
**Allan Hancock Joint Community College District
Board Policy
Chapter 3 – General Institution**

BP 3820 GIFTS AND CONTRIBUTIONS TO THE DISTRICT

The Board of Trustees accepts its responsibility to provide from public funds, to the extent possible, the necessary supplies, equipment, facilities, and support services programs. The Board recognizes, however, that individuals and organizations may wish to make contributions to maintain, enhance or expand opportunities for students. Such contributions shall be encouraged and acknowledged by the Board.

The Board of Trustees shall consider all gifts, donations, and bequests made to the District to support college programs and services. The Board reserves the right to refuse any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.

Although the District assumes no responsibility for appraising the value of gifts made to the District, it may, under extraordinary circumstances, consider assisting the donor in seeking an appraisal for tax purposes. The acceptance of a gift shall not be construed to be an endorsement by the District of a product or enterprise or entity.

Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise, or entity.

With a donation at the designated level, the Board of Trustees may approve recognition by authorizing placement of a plaque or naming a location. The Board will approve the placement, design and material of the recognition plaque. No cost for the plaque or mounting shall be borne by the District.

Every approved recognition is intended to be enduring. However, it is foreseeable that situations may arise where the disassociation of a name from a college building, facility, activity or program may be warranted and in the best interest of the District. A recommendation to change or alter, in any way, the name appearing on a previously authorized recognition plaque or named location must be initiated by the Superintendent/President and approved by the Board of Trustees.

When an approved recognition plaque or named location is proposed for renaming, college representatives will make all reasonable efforts to inform in advance the original donor/honoree and/or their immediate families.

In no event shall the District or the Board of Trustees accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

References: Education Code Section 72122

Adopted: 2/16/93

Revised: 2/20/96

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Revised: 7/11/17

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3820 GIFTS AND CONTRIBUTIONS TO THE DISTRICT

Responsibility

The Superintendent/President or designee is responsible for the implementation of all procedures regarding gifts, grants, bequests, and fund raising activities.

The District's Allan Hancock College Foundation Board of Directors is the entity which accepts all cash gifts on behalf of the College. 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, or real property should contact the Allan Hancock College Foundation.

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.

Acceptance of In-kind Gifts and Contributions

All potential in-kind gifts or contributions to the District, the Allan Hancock College Foundation or the Viticulture & Enology (V&E) Foundation must be evaluated by the receiving department or program to determine their working condition and usefulness in meeting District goals and mission. Special emphasis is to be given to potential maintenance costs as well as the function for which the gift would be used. Neither the District or the Foundations are not obligated to accept obsolete or high maintenance cost equipment or any item incompatible with the needs of the District.

In-kind gifts of less than \$100 that require no maintenance, repair, or additional expenditure or obligation by the District or the Foundations may be accepted with the approval of the appropriate administrator and do not require notification to or approval of the supervising administrator.

Upon an offer of an in-kind gift valued over \$100, the receiving department's representative provides donor with the District Donation Form (posted in myHancock Portal). The donor completes the section describing the donation and its intended use, the donor's name, address and contact information, the estimated value of the donation and how the item will be received. Once received from the donor the department representative completes the section identifying the receiving department and contact person. The department prepares a memo explaining the merits of the donation and how it will benefit a specific program and forwards the memo with the original donation form to College Advancement and Administrative Services. All gifts estimated by the donor to be valued at \$500 or less may be accepted/rejected by the department without specific board action.

All contributions and gifts estimated by the donor to be valued at over \$500 and determined acceptable by the receiving department shall be submitted by the superintendent/president to the Board of Trustees for acceptance.

Upon approval by the Board of Trustees, the office of College Advancement shall write a letter to the donor acknowledging acceptance of the contribution or gift. Gifts shall be delivered to the department or program receiving the donation and shall not be delivered before Board approval.

Donations unsuitable for active use should be declined by the department. Monies collected from the subsequent disposition of District gifts or contributions shall revert to the general fund or be distributed in compliance with the donor's request.

Library Materials

Individuals wishing to donate in-kind library materials should contact the dean who oversees the library and describe the intended contribution. If the described materials fit the District's curriculum and collection needs, the dean can accept the donation.

Contributors will be informed of the following conditions:

1. The Allan Hancock College Library is unable to keep contributions together as "special" collections. Materials selected for the collection may have a name plate attached, if appropriate.
2. Materials not selected for the library collection will be disposed of by contribution to another organization, e.g., Friends of the Allan Hancock College Library, Cal Poly, UCSB, Men's Colony, Atascadero State Hospital; or, if damaged, outdated, or ephemeral, will be discarded.
3. An in-kind donation letter will be sent, if requested, by the dean to the contributor and will describe the contribution without assigning any value. A copy of the letter will be provided to the office of College Advancement.

Recognition of Donations

Because the policy of the District and both the Allan Hancock College and Viticulture & Enology Foundations are that naming opportunities be available to recognize very significant monetary contributions, the various types of recognition and levels of financial contribution required will be the following:

1. \$500-\$9,999: recognition plaques may be placed near a tree, bench, boulder, building, or similar monument.
2. \$10,000-24,999: recognition plaques can be placed in appropriate locations, for example, in labs, classrooms, and offices.
3. \$25,000-\$99,999: parts of buildings, such as classrooms or laboratories, will be named in recognition of a gift.
4. \$100,000-\$999,999: campus areas and large parts of buildings, such as plazas, the cafeteria, conference center and other similar places may be named in recognition of the gift, as appropriate.
5. \$1,000,000 and above: existing and new buildings may be named for a donor contributing at this level.

When designated by the Board of Trustees, the Superintendent/President and the President of the Board of Trustees, in consultation with the president of the Allan Hancock College Foundation or Viticulture & Enology Foundation as appropriate, and the Executive Director of College Advancement will make the determination of specific naming opportunities within these parameters. Donors will be made aware of the provisions of the board policy and are to confirm that understanding.

The amount of funding for recognition will be reviewed periodically by the Board of Trustees.

A recommendation to change or alter, in any way, the name appearing on a previously approved recognition plaque or named location must be initiated by the superintendent/president and approved by the Board of Trustees, and the cost born by the corporation or individual.

Circumstances that may lead to consideration of a name removal/change may include, but shall not be limited to such items as:

- Significant renovation or addition to a previously named space. The replaced or renovated structure may be renamed in recognition of another donor. Appropriate recognition of earlier donors and honorees shall be included in or adjacent to new and renovated facilities, as well as in redeveloped areas.

- Actions by an honored person and/or company that are no longer in alignment with the District's mission and fundamental values and/or brings discredit to the District,
- Failure of an honored person and/or company to fulfill agreed upon obligations,
- The demolition of a facility or the discontinuation of a program or activity, or
- A corporation or individual has a name change.

Reference: Education Code Section 72122

Approved: 2/16/93
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