

NORTHWEST VISTA COLLEGE
PROCEDURE

Procedure Number:	A004
Procedure Title:	External Gifts Procedure

1. Purpose/Definition(s): Northwest Vista College receives cash, in-kind, and other types of gifts from external sources for development, maintenance, and initiation of college events and programs. This policy does not apply to pass-through gifts—gifts that are intended for distribution to students, faculty, or staff. The following steps should be followed for receiving and processing non-pass-through gifts.

2. Procedure Statement: Gifts may be initially received by various departments, but in all cases will be given to and processed by the Office of Community Collaborations for submission to the Alamo Colleges Foundation. As the district's only 501C (3) tax entity, the Alamo Colleges Foundation receives donated gifts and provides donors with the relevant charitable donation tax documentation required by the Internal Revenue Service.

2.1 Check/Cash donations received from external sources:

a. Community Collaborations must record any check or cash donation and deliver it, to the Alamo Colleges Foundation's Operations Office within (3) days following receipt of the check or cash donation from the NVC President's office. The Alamo Colleges Foundation staff provides a copy of the donor form and check/cash stamped with a date the Foundation received the check /cash to the Community Collaborations employee who then files the copy.

b. Community Collaborations updates donor records and issues an official gift receipt/acknowledgement letter to the donor. The Alamo Colleges Foundation also issues a letter to the donor with the IRS charitable tax contribution information.

b.1 All checks should be made payable to Northwest Vista College and mailed to Office of the President ATTN: Community Collaborations, Northwest Vista College 3535 N. Ellison Drive San Antonio, TX 78251

b.2 All checks mailed to any department in the College must be forwarded to the Office of the President within (3) days. Original documentation, including envelopes and gift forms that accompany the check, must be forwarded with the check.

c. The Office of Community Collaborations updates relevant departments of gifts via email.

2. In-kind donations received from external sources:

a. The department soliciting/receiving the gift should contact The Office of Community Collaborations in order to request an In-Kind Donation Form or can access the form from the Alamo Colleges Foundation sharepoint site.

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3. The Office of Community Collaborations determines department responsibilities and proper internal handling of the gift. The department provides the estimated value of the gift and/or any donor contact information available that would help determine the value on the In-Kind Donation Form.

1. The relevant department completes the In-Kind Donation Form and delivers the form and gift to the Office of Community Collaborations for review.
2. The In-Kind Donation Form and gift is delivered to the Alamo Colleges Foundation for deposit/disposition.
3. The Office of Community Collaborations updates relevant departments of the status of the gift and its availability for use via email.

Contact for Interpretation: *Office of the President*

Relevant Board Policy:	C.1.3.1 Donations and Grants from Private Sources and C.1.3.5 Donations and Grants from Public Sources
Relevant SACSCOC Documents:	SACSCOC Principle 5.2c Control of Fundraising Activities
Originating Unit:	Office of Community Collaborations
Maintenance Unit:	Office of Community Collaborations
Implementation Date:	January 2025
Revision Date:	