

Fullerton College Donations Procedure

The acceptance of any donation to Fullerton College requires approval and acceptance from the Board of Trustees. This approval and acceptance is especially important to the donor because anyone who makes a donation cannot take an income tax deduction until the donation has been approved and accepted by the Board.

Donations of any kind (cash, in-kind, materials, etc.) made by anyone (outside donor or District/Fullerton College staff member) must be reported to the President's office via the following procedure.

The procedure on how donations to the college are processed and accepted is outlined below:

- Donation is made by donor.
- Manager of area receiving donation prepares a memo with the following information about the donation and forwards to the appropriate Vice President.
 - Item Donated
 - Division/Area Receiving Donation
 - Specific Use/Purpose of Donation
 - Date of Donation
 - Donor Name and Address
- Vice President approves acceptance of donation and sends to the President for approval.
- President approves acceptance of the donation.
- President's Office prepares a quarterly Board agenda item to accept the donation (January, April, July, and October).
- Once accepted by the Board, the President sends a thank you and acknowledgement letter to the donor. A copy of that letter will be sent to the appropriate Manager.