

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section III – Financial

SUBJECT: GIFTS TO THE COLLEGE

REVIEWER(S): Dean of Student *Affairs* and Enrollment Management
Dean of *Administrative and Financial Services**

I. POLICY

The College encourages an environment of shared responsibility for the financial well being of the college and actively solicits personnel, alumni, and board members for gifts of cash, in-kind donations, pledges of future giving, and consideration in estates, trusts and other forms of planned giving. The College ensures gifts are handled with appropriate gratitude and, when requested, confidentiality. The College upholds the highest standards of accountability and fiduciary responsibility in managing those gifts.

II. PROCEDURE

A. Cash Gifts

1. Cash gifts to the college are directed to Carolinas Healthcare Foundation (The Foundation) which notifies the college president and dean of *administrative and financial services*. The president ensures that a personal thank you letter is written. The president notifies the administrative *assistant* of the gift amount if the donor is an alumnus.
2. If the donor is an alumnus of the college, the *president's* administrative *assistant* logs the amount and date of the gift in the "alumni" portion of SonisWeb, the college database management system.
3. The Foundation keeps a log of giving that is sent to the college monthly and as requested. Information logged includes donor's name, address and amount given or pledged, date of receipt, and totals.
4. Foundation officials deposit the checks/cash, assuring that the CCHS Development Fund is credited with the amount, that matching funds are applied, if appropriate, and that letters of appreciation are sent. Any specific references to tax consequences of gifts, receipts, etc., are issued only by The Foundation. If the donor has included information or forms for matching from an outside corporation, officials of The Foundation assure that appropriate follow up measures are taken.
5. If the gift is by credit card, The Foundation handles the specifics of the transaction. Acknowledgements proceed as with cash or check.
6. The chair of the development committee and alumni coordinator assures that the donor receives appropriate additional recognition according to the approved levels of giving recognition chart.

B. Pledges of Future Giving

1. Pledges are handled similar to cash gifts, except that acknowledgements clearly specify both the amount that has been received and the amount pledged. As subsequent increments of the pledge are received, additional acknowledgements are sent, thanking the donor for their "recent contribution of "X" dollars toward their pledged gift." Upon request, The Foundation will verify in writing the total received to date toward a pledged amount.
2. Quarterly or at other donor-specified intervals, The Foundation sends a reminder of the pledged amounts that have not yet been received.
3. Unless otherwise stated, all other steps of the process for cash gifts apply to pledges.

C. Memorial Gifts; Gifts Honoring a Third Party

1. The donor provides the name of the person being honored as well as name and addresses of those who should be notified of the gift (next of kin, person being honored, etc.). If the gift is intended to coincide with a particular event or holiday, that is also specified.
2. Unless otherwise stated, all other steps of the process for cash gifts apply to memorial contributions except that public acknowledgement of the gift, according the level of giving chart, acknowledges both the honoree and the donor (unless anonymity has been requested). Personal acknowledgements of the gift from the president and The Foundation officials are sent to the donor. Logs of giving are maintained by the college and The Foundation, noting the size of the contribution, the donor's name and address, honoree's name and (if living) address, and name

and address of those being notified of the contribution. If the donor is an alumnus of the college, the administrative assistant records the gift in the alumni database.

D. Gifts and In-Kind Donations

1. Potential donors of "in-kind" gifts are asked to submit to the dean for administrative and financial services the In-Kind Donation Form (Exhibit I) which is a written description of the gift, to include an estimated monetary value. The president sends a letter thanking the donor for their generosity and informing them that, per college policy, the offer is being forwarded to the appropriate group for consideration. The president, a representative of The Foundation or the development and scholarship committee as a whole may assist with the decision. If the gift is declined, the dean of administrative and financial services communicates to the potential donor the college's disappointment at not being able to accept the gift. An alternative gift, or method of giving, may be suggested if appropriate.
2. If the gift is accepted, a letter of thanks is written by the college president, to include the value which the donor has placed on the item. (Thank you for the ____, which you have valued at \$___.) If the gift is to be utilized by the college, all steps above (see cash gifts) are followed. Logs which list the gift will include the words "in kind" or a similar reference to the nature of the gift as well as a brief description of the gift and the valuation placed on it by the donor.
3. At the discretion of the chair of the development and scholarship committee, the president, and appropriate foundation personnel, sale or use of the item may be pursued as the most effective utilization of the gift. Actual transfers of deeds, titles, etc., are handled by The Foundation. The Foundation assumes liability for taxes, insurance, etc., related to the accepted gift. The donor of the gift is recognized according to the level of giving chart once the gift has been accepted and The Foundation (or the development committee, whichever is appropriate) has assigned a specific monetary value to the gift.
4. Unless otherwise stated, all other steps of the process for cash gifts apply to accepted gifts.
5. Minor "in-kind" donations such as used uniforms, textbooks and expired supplies can be accepted by the appropriate teammate without completion of the In-Kind Donation Form. These donations should be recorded on the current year In Kind Donation Log and acknowledged through a thank you note or email by the appropriate teammate or program director.

E. Estates, Trusts, Endowments

1. Legal implications and the potential size of gifts of this type dictate that they be handled by The Foundation. Upon recognition of the potential for such a gift, the president, alumni coordinator, or the chair of the development and scholarship committee makes personal contact with the donor or executor/representative of the estate. The intentions of the donor are warmly acknowledged and preliminary information is recorded (donor's name and contact information, any specifics about the form of the conveyance). The donor or executor is then referred to The Foundation with a specific contact name and phone number. Efforts are made to ensure that contact with the appropriate foundation official is effortless.
2. The president, alumni coordinator, or chair of the development and scholarship committee will follow up with The Foundation within three working days to assure that contact was made and plans are proceeding. The president, alumni coordinator or chair contacts the donor or executor within a week of the original conversation to assure he/she is satisfied with the service provided by The Foundation. The administrative assistant is notified if the donor is an alumnus.
3. Depending upon the nature of the conveyance, personal and public acknowledgements of the gift are extended similar to that described for cash gifts.

F. The Gifts to the College policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____

Title: President

Date: _____

Exhibit I
Carolinas College of Health Sciences
In-Kind Donation Form (exempt from this form are uniforms, textbooks and expired supplies)

Item	Description/Function	Size/Space Requirements	Additional Resources Needed and Projected Cost Including Warranty and Maintenance	Item Value

Donor Name or Department: _____ CHS Asset #: _____

Date item will be available: _____ Select one: ___ Delivered to the college ___ Picked up by college

Form submitted by: _____ Date: _____

Complete and return to the Dean for Administrative and Financial Services

Reviewed and approved by: _____	Date: _____
Comments: _____	

