

COMMUNITY COLLEGE OF DENVER

Title: Donations

Guideline #: PO – 10

Approved: May 26, 2014
July 13, 2015
August 9, 2017

References: SP 3-70a, Conflicts of Interest – Relationships

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

To establish guidelines for soliciting and accepting donations by employees of the Community College of Denver (College).

2. APPLICABILITY

These guidelines apply to all College staff.

3. GUIDELINES

a. Soliciting Donations

- i. College staff should work with their Executive Staff member and the Executive Director of the Community College of Denver Foundation (Foundation) before soliciting a donation.

- ii. Where an entity or individual initiates contact with a College staff member regarding a donation, it is their responsibility to immediately notify their Executive Staff member and the Foundation's Executive Director of the potential donation.
- iii. Under no circumstance shall a College employee accept a donation without first discussing and receiving approval from their Executive Staff member and the Foundation's Executive Director.
- iv. Donations of any computer hardware or software must also be reviewed and approved by the College's Director of Information Technology.
- v. To support specific recognized campus events, such as the food pantry, textbook loan program, Wellness Fair, Employee Celebration, etc., College departments/areas, student life, and approved student clubs may directly solicit donations for food and/or prizes.
- vi. To avoid the appearance of improprieties, perceived conflict of interest, or favoritism, extreme caution should be used when accepting or soliciting donations from students, employees, immediate family members, or other related parties as defined in System President's Procedures SP 3-70a, Conflicts of Interest – Relationships.
 - 1. College staff must disclose to their Executive Staff member any relationship they may have with a donor.

b. Receiving Donations

- i. College staff must inform donors that all donations must be made to the Foundation, regardless of value.

- c. Foundation
 - i. The Foundation is a 501(c)(3) corporation. As such, all donations, thank you letters and other Foundation activities are handled by the Foundation without involvement by the College.

 - ii. All non-monetary donations will be transferred to the College to be used by the appropriate College area for its intended donated purpose.

 - iii. The Foundation's Executive Director shall notify the College's Controller, in writing, of all donations that are transferred to the College, to ensure proper recording in the College's financial reporting system.