



Book	Siskiyou Joint Community College District Administrative Procedures
Section	Chapter 3: General Institution
Title	Gifts
Code	AP 3820
Status	Active
Legal	CA Education Code Section 72122
Adopted	February 27, 2009
Last Revised	December 6, 2023
Last Reviewed	August 6, 2019
Prior Revised Dates	5/8/2019
Origin	Vice President, Administrative Services
Office	Foundation/Public Relations

Gifts to the District or College Foundation must be accepted, processed, and acknowledged in accordance with the legal requirements and procedures established by the District and/or the College Foundation.

For the purpose of these procedures (AP 3820) a gift is defined as any monetary, in-kind, or material donation to the College of the Siskiyou or any of its programs, including the College Foundation. This does not include monies received from raffles, sales, event tickets or other activities where the College group provides a product or service to the donor.

No employee, department, or program may solicit or accept gifts on their own authority without the expressed approval of the Vice President of Administrative Services or the Director of the College Foundation.

All gifts of money, property, or equipment to the District or College Foundation shall be reviewed for acceptance by the Executive Director/designee of the College Foundation to determine appropriate accepting entity (District or College Foundation).

- When the District receives approved donations or gifts, the appropriate manager of that area receiving the gift must document its receipt and forward to the Vice President of Administration.
- When the College Foundation receives approved donations or gifts, the Director of the College Foundation will follow the guidelines set by the *Foundation Gift Acceptance Policy*

and Guidelines which govern acceptance of gifts made to the College Foundation, for the benefit of any of its programs.

- Forms and additional guidelines may be obtained through the College Foundation office or department website.

Upon approval of acceptance of the donations or gift and Board approval, a thank you and acknowledgement letter shall be sent to the donor from the Office of the Superintendent/President with no dollar value indicated for in-kind gifts. Gifts will also be reported quarterly as a consent agenda item to the Board of Trustees.

Documentation of Gifts into District or College Records

Gifts of equipment with a value and/or annual maintenance cost of \$5,000 or more shall be reported to the Director of Fiscal Services and added to the equipment inventory file.. If the gift is an item of equipment (as classified in the California Community College Budget and Accounting Manual), an asset number shall be affixed on the equipment and entered into inventory.

***Approved by Dr. Char Perlas, Superintendent/President, on December 6, 2023.
Reviewed by Board of Trustees on January 16, 2024.***