
	APPLICABILITY All Sno-Isle TECH Skills Center Programs		
	EFFECTIVE DATE March 8, 2021	PAGE NUMBER 1 of 2	POLICY NUMBER SIF 001. Version No. 1
	TITLE VEHICLE DONATION ACCEPTANCE		

Brief Description

Official process for accepting vehicle donations.

Task and Position Responsible

- 1) **Donor** contacts Sno-Isle TECH Skills Center regarding potential vehicle donation or reaches out directly to program Instructor.
- 2) **Instructor** determines if donation is of training or monetary value that benefits program. Determination is based on the following questions:
 - a) What is the overall condition of the vehicle?
 - b) Is there a clear title (i.e., there is no lien and vehicle is owned outright by the donor)?
- 3) **Instructor** prepares a **Donation Form** and makes one copy.
- 4) **Instructor** accepts the vehicle from the Donor. Vehicle will be accompanied by:
 - a) **Clear Title** or **Affidavit of Loss/Release of Interest** in lieu of title (only if donor is the legal owner)
 - i) If a vehicle does not require a title, the instructor can make the determination to accept or not. (i.e., lawn mower)
- 5) **Instructor** provides Donor with a copy of the **Donation Form** as receipt and collects the **Title** or **Affidavit of Loss/Release of Interest**.
- 6) **Instructor** places original **Donation Form** in the Foundation Inbox.
 - i) Inbox is located in the Staff Mailroom.
 - b) **Instructor** notifies the Foundation President and Treasurer via email and text that there is a Title Transfer to process.
- 7) **Foundation Treasurer** submits the Title Transfer to the DOL office within 15-days of donation acceptance.
- 8) **Foundation Treasurer** places the **Title** and original **Donation Form** into the Appropriate Binder located in the Auto Tech Instructor's Office.

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- 9) **Foundation Treasurer** ensures the original **Donation Form** has been signed by all parties and makes two copies.
- a) Copy One – Donor
 - b) Copy Two – Instructor
 - c) Original – Filed in binder

Approved:

Lisa Fritch

Lisa Fritch, Sno-Isle Skills Center Foundation
President

March 3, 2021

Date Signed: