

Ohlone College Foundation

Procedure for Processing In Kind Donations

1. When a call is received to ask if the College can use an item, the caller should be referred to the Dean of the appropriate department. The Dean will determine if the item is suitable for use by the department.
2. When the item is received by the department, the Dean must notify the Executive Director of the Ohlone College Foundation in writing of its receipt. In some cases, a donor may require that a "donation agreement" be signed prior to the donation being made. If so, the Executive Director will review and sign the agreement.
3. The Dean must also notify the Executive Director of the Fair Market Value of the item(s) being donated. (This is often the most difficult part of the process, but it is very necessary.) It would also be helpful if the Dean indicates what the value of the item is if purchased new.
4. Because the donor is actually giving the item to the Ohlone College Foundation (NOT Ohlone College), the Foundation Board of Directors must vote to receive the item. The Foundation Board requires the following information:
 - a. Name of the donor
 - b. Description of the item
 - c. Fair market value of the item
 - d. Which campus has the item
 - e. The department responsible for the item
 - f. The name of the Dean approving the donation
5. The Foundation, upon Board approval, will notify the Business Office of the College of the action taken, and "give" the item to the College by preparing a memo (per template) detailing the parameters above, and requesting that the Board of Trustees accept the item as a donation from the Foundation.
6. The Business Office will place the matter on the Board of Trustees agenda.
6. The Board of Trustees will accept the donation as a result of the agenda item.
7. The Foundation will send a thank you letter to the donor.