

**GIFTS**

<b>AP No. 3820</b>
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Board Reviewed: 4/14/10

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- I. When gifts or donations are received by the college, the appropriate manager of the area receiving the gift must document its receipt in a memorandum to the Executive Director or Associate Executive Director of the Rio Hondo College Foundation and the Vice President of Finance and Business.
- II. The memorandum should specify: the item and estimated dollar amount being donated; the Division or Department receiving the donation; the use or purpose of the donation; the date the donation was received; and, the name and address of the donor.
- III. If the Executive Director or Associate Executive Director of the Foundation and the Vice President of Finance and Business approves acceptance of the donation, the memorandum should be sent to the President for approval and placement on the agenda of a meeting of the Board of Trustees.
- IV. Once approved by the Board, a thank you and acknowledgement letter shall be sent to the donor from the President, Vice President of Finance and Business, or the Executive Director of the Foundation.
- V. Gifts to the Foundation must be accepted, processed, and acknowledged in accordance with legal requirements and procedures established by the Foundation Board of Directors.
- VI. Reference:  
Education Code Section 72122