

---

**AP 3820      Gifts and Scholarships**

A. Gifts to the District or Foundation of the College

Any gift of money, securities, buildings, land, or any other item of value that is designated as a gift may be made to San Joaquin Delta Community College District or the Delta College Foundation. The Board of Trustees will accept or reject gifts to the District. The Foundation Board of Directors will accept or reject gifts made to the Foundation. Such gift(s) will be used as prescribed by the donor in conformance with the policies and procedures of the District and/or the bylaws of the Foundation.

B. Gifts to District Divisions or Departments or to the Foundation

Gifts of scholarship or matching funds, instructional equipment, office equipment, library items, and items designated for instructional areas of a division may be made directly to the division/department desired by the donor. Gifts may also be made to a council of the Foundation for use by District divisions/departments.

1. Gifts Estimated to be Valued or Cost at Less than Capital Outlay Amount

Donations with estimated value and/or estimated cost of installation and/or estimated annual cost of maintenance not exceeding the current dollar amount which would qualify the donation as capital outlay if it were purchased by the District, may be accepted and properly acknowledged in the form of a letter of thanks and appreciation by the manager of the division/department or Chairperson of the Foundation council receiving the donation.

2. Gifts Estimated to be Valued or Cost at Capital Outlay Amount or More

Non-cash donations (or cash donations for which the use is restricted by the donor) with estimated value and/or estimated cost of installation and/or estimated annual cost of maintenance exceeding the current dollar amount which would qualify the donation as capital outlay if it were purchased by the District, shall be immediately documented by the manager of the division/department or Chairperson of the Foundation council receiving the donation by completing an "Information Regarding Proposed Donation" form which shall be submitted to the appropriate Dean or other appropriate supervisor. Following approval, the form will be submitted to the Vice President of Administrative Services.

The Vice President of Administrative Services will present proposed donations, excluding scholarships, to the President's Council for approval. Donations with value or associated costs exceeding \$1,000 will be presented to the Board of Trustees or the Delta

**AP 3820      Gifts and Scholarships**

College Foundation Board of Directors, as designated by the donor for approval and acceptance. If the donation is disapproved by the President's Council or the respective Board, the Vice President of Administrative Services will inform the prospective donor that the donation will not be accepted by the District or the Foundation.

- C. Unless specified by the donor, scholarship funds received to benefit San Joaquin Delta College will become the property of the District or the Delta College Foundation based on the following criteria:
  - 1. Ongoing scholarships, such as those from endowments, will be maintained by the Delta College Foundation. These would include material funds of more than \$5,000 from an outside donor intended for more than three years use.
  - 2. All other scholarships will continue to be the property of the District.

All Scholarship funds will be monitored, tracked and reported by the offices of Financial Aid and Veteran's Services and Fiscal Services using the existing systems. An executed will or scholarship agreement is required to establish a scholarship account in the Financial Aid and Veteran's Services Office.

**D. Employee Charitable Contributions**

At the request of the employee, the District shall make deductions from the employee's pay warrant for donations to Board-approved charities. No such deductions shall be made without the express authorization of the employee. The Employee shall specify the charity and donation amount, which shall be deducted post-tax.

All charities eligible for donation through payroll deduction shall be registered with the California State Department Registry of Charitable Trusts as a 501c3 non-profit, charitable corporation and shall be approved by vote of the Board of Trustees. No payroll resources shall be used to donate to organizations whose purpose is to facilitate discrimination on the basis of race, sex (*i.e.*, gender), color, religion, national origin, age, disability or sexual orientation.

Application to the Board of Trustees for approval of a charity for payroll deduction shall include documentation of the charity's status as a 501c3 non-profit, a succinct statement of the charity's consistency with the District's mission statement, and the necessary information for the correct and timely transfer of donations to the charity.

**See Board Policy 3820 Gifts and Scholarships**