

AP 3820 GIFTS

Reference:

Education Code Section 72122

Responsibility

- A. The District Chancellor or designee is responsible for the implementation of all procedures regarding gifts, grants, bequests, and fund raising activities.
- B. The District's Foundation Board of Directors is the entity which accepts all such gifts. That Board will establish procedures for the acceptance of donations which are consistent with the District's Policy and the By-Laws of the Foundation.

Donation Process

Anyone wishing to give a gift to the District in the way of monetary donations, bequests, real property, tangible items, or any other donation, should contact the Chief Advancement Officer of the Foundation. The Director, or his/her designee, will guide the caller through the process and provide any forms necessary.

Reports

The Foundation, on an annual basis, will present a report to the Board of Trustees which summarizes the Foundation's activity for donations received in the prior 12 months.

Said report will coincide with the Foundation's audit report to the Board of Trustees.