written _____
(Date)

Publication card returned _____
(Date)

Publicity

No publicity

Donor information recorded _____
(Date)

Information sent to Public Relations if publicity permitted _____
(Date)

Gift plaque affixed to item _____
(Date)

Signature
Foundation Executive Director

**CENTRAL CAROLINA TECHNICAL COLLEGE FOUNDATION, INC.
TRANSFER OF OWNERSHIP FORM FOR NON-CASH DONATIONS**

The Central Carolina Technical College Foundation, Inc. hereby transfers ownership of the following non-cash donation to Central Carolina Technical College:

Department Receiving Donation:

Item:

Donor Value:

Donor:

Address:

Telephone No:

Restrictions (if any):

Central Carolina Technical College assumes responsibility for complying with all restrictions.

Signature _____ Date _____
Foundation Executive Director

Signature _____ Date _____
Vice President for Business Affairs