

PROCEDURES FOR GIFT SOLICITATION AND GIFT ACCEPTANCE

The College receives a variety of useful and welcome gifts from many sources. These are generously donated by private individuals, business firms, students and staff whose continued interest and support are evinced in these actions.

In order to document the receipt of these gifts for formal acceptance and acknowledgement by the College President and Board of Trustees, the attached Gift Solicitation Request and Acceptance forms are required.

Many times staff and faculty contact individuals or businesses or are approached by a donor. In this situation, the Gift Solicitation Request form should be completed, signed by the Chair or Dean accepting the gift and the appropriate Vice President and, once completed, forwarded to the Office of Grants and Institutional Development within 30 days of gift receipt.

If the donation is books, it should be determined if the books will reside in an academic department or if they will be donated to the library. If the latter, this form does not need to be completed and alternatively the Director of the Library, William McNelis, should be emailed at wmcnelis@brookdalecc.edu. To view the book donation procedure, please visit the library's donation procedure page which can be found at <https://www.brookdalecc.edu/library/about/library-policies/book-donations-and-gift-acceptance/>.

Any donations that are monetary gifts of cash, securities, real estate and planned giving should be directed to the Brookdale Community College Foundation by emailing Nancy Kaari, nkaari@brookdalecc.edu.

Please keep in mind that the College does not assign or validate a monetary value for gifts. This is the donor's responsibility.

GIFT ACCEPTANCE

Date: _____

Nature of Gift: _____

Relationship to College Needs: _____

Source of Gift:

Name: _____

Address: _____

Conditions for Acceptance: _____

Initiator: _____

Institute/Division: _____ **Extension:** _____

SIGNATURES OF APPROVAL:

Dean/Chair: _____

Date: _____

Vice President: _____

Date: _____

(of the Institute or Department accepting the gift)

Grants Office: _____

Date: _____

President: _____

Date: _____