



Procedures Manual

Office of Primary Responsibility:	Fiscal
Title of Procedure:	Donations
Effective Date:	12/10/2020
Revised Date:	12/10/2020
Reviewed Date:	12/10/2020

Background:

From time to time Hocking College may receive interest from a donor to provide Hocking College with a donation of real estate property, equipment, livestock, motor vehicle, stock, or other.

This procedure is necessary to ensure the College's desire to acquire a donated item. Some donations may create a burden on the institution, and it is up to the leadership of the College to ensure that any donation to the College results in a positive overall impact. Examples of burdens from donations that may impact its overall benefit to the college include: ongoing maintenance costs, operating costs, donor imposed restrictions on use, donor imposed restrictions on disposal, negative press or public relations challenges, legal disputes, and any encumbrance on the donation.

Generally, the college will only accept donations that are in alignment with the College's mission and values, contribute a positive net value to the college, and are not given on the basis of quid pro quo.

Monetary Donations

Hocking College will accept monetary donations by check, credit card, or ACH/wire transfer without pre-approval.

- If donation is desired to be made by check:
 - Inquiring donors should be instructed to mail check donations to:
 - Hocking College, ATTN: Fiscal Office, 3301 Hocking Parkway, Nelsonville OH
 - Un-announced check donations should be forwarded to Fiscal Office immediately
- If donation is desired to be made by credit card:
 - Inquiring donors should be instructed to go to the website <https://foundation.hocking.edu/> to make the donation online or contact the Fiscal Office.
- If a donation is desired to be made via ACH/wire transfer:
 - Inquiring donors should be instructed to contact the Fiscal Office.

If Donor wishes to donate via cash currency rather than check, pre-approval using attached form must be acquired.

Step 1: Complete Donation Approval Form

The Hocking College employee who is contacted by the potential donor should complete (or direct the inquiry to an employee who can complete) the Donation Approval Form (Appendix A)

Step 2: Submit Form for Review and Approval

The form will be submitted to the Fiscal Office for initial review and forwarded to appropriate staff for further review and approval.

Once the form is through the approval process, it will be forwarded to the appropriate staff to accept the donation (if approved) or respectfully decline (if declined).

Step 3: Acceptance or Declination of Donation

The President, a Vice President, or designee will be tasked with accepting the donation or respectfully declining the donation. Depending on the nature of the donation, the appropriate staff may or may not be the individual who initially submitted for the form.

The College may issue a receipt in exchange for the donation, however the College will not convey a value associated with the gift. (Appendix B)

Step 4: Return of all Paperwork to Fiscal Office

Upon the completion of the donation, all outstanding paperwork will be returned to and filed by the Fiscal Office

Hocking College Donation Approval Form

Directions:

Form must be completed prior to accepting ANY donation, except monetary donations made by check, as outlined in the procedure.

Donor Information:

Name (required): _____

Address (required): _____

Phone Number: _____

Email Address: _____

Donation Information:

Description: _____

Approval:

Fiscal Office: _____
Signature Date

President: _____
Signature Date

Donation Respectfully Declined – Reason:
