

Mt. San Jacinto College Foundation

Donation Loan Guidelines

Donations accepted by the Mt. San Jacinto College Foundation must be compatible with and adhere to the college's mission, goals, policies and procedures as well as abide by local, state and federal mandates.

All donations must be approved prior to acceptance

Application Format and Required Information

Donor and Donation Information

The top portion of the form must be completed by the donor. An estimated value and complete description are required. When available the donor will want to supply photos and/or an appraisal to assist in the review process.

Department and/or Division Requesting to Accept the Donation

This section of the form will be completed by the donations intended recipient. An explanation of the donations intended use and how the donation supports the college or Foundation is required.

- The form will also require two signatures, the individual accepting responsibility for the donation and the Dean of the Department/Division that is accepting responsibility for the donation.
- For all Technology Donations a third signature will be required from the Dean of IT or ITS. A Technology donation would be (but is not limited to) software, computers, printers, monitors.
- Any costs to the district and/or Foundation must also be included along with who will be covering these costs.

Incomplete applications will be returned without review.

Review of Donation Loan Form

All physical donations to the college must be reviewed and accepted by Executive Cabinet. Once the completed Donation Loan form has been received by the Foundation office, the information will be forwarded to Executive Cabinet for their review. You will be notified of Cabinet's decision and if approved, arrangements can be made to accept the donation.

The Foundation office will provide the donor with official documentation of the donation for their records and/or tax purposes.

Donations cannot be accepted and/or held on campus prior to the approval of Executive Cabinet. Once a physical donation has been approved and received on campus, the Foundation office must be notified of its location for auditing purposes.

Questions?

Please direct any questions concerning the MSJC Foundation Donation Loan Guidelines and Application to the Foundation office at (951) 487-3171.



MSJC Foundation Donation Loan Form

<input type="checkbox"/>	Donation
<input type="checkbox"/>	Loan

Donations accepted by the Mt. San Jacinto College Foundation must be compatible with and adhere to the college's mission, goals, policies and procedures as well as abide by local, state and federal mandates.

Donor Information

Donor/Lender Name: _____ Company: _____ Title: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Donation Information

Art Work Stock Equipment Service Books/Magazines/Journals Real Estate Vehicle Other: _____

Donors Estimated Value \$ _____ (Attach Appraisal and Photos if Available)

Complete Description: _____

How will the donation be acquired: _____

I believe the described donation is appropriate for use by Mt. San Jacinto College and/or the Mt. San Jacinto College Foundation. I understand that while the Mt. San Jacinto College Foundation gratefully accepts gifts from donors which may prove useful to or enhance College programs, the Foundation does not accept responsibility for implementing special conditions of a gift, nor can the Foundation obligate the Mt. San Jacinto Community College District for implementation, conditions, or maintenance of a donation.

Donor Signature: _____ Date: _____

To Be Completed by Department/Division

Purpose of Donation/Intended Use

Donation supports MSJC/Foundation by: _____

Name of individual who will accept and be responsible for donation: _____

Signature: _____ Date: _____

Dean of the Department/Division that will accept and be responsible for donation: _____

Signature: _____ Date: _____

For Technology Donations: Dean of IT or ITS approving acquisition and use:

Signature _____ Date: _____

Estimated District/Foundation Expense for the Donation: (Check all that apply and attach explanation if needed)

Transportation Insurance Supplies Storage Staff Other: _____

Total Cost: \$ _____ Paid by: _____

To Be Completed by Foundation

Date form Received: _____ Date Approved by EC: _____

Foundation Administrator/Designee: _____

Signature: _____ Date: _____