

McHenry County College Gift Acceptance and Solicitation Procedure

In keeping with Board of Trustees policies #1.8.8 and #1.11, College organizations conducting fund raising on behalf of the College or its students are encouraged to consult in advance with the Coordinator of Development. The Friends of McHenry County College Foundation is the principal means through which the College will solicit and accept gifts in support of the College's mission. Donors will be encouraged to make gifts to the College through the Friends of McHenry County College Foundation. Coordinating these fund raising efforts will give the Foundation and College administration a better understanding of the specific department and program needs.

This procedure ensures that there is an organized effort of approaching community donors and College vendors to avoid duplication in our request efforts. It also guarantees that donors are thanked, receive an appropriate receipt for tax purposes, and are recognized through the formal donor recognition program. Following this procedure allows the foundation to build a comprehensive, centralized database concerning donations and donors. This database can be used to target future fund raising efforts for specific departments and programs.

This procedure is not meant to circumvent the current procedures for applying for grants. With regards to grants, the Request to Pursue Grant Funding form must still be completed, prior to submitting an application. The Director of Resource Development is responsible for administering this program.

Definitions

- Non-cash gifts are defined as equipment, materials, etc.
- Sponsorships are defined as goods or services as well as cash gifts.

Gift Acceptance

Anyone approached by a prospective donor regarding a possible gift to the College is advised to involve the Coordinator of Development, in the Development Office. If the Development Office is contacted first, and the gift is a non-monetary gift associated with a specific program, the appropriate department administrator will be contacted. The first consideration will be whether the College can put the gift to good use in accordance with the College mission. If the answer is yes, the Intent to Accept Gift Form should be completed, signed by the department administrator and submitted to the Development Office. This form calls for the **donor** to assign a value to the gift. If a professional appraisal is required, it is done at the donor's expense.

The administrator in the receiving office that will make use of the item donated will contact the donor to accept it and arrange with the donor for pickup or delivery. Once a gift is accepted, the Development Office is notified so an appropriate acknowledgement can be sent and the donor and gift information can be entered in the database. A copy of the gift acknowledgement letter will be sent to the department administrator for their records. If appropriate, a copy of the completed gift form will be sent to the business office so the item can be added to the College inventory for insurance purposes. The MCC Board of Trustees and the Friends of McHenry County College Foundation Board of Directors will be notified of all donations on a regular basis.

Gift Solicitation

Anyone soliciting a prospective donor regarding a possible cash or non-cash gift to the College is advised to involve the Coordinator of Development in the Development Office. The soliciting department and/or program administrator will be required to provide a list of potential donors that they are planning on contacting for a gift request. The Coordinator of Development will determine if the donor has already been or is in the process of being asked to give to the College. Once this determination has been made, the Coordinator of Development will return the list to the department and/or program administrator identifying which donors that haven't been recently approached for other areas of the College. The Coordinator of Development may also provide additional names to add to the list of potential donors based on the types of gifts that may be requested. Upon receiving gifts, the department and/or program administrator are required to complete the Intent to Accept Gift Form, signed by the department administrator, and submit it to the Development Office for processing and acknowledgement.