

MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE

Policy Name: Gift Acceptance Policy

Policy

The College President is authorized to accept gifts and grants made to Minnesota State Community and Technical College that support the College's mission. All gifts and grants must be recorded in the Development Office Financial System. Before accepting a gift, all members of the College community should coordinate acceptance of financial gifts or gifts of real property (e.g., equipment, real estate, works of art, musical instruments, etc.) with the Development Office. All gifts and grants over \$50,000 will be reported to the MnSCU Board of Trustees by the Development Office.

Purpose

This policy serves to clarify gift acceptance by faculty and staff.

Responsibility

M State President	Authorizes and accepts gifts and grants to Minnesota State Community and Technical College and affiliated foundations.
Campus designee, Vice President for Advancement and Deans	Support faculty and staff in securing gifts and grants for campuses and programs
College Development Offices	Assist faculty and staff with correct procedures to accept gifts. Maintain donor records and coordinate correspondence with donors. Report gifts to MnSCU. Seek Presidential approval for acceptance of gifts and grants.
Campus Development Officer	Assist faculty and staff in securing and accepting gifts to M State and affiliated foundations. Determine donor intent and make donor aware of options for giving. Notify College Development Office of pending gift and ensure that M State and MnSCU policies are followed. Work with Communications Office on appropriate public recognition.

Work with College Development Office on appropriate recognition and stewardship of gift.

Faculty and staff

Solicit donations within their community and career areas.

Coordinate donor solicitation plan and activity with Campus Development Officer to ensure compliance with correct procedure.

References

MSCTC Policy 10010-1-01 College Advancement Policy

MnSCU Policy Chapter 5 – Administration

5.15 Fundraising

MnSCU Policy Chapter 7 – General Finance Provisions

7.7 - Gifts and Grants Acceptance Procedure

7.7.1 – Gifts and Grants Acceptance Report Form

Steward: Chief Financial Officer

Approval Date: March 1, 2005

Implementation Date: March 1, 2005

Revised Policy Format Only: July 31, 2012