

General Institution

1 **AP 3820 GIFTS AND FUND RAISING**

2 **Reference:**

3 Education Code, Section 72122

4 All gifts and donations to the District of personal property or money shall be reviewed and
5 then recommended by the Vice President of Business Services to the
6 President/Superintendent. Upon approval by the President/Superintendent, the gift shall
7 be placed on the Board agenda for consideration.

8 The District is not responsible for assessing the value of any gift for tax purposes.
9 Because there must be a qualified appraisal for the donor to receive tax benefits for a gift,
10 it is important that donors be aware of District policy. Therefore, any manager contacted
11 by a donor should inform the donor of the District policy.

12 All gifts and donations will be evaluated in terms of value to the programs and services of
13 the District. An evaluation will be made of the cost of receiving the gift, including but not
14 limited to, transportation, installation, maintenance, space utilization, and insurance.

15 A proposal for the donation of a gift of art should be made to the Vice President of
16 Business Services and should include: a description of the art including its medium, size,
17 value, presentation, biographical information about the artist, and a color photograph or
18 rendering of the work.

19 Office of Primary Responsibility: Vice President, Business Services

Date Approved: November 26, 2007

Date Reviewed: January 16, 2019; October 31, 2022

(Replaces former Cerritos College Policies 8011 and 8002)