

**Williamsburg Technical College  
PROCEDURE**

**SECTION F – DEVELOPMENT AND PUBLIC RELATIONS**

Title <b>GIFTS TO THE COLLEGE</b>	Number <b>F-8.1</b>
Division of Responsibility <b>President – Development and Public Relations</b>	Approval Date Page <b>1/21/2021 1 of 1</b>
Approval Vice President _____  President _____	Supersedes Procedures No. <b>F-8.1</b> Date <b>5/24/10</b>

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

- I. While the President has the ultimate authority for, and exercises appropriate control over the College’s fund-raising activities, all cash and noncash, including scholarship donations will be accepted by the Williamsburg Technical College Foundation as “unrestricted funds.”
  - A. With regard to unrestricted cash or noncash gifts, any member of the staff or faculty who solicits a gift or is approached by a prospective donor shall seek the advice of the Director of Public Information prior to the solicitation or before accepting the donation. No fundraising, student or otherwise, should be done without first consulting with the Director of Public Information to ensure that other fundraising endeavors are not compromised and that donors receive proper recognition and tax deduction options.
  - B. With regard to a “restricted gift,” the Director of Public Information must be notified before any commitment can be made to accept the gift. The Director of Public Information, upon consulting with the President and Chair of the Foundation, will coordinate with the donor and appropriate department representative any conditions to be placed on acceptance of the gift.
  - C. Gifts of physical property having a value in excess of \$300 will be reported to the Director of Public Information for recording and releasing to the media, as appropriate, and shall be reported to the Associate Vice President for Facilities Management for proper inventory control. NOTE: Staff and faculty are reminded that it is the responsibility of the donor to place a dollar value on all non-cash gifts and that the College may/may not accept the gift if restrictions or conditions are placed on the gift.
  - D. The Director of Public Information will ensure that a written letter is received from the donor stating the value the donor places on the gift and that the gift is unrestricted. The Director of Public Information will ensure that a letter is sent from the Williamsburg Technical College Foundation to the donor acknowledging the gift to the WTC Foundation and will maintain careful electronic and hard copy records of all donor transactions.