



ADMINISTRATIVE **PROCEDURE**

3820

DESERT COMMUNITY COLLEGE DISTRICT

GIFTS

Consistent with Education Code Section 72122, all gifts and donations to the District must be accepted by the Board of Trustees.

The District shall assume no responsibility for appraising the value of gifts made to the District; that remains the responsibility of the donor. Acceptance of a gift shall not be considered an endorsement by the District of a product, enterprise or entity.

In no event shall the District knowingly accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of race, sex, gender, color, religion, national origin, age disability, or sexual orientation; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

Any staff or faculty member who is approached to accept, or with an inquiry as to how to make, a donation or gift to the District may TENTATIVELY accept the gift but must recommend the acceptance of the gift or donation through this procedure.

The procedure for acceptance of all gift and donation is to use the attached form, "GIFT/DONATION REVIEW FORM". The most important factors to be considered in recommending the acceptance of a gift or donation are its "PROPOSED USE AND BENEFIT..." and "RELATED COSTS..." If there are annual maintenance costs or facility costs for placement of the gift or donation, there must be funds in the appropriate budget to cover these costs for both one-time and on-going fixed costs. The recommendation must be confirmed by the division dean and the appropriate Vice President before it is forwarded to the Vice President, Business Affairs. The Vice President, Business Affairs, will validate impact on budget and facilities and will forward, with recommendation, to the President. If all approvals are confirmed, acceptance of the gift will be recommended to the Board of Trustees at their next meeting. Until the Board has acted, the gift should not be accepted, used or altered in any way which would prevent its being returned to the donor.

Acknowledgement of gifts/donations is encouraged but not prior to Board of Trustees approval. The President will also acknowledge all gifts directly to the donor.

References: Education Code Section 72122

Cabinet Approval: May 1, 2012
College Planning Council Approval: May 11, 2012
Board Information: May 18, 2012
Next Review: May 2017

Administrator: VP Business Affairs

DESERT COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE SERVICES

GIFT/DONATION REVIEW FORM

Division/Department Recommending Acceptance of Gift: _____

Description of Gift: _____

Estimated Value (if included by Donor): _____

Proposed Use and Benefit of Gift: _____

Related Costs or Needs Associated With Gift: Installation Costs: \$ _____

On-Going Maintenance or Repair: \$ _____ Other: \$ _____

Are Related Costs Budgeted? One Time: \$ _____

On-Going: \$ _____

Additional Comments: _____

DONOR INFORMATION

SIGNATURES/APPROVALS

Donor Name:

Dean Date

Address:

Vice President Date

President Date

Phone:

Vice President, Business Affairs Date