

APPROPRIATIONS AND REVENUE SOURCES  
GRANTS, FUNDS, DONATIONS FROM PRIVATE SOURCES

CAM  
(LOCAL)

<b>Unsolicited Gifts</b>	<p>The Board delegates authority to the College President to accept unsolicited gifts on behalf of the College District.</p> <p>The College President shall inform the Board of gifts accepted that have a value of \$10,000 or more.</p>
Conditional Gift Exception	<p>Any gift that the potential donor has expressly made conditional upon the College District's use for a specified purpose, or any gift of real property, shall require Board approval. The College President shall make recommendations to the Board regarding the acceptance of the gift.</p>
Criteria for Acceptance	<p>The College District shall not accept any gift that would violate or conflict with policies of or actions by the Board or with federal or state law. The College District shall not accept gifts that discriminate against any person on the grounds of sex, gender, race, color, religion, national origin, age, or disability.</p> <p>Before the College President accepts a gift or recommends acceptance of a gift to the Board, as applicable, the College President shall consider whether the gift:</p> <ol style="list-style-type: none"><li>1. Has a purpose consistent with the College District's educational philosophy, goals, and objectives;</li><li>2. Places any restrictions on a campus or College District program;</li><li>3. Would support a program that the Board may be unable or unwilling to continue when the donation of funds is exhausted;</li><li>4. Would result in ancillary or ongoing costs for the College District;</li><li>5. Requires employment of additional personnel;</li><li>6. Requires or implies the endorsement of a specific business or product [see GE for advertising opportunities];</li><li>7. Would result in inequitable funding, equipment, or resources among College District schools or programs;</li><li>8. Obligates the College District or a campus to engage in specific actions; or</li><li>9. Affects the physical structure of a building or would require extensive maintenance on the part of the College District.</li></ol>
Upon Acceptance	<p>Once accepted, a gift becomes the sole property of the College District.</p>

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**Solicitations**

An employee who solicits gifts on behalf of the College District or to use in the fulfillment of his or her professional responsibilities shall comply with relevant state and federal law and College District policy and regulations, including those addressing the use of names or images of the College District, campuses, employees, or students.

All donations solicited on behalf of the College District, including solicitations in the name of the College District or a campus, or donations solicited using College District or campus resources, become the sole property of the College District for use consistent with the terms of the solicitation.

**Certificate of Recognition**

Any bequests, gifts, or donations made by a donor totaling at least \$10,000 within the calendar year shall be acknowledged with a certificate of recognition.

**Fundraising Activities**

Fundraising activities shall include the solicitation of external funding. The policy exists to coordinate approaches to prospective donors, evaluate donor interests and ability to give, determine the most appropriate time for solicitation of funds, and ensure that all solicitation is aligned with the mission and philosophy of the College District.

The solicitation of gifts from any source by College District faculty and staff members, or individuals or organizations soliciting gifts on behalf of the College District, shall be coordinated with the institutional advancement office, which is responsible for planning, organizing, and conducting programs to obtain private support for academic endeavors of the College District.

All gifts received by departments and employees are the property of the College District and must be reported to the advancement office.

The institutional advancement office and the business office shall ensure that both the donor and the College District are operating within the framework of the Internal Revenue Code as well as federal and state laws and College District policy.

**Grants**

The Board authorizes the College President or designee to be highly selective in pursuing external funding and contracts for projects and programs that:

1. Are supportive and compatible with the mission and purpose of the College District;
2. Safeguard the College District's prerogative to control its own activities; and

3. Will not cause the College District to become dependent on such external funding to support its regular operating budget.

**The Weatherford  
College Foundation**

The Weatherford College Foundation was established in 1978 as a 501(c)(3) nonprofit corporation. The purpose of the Foundation is to raise funds to support the College District and its students. The Foundation shall raise scholarship funds and participate in other projects to benefit the institution.

Board  
Representation on  
the Foundation  
Board of Directors

The Weatherford College Foundation bylaws specify that one member of the College District Board will be an ex officio, non-voting member of the Foundation's board of directors. The Board members' representative will promote effective communication between the two boards and act as the official spokesperson for the Board.

The Board Chair shall be the Board's representative to the Foundation's board of directors, unless the Board Chair prefers that another Board member serve.

If the Board Chair prefers that another Board member serve in this capacity, he or she shall informally solicit names of volunteers from among other Board members. In the event more than one Board member volunteers to serve on the Foundation's board of directors, the Board Chair shall consult informally with each Board member who volunteered to determine if there is general support for one Board member over another. If there is greater general support for one Board member, he or she shall then be appointed as the representative in an official Board meeting.

However, if there is no informal consensus for a specific Board member who volunteered to serve, an election of a representative to the Foundation board of directors from among members of the Board shall occur during an official Board meeting.

**Equipment  
Donations**

Offers of equipment donations shall be referred by memorandum through administrative channels to the vice president for financial and administrative services. The memorandum shall delineate:

- The donor's conditions;
- The potential cost;
- The source of funds to restore the item(s) to good working condition;
- The space and energy requirements of the item(s); and
- When and how the equipment will be used.

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Equipment donations shall be entered on the inventory records at the item's market value at the time of the donation. Donated items shall be subject to the same rules of property accounting as purchased items.