

ACCEPTANCE OF GIFTS

The Foundation Director, under the supervision of the College President, shall exercise primary responsibility for coordinating and controlling efforts to secure gifts for the Foundation. Other faculty, staff, directors, and administrators are encouraged to assist in these activities as appropriate.

The College shall routinely seek gifts from a wide variety of donors to include business, industry, foundations, civic organizations, college employees, alumni, and other individuals. Prospective donors may be approached individually to solicit major gifts or as part of a group identified to participate in a directed fundraising campaign.

The Foundation Director shall be responsible for planning, coordinating, and conducting all fundraising activities of the Foundation. Other faculty and staff members shall work in cooperation and coordination with the Foundation Director when applying their talents to fund the College. A "task force" of foundation directors and volunteers may be organized to conduct solicitation efforts or otherwise provide assistance during major directed campaigns and events.

Acceptance of Gifts

Gifts to the Foundation may take one or more of the following forms:

1. Cash
2. Stocks, bonds, or other negotiable instruments
3. Real property (with the inclusion of an environmental study) A gift of real estate may be declined by the College if it is deemed unfeasible.
4. Gifts-in-kind, such as equipment, supplies, professional services, furniture, books, art, etc.
5. Planned giving, including testamentary gifts, annuities, retirement accounts, and life insurance policies

Donors may designate how a gift is to be used by the Foundation, so long as the designation aligns with the Foundation and College's goals and mission. The Foundation Director shall be responsible for receiving, managing, accounting for, and using gifts in accordance with the purpose designated by the donor.

The acceptance of a designated gift imposes a legal obligation to comply with the terms established by the donor. No gift shall be accepted which:

1. Is inappropriate or not conducive to the best interest of the College or does not align with its goals or mission;
2. Would obligate the College and/or Foundation to undertake responsibilities, financial or otherwise, which it may not be capable of meeting for the period required by the terms of the gift;
3. Is not sufficiently liquid or capable of being converted into cash, or
4. Is so restrictive and contains so many attached terms and conditions as to make its use unnecessarily difficult.

The College and Foundation reserve the right to reject any gift, at any time, if either determine the gift, the restrictions or designation of the gift, or the actions of the donor do not align with the Foundation or College's goals or mission. The nature of the gift, the identity of the donor, and the kind of program which the gift is intended to support shall be carefully evaluated in order to avoid placing the College or the Foundation in an undesirable position. A prospective gift which could subject the College or Foundation to criticism and controversy must be weighed in light of its ultimate student value and contribution to the community.

Category of Gifts

The major categories of funds generated through gifts are as follows:

1. Unrestricted/Undesignated. These gifts may be applied by the Foundation in any manner deemed best for the College.
2. Preferred Use (Designated). These are gifts for which the donor has indicated a preferred use but does not hold the College legally responsible for using the funds exclusively to further the preferred purpose.
3. Restricted/Legally Binding. These are gifts that must be used only for the designated purpose, such as to provide student scholarships, an endowed faculty chair, library books, etc.
4. Deferred/Planned. These are gifts that provide the College benefits in the future through such forms as a testamentary gift, annuities or life insurance. Proceeds from deferred or planned giving may be unrestricted, designated, or restricted as the donor may stipulate.

The complexity of laws governing gifts makes it imperative that the President or the Foundation Director approves all solicitation and acceptance of gifts. Faculty and staff members who are approached by prospective donors who wish to make unsolicited gifts to the College should refer all such donors to the President or the Foundation Director.

The Foundation shall have an audit conducted annually by a Certified Public Accountant.

Student sponsored clubs and organizations are mutually exclusive of the Foundation and may sponsor fund drives specifically for their activities.

Donation Procedures

1. All donations shall be processed through the MCC Foundation.
2. Receipt of donations shall be acknowledged in writing. The Foundation Director is responsible for preparation and dissemination of donation acknowledgement letters. The historical file of donation acknowledgement letters shall be maintained for a period of three (3) years.
3. **Cash donations:** The amount of the cash donation shall be stated in the donation acknowledgement letter. Cash donations shall be acknowledged and accepted by the MCC Foundation Board of Directors. Cash transfers from the Foundation to MCC shall be acknowledged and accepted by the College Board of Trustees.
4. **Non-Cash donations:** The donation Fair Market Value (FMV) shall not be specified in the donation acknowledgement letter. Non-cash donations shall be acknowledged and accepted by the Foundation Board of Directors. The Foundation Board of Directors shall approve transfer of non-cash donations intended for the College. Donations shall be acknowledged and accepted by the College Board of Trustees. All non-cash donations shall be entered into the Foundation financial records.
 - a. Expendable property donations: (End item FMV less than \$1000) shall be capitalized into the Foundation using an internally established FMV and shall be expensed from Foundation records at the end of the fiscal year. Expendable property shall not be entered onto MCC property records.
 - b. Fixed asset donations: (Principal end items with FMV equal to or greater than \$1000). Real property such as land, buildings, etc. shall require a deed and a professional appraisal to establish an accurate FMV. Fixed assets transferred to the College shall be capitalized to the College property account records.

¹ A \$10,000 minimum balance is required to establish a restricted gift.

5. For deferred and restricted gifts, the Foundation Director shall prepare a gift agreement that outlines the deferred gift and/or the restrictions placed on the gift. The gift agreement shall be signed by the donor and the Foundation Director.
6. The donation recipient will ensure the President and the Business Office are informed of the donor's name, donor address, donation description, date of receipt and the estimated FMV.
7. Year-end contribution receipts shall be prepared by the Foundation Director and mailed to donors.
8. The board of directors shall conduct an annual planning and evaluation of fundraising activities.

Scholarships

1. A donor who provides a gift for an annual or endowed scholarship, may not be the sole decider on the scholarship recipient. The donor, however, may participate in a scholarship selection committee.
 2. Scholarship awards are paid directly to the Business Office to cover a student's tuition, fees and other expenses. Any remaining balances will be issued directly to the student through the Business Office.

Evaluation

An annual evaluation of the fundraising efforts of the MCC Foundation shall be based upon the annual fundraising plan and completed by the members of the Executive Committee of the MCC Foundation.

Annual Plan

The fundraising plan of the MCC Foundation, Inc. shall be part of the annual Institutional Effectiveness Plan.

Approved September 13, 2006
Amended: February 8, 2023