

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT:** Solicitation and Acceptance of Gifts**EFFECTIVE DATE:** July 1, 2000; Revised January 22, 2024**Purpose**

The purpose of this policy is to establish responsibilities and procedures regarding the solicitation and acceptance of gifts to Southwest Tennessee Community College (“Southwest” or “the College”).

Introduction

Pursuant to Tennessee Code Annotated Section §49-8-203, the Tennessee Board of Regents (TBR) may receive donations of money, securities, and property from any source on behalf of Southwest. The gifts shall be used in accordance with the conditions set by the donor.

TBR delegated to the President of the College and the President’s designees authority to solicit and accept gifts in accordance with the provisions of TBR policy [4.01.04.00](#), Solicitation and Acceptance of Gifts. TBR encourages the President and designees to solicit and accept gifts for purposes that are consistent with the mission of the College.

Gifts to the College are of vital importance to institutional development. Gifts of real and personal property from individuals and organizations benefit the College by making possible the accomplishment of objectives for which support from other sources is limited or unavailable. Gifts also represent a means by which donors may contribute to an aspect of postsecondary education that is of particular interest to them. Activities related to the solicitation and acceptance of gifts shall be implemented in a manner that serves the mutual interests of the donors and the College. Thus, TBR required the College to develop the following policies and procedures.

Policy**I. Solicitation of Gifts**

- A. The President appoints the Associate Vice President of Institutional Advancement and Resource Development as the College representative authorized to approve and conduct activities for the purpose of soliciting gifts for the College.

Solicitation of gifts will consist of an annual fund campaign that will include major gifts and a planned giving program. This will require:

1. research of potential funding sources
2. cultivation of potential donors
3. organizing and managing campaign activities and events
4. proposal preparation and submission to appropriate sources

5. receiving, acknowledging, and recording ongoing gifts
6. monthly communication with College donors

Constituencies for the solicitation are:

1. College administrators, faculty and staff
2. alumni
3. students and their families
4. friends
5. businesses
6. industries
7. foundations
8. governmental agencies
9. organizations

B. Solicitation of gifts that might require a commitment of College resources must be approved by the President.

II. Acceptance of Gifts

A. The President is authorized to accept gifts on behalf of the College subject to the following conditions:

1. Only TBR may accept a gift if TBR acceptance is a condition set by the donor;
2. Only the Chancellor and TBR may accept gifts of real property or any permanent interest in real property, and title must be conveyed to TBR on behalf of the College, in the name of TBR for the use and benefit of Southwest.
3. Any acquisition of real property by gift or devise that obligates the College, TBR, or the State of Tennessee to expend state funds for capital improvements or continuing operating expenditures shall be approved by the State Building Commission in accordance with T.C.A. § 4-15-102(d)(2) prior to acceptance by the Chancellor and TBR. Any such deed transferring title to TBR shall not be recorded until the State Building Commission has approved the acceptance of the gift property.
4. Gifts with conditions that ultimately will require consideration by TBR or the Chancellor must be approved by the Chancellor prior to acceptance (e.g., gifts to support the initiation of a new academic program or capital improvement project); and
5. Gifts of property subject to an indebtedness must be approved by the Chancellor prior to acceptance.
6. The cost of accepting or keeping a gift in accordance with donor restrictions should not cost more than the benefit of the gift.

B. The President may recommend approval by the Chancellor or TBR prior to acceptance of a gift.

C. The President may delegate to employees authority to accept gifts on behalf of Southwest in accordance with TBR policy [4.01.04.00](#), Solicitation and Acceptance of Gifts (See Southwest policy [1:01:04:01/29](#), Approval to Solicit External Funds). The acceptance of a gift is subject to confirmation by the President.

D. Corporate stock given to Southwest may be sold by the College through or in consultation with a registered security broker within 60 days of receipt of the stock certificate. The sale may be executed by the President or designee.

- E. All gifts will be received in the Office of Institutional Advancement and Resource Development then immediately forwarded to the Business Office for depositing. The Office of Institutional Advancement and Resource Development must acknowledge all gifts in a timely manner, preferably within ten (10) business days of receipt.
- F. The Associate Vice President of Institutional Advancement and Resource Development shall ensure compliance with conditions set by donors.

III. Records and Reporting

- A. Adequate records of all gifts must be maintained by the Associate Vice President of Institutional Advancement and Resource Development in accordance with accepted accounting procedures to allow a proper audit trail.
- B. A summary of all gifts to Southwest during a fiscal year shall be included in the College's annual report to TBR, as required by TBR policy [1.02.10.00](#), Annual and Institutional Reports.

IV. Foundations

For purposes of distinguishing College gifts and related procedures from those of the Southwest Tennessee Community College Foundation ("Foundation" or "Southwest Foundation") established pursuant to TBR policy [1.01.07.02](#), Foundations:

1. Southwest may not accept gifts specifically intended for the Southwest Foundation.
2. Only gifts specifically intended for the Foundation may be accepted by the Foundation.
3. In general, College resources may not be used to meet conditions of gifts to the Foundation, however, exceptions may be approved by the President or Chancellor in accordance with relevant policies.
4. The College must maintain records of gifts to the College separate from those of gifts to the Foundation.
5. The College will report gifts to the Foundation in the Summary of Gifts during a fiscal year to be included in its annual report.


Responsible

Source of Policy: Institutional Advancement

Administrator: AVP of Inst Adv & Resource Dev.

Related Policy: 1:01:07:02/17; 1:01:04:01/29

TBR Policy Reference: 4.01.04.00

Approved: 
President

Date: January 22, 2024