



3385 - Gifts/Donations to the District

Policy

The Board of Trustees accepts its responsibility to provide from public funds, to the extent of their availability, the necessary supplies, equipment and support services for maintenance of comprehensive college programs. The Board recognizes, however, that individuals and organizations in the community may wish to contribute additional supplies, equipment or funds to maintain, enhance or expand opportunities available to college students.

It is the policy of the Board of Trustees to delegate to the Chancellor and presidents the acceptance or refusal of gifts, donations, bequests and devises made to the District for community college purposes.

In no case shall acceptance and acknowledgment of a gift be considered an endorsement by the District of a commercial product or business enterprise or institution of learning.

Reference: *Education Code 1834*

Adopted: June 28, 2004

Procedure

I. Function

A. Restrictions to be considered in the evaluation of gifts:

1. All gifts of money, including bequests, become District property for administrative purposes, but may not be transferred or used for the benefit of any college other than the original recipient, except with the written approval of the Chancellor. Unrestricted funds, including endowments, may be used by the original recipient for any purpose consistent with Board policy.
2. Gifts of equipment are physical property of a generally permanent nature other than land, buildings, or improvements to either of these. Normally, equipment is any movable item that is nonconsumable and has a useful life of more than one year. Furniture is classified as equipment. In addition to fulfilling requirements of Board policy, equipment must be:
 - a) Of direct or closely related instructional value.
 - b) With full title and ownership transferred to the Yosemite Community College District.
3. The Office of the Chancellor shall have primary responsibility concerning gifts of real property that shall be administered pursuant to direction provided by the Board of Trustees.
4. Gifts of books, art prints, and other library items shall be subject to current policies of college libraries.
5. Gifts of miscellaneous items shall be subject to approval of college presidents or their designees.

- ##### B. All gifts given to the colleges shall become District property subject to Policy 3350 relating to control and inventory of fixed assets.

II. Implementation

A. Offices of primary responsibility are the following:

1. For gifts of money, Executive Vice Chancellor.
2. For gifts of equipment, Director of Purchasing.
3. For gifts of real property, Chancellor.
4. For gifts of books, art prints, and other library items, Dean, Learning Resources (MJC) or Dean, Learning Support Services (CC).
5. For miscellaneous gifts, College President.

III. Sequence of Events

A. Donor of gift or donor's representative contacts college/district chief administrative officer and supplies necessary information concerning gift.

B. Chief administrator:

1. Prepares "Request for Acceptance of Gift" in triplicate
2. Forwards "Request for Acceptance of Gift" to appropriate office of primary responsibility.

C. Office of primary responsibility:

1. Reviews "Request for Acceptance of Gift"
2. Investigates transportation, installation, maintenance, insurance, and other cost factors
3. Consults with District Purchasing on specification, cost and delivery time, in order to assist donor
4. If approved, notifies college chief administrator
5. Distributes copies to: College President, Purchasing/Inventory (if equipment), and office of primary responsibility.

D. College chief administrator, after receipt of acceptance notification from office of primary responsibility, prepares:

1. Board of Trustees agenda item
2. Letter of acceptance/rejection and sends to donor following Board of Trustees action.

E. All gifts of equipment should be delivered to District Receiving, if possible, for proper identification and inclusion in inventory records. If the nature of the gift is such that delivery to another location is deemed necessary, the College President or designee shall be responsible for notifying District Receiving and obtaining proper identification and inventory inclusion.

F. The District shall accept/assume no responsibility for appraising for tax purposes the value of

gifts made to the District. The acceptance of any gift by the Board of Trustees, Chancellor, or Presidents shall be acknowledged in writing to the donor.

Reference: *Education Code 1834*

Procedure Last Revised: 04/11/07