

***The President is authorized to accept gifts in the name of the college (ARS 15-1444).***

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#### Gifts Presented to the College

The donor must relinquish all rights affecting the ultimate disposition of gifts to the college. If those rights are not relinquished, acceptance of the gift must be approved by the Governing Board.

#### Solicitation of Donations

Many parts of MCC are involved in soliciting donations, often from the same donors. Colleges and universities frequently discover that a student group asking for a small amount of support adversely affects the college president asking that same donor for a major gift. In addition, it is important that IRS regulations about providing receipts are followed, accurate accounting is made of the transactions, that donors are properly and promptly thanked, and that the Advancement Office has accurate records of everyone who makes a donation to the college or college related group.

Anyone engaged in planning a solicitation of donations of any kind must have the effort approved by the MCC Office of Advancement before the fundraising activities start. Solicitation of donations is where a donor is asked to provide cash, merchandise, service or anything else of value for which they do not receive something of comparable value in return. Approval from the MCC Office of Advancement must have been received before anyone is asked to donate.

#### Procedure to receive approval:

Send a description of what you want to do to the Office of Advancement:

Mail/deliver to Advancement, 1971 Jagerson Avenue, Building 2000, Kingman, AZ 86409

The description should include:

1. Your name
2. Organization name
3. Voice telephone number and best times to reach you
4. Email address
5. Date that the fundraising will start
6. Briefly describe the purpose of the solicitation. (For what will the funds be used?)
7. Who will be asked for donations (e.g. individual people, local merchants, foundations)
8. What do you expect to be donated (e.g. cash, checks, credit card, physical item, etc.)?
9. How will the cash or property be handled and safeguarded?
10. How will a record of the donations be kept?
11. How will you say "thank you" to the donors?

Approval will be based upon:

Who will be solicited and how that contact fits with other fundraising efforts already in place by the Office of Advancement, other senior officials of the college, and other MCC related clubs and organizations

1. How the solicitation will be conducted
2. What will be solicited and how the items or funds will be received
3. How records will be kept
4. How donors will be thanked

*Date of Adoption: Adoption of Manual: July 2008*

*References: ARS 15-1444*