

**CHAPTER 3: GENERAL INSTITUTION
ADMINISTRATIVE PROCEDURE NO. 3820**

COLLEGE OF THE SISKIYOU

Administrative Procedure

Title: Gifts

Adoption Date: February 27, 2009

Revision Date: February 28, 2012

Responsible Area: Superintendent/President

Responsible Office: President's Office

Policy Reference: Education Code Section 72122

- For the purpose of these procedures (AP 3820) a gift is defined as any monetary or material donation to the College of the Siskiyou or any of its programs. This does not include monies received from raffles, sales, event tickets or other activities where the College group provides a product or service to the donor.
- All other gifts must follow the Foundation Gift Acceptance Policy and Guidelines.
- No individual employee or program may solicit or accept gifts on their own authority.
- After the Gifts Acceptance Committee and Foundation Executive Committee have vetted a gift(s) they will recommend its acceptance to the Board in the Consent Agenda titled "Tender of Gifts." The Foundation Executive Director will be available at Board meetings to answer questions regarding any specific gift as a part of her administrative report.