

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

2.20010 DR

GIFTS

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The Foundation of Metropolitan Community College will be responsible for gifts offered to the district.

I. Acceptance of Gifts and Bequests

- A. Acceptance of bequests, gifts of money, negotiable securities, and property will be recommended to the chancellor by the director of the foundation.
- B. Acceptance of a gift (other than money, negotiable securities, or property) intended to support the mission of a college or unit will be recommended to the chancellor by the appropriate officer.
- C. Acceptance of other gifts will be recommended to the chancellor by the vice chancellor of administration.

II. Criteria for Accepting Gifts and Bequests

- A. Gifts and bequests must contribute to the accomplishment of the stated mission, goals, and objectives of the district.
- B. Gifts or bequests discriminating against any person because of race, color, religion, sex, age, birth, ancestry, national origin, or physical handicap will not be accepted.
- C. Gifts or bequests requiring substantial expenditures by the district for delivery, repair, or maintenance will not be accepted.
- D. Gifts or bequests subjecting the district to unfavorable publicity will not be accepted..

III. Acknowledgment of Gifts and Bequests

- A. All bequests and gifts of money, negotiable securities, and property will be acknowledged by the director of the foundation.
- B. The officer of the district accepting a gift which the donor values at \$250.00 or less will acknowledge that gift. The acknowledgment will be in writing and will clearly identify the materials given.
- C. Gifts and bequests which the donor values at more than \$250.00 will be acknowledged by the director of the foundation and will be the subject of an agreement between the director of the foundation and the donor. The agreement will contain:
 - 1. The name and address of the donor.
 - 2. A complete description of the gift.
 - 3. A statement of the donor's estimate of the value of the gift.

4. A statement of any limitations proposed by the donor upon the use of the gift.
5. A statement that the acceptance and use of the gift by the district will not discriminate against any person because of race, color, religion, sex, age, birth, ancestry, national origin, or physical handicap.

IV. Reporting of Gifts and Bequests

- A. Officers who accept gifts to the district valued at less than \$250.00 will provide the director of the foundation an annual list of these gifts and their value.
- B. The director of the foundation will provide an annual report to the chancellor listing and describing the gifts received the donor's name and the donor's estimated value of the gift.

Approved: Chancellor
April 24, 1975

Revised: February 8, 1979
Revised: April 9, 1985
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