

It has come to the attention of the Foundation that faculty may be accepting donations on behalf of their individual departments and/or programs. I wanted to take a few minutes to share the policies on donations and explain the importance of including the Foundation.

1. **The Foundation needs to be notified in writing about ALL donations prior to donations being received by GBC.** This allows our team to collaborate with you in receiving the donation, complete the paperwork required by statute, and ensure that everything is aligned with GBC and NSHE policy for audit purposes.

2. Our involvement in your donations ensures that donors receive an appropriate thank you depending on their donation amount (be that in liquid assets or in hard assets like equipment). Depending on donation sizes, we can have an event to thank a donor with press coverage, social media recognition, a press release to the paper, etc. Additionally, our involvement promises that the donor will receive the paperwork they need for tax purposes.

3. Under no circumstances, should any GBC employee or faculty be accepting cash donations from donors. Any liquid asset donations to programs or projects need to be received either online or by check to the GBC Foundation. The Foundation will then be able to provide appropriate documentation of what the funds were received for and how those funds were provided to a program and spent. This, also, allows the donor to receive tax incentives for their donations.

4. The Foundation's involvement in donations and fundraising helps GBC build relationships and credibility within the community and with donors. This may mean that we can utilize relationships to further donations to support projects in the future.

5. We will help you do the work, so there are not problems down the road. By involving the Foundation prior to the receipt of a donation, you will never be called in and questioned about why/when a donation was accepted, what it will be used for, or called out in an audit for not following the appropriate policies and procedures.

We are here to help you! We are happy to do it, and we love receiving donations that help benefit GBC and our students. So, even when you want to receive a donation for \$10 of equipment, please reach out and let us help you and help make sure each of our donors feels appreciated and respected.