	APPLICABILITY <b>All Sno-Isle TECH Skills Center Programs</b>		
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	TITLE <b>Foundation Donations</b>		

## Brief Description


How to accept supply, equipment or cash donations.

## Task and Position Responsible

- 1) **Sno-Isle Technical Skills Center Representative** or **Sno-Isle Skills Center Foundation Board Member (i.e., SISC Representative)** has contact with the donor and deems the donation will enhance a SISC program or the SISC Foundation.

## For Supplies/Equipment Valued Under \$5,000

- 2) **SISC Representative** submits a Donation Form to the **Donor**.
- 3) **SISC Representative** ensures the **Donor** indicates the value of the supplies and forwards the Donation Form to the **SISC Director** for approval
- 4) Prior to approving the donation, the **SISC Director** will ensure
  - i) Adequate storage space is available
  - ii) Sufficient power is available if needed to operate
  - iii) Proactive measures have been taken for preventative and repair maintenance
  - iv) Insurance needs assessed and addressed if applicable
  - b) Forwards the Donation Form to the **SISC President**
- 5) **SISC President** contacts the Donor and arranges for delivery of the supplies/equipment.
  - a) Takes a picture of the delivery
  - b) Marks the date received on the form
  - c) Files both documents in the Donation Folder located on the Foundation Google Drive
- 6) See **SIF 008 – Inventory** for next steps


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### For Supplies/Equipment Valued OVER \$5,000

- 1) **Sno-Isle Skills Center (SISC) Representative** submits a Donation Form to the **Donor**.
- 2) **SISC Representative** ensures the **Donor** indicates the value of the supplies and forwards the Donation Form to the **SISC Director** for approval
- 3) Prior to approving the donation, the **SISC Director** will ensure
  - i) Adequate storage space is available
  - ii) Sufficient power is available if needed to operate
  - iii) Proactive measures have been taken for preventative and repair maintenance
  - iv) Insurance needs assessed and addressed if applicable
  - b) Forwards the Donation Form to the **SISC Foundation President**
- 4) **SISC Foundation President** arranges for a formal appraisal to be performed on the equipment to ensure the value indicated is true. If the value is correct the **SISC Foundation President**
  - a) Contacts the **Donor** and arranges for delivery of the supplies/equipment.
  - b) Takes a picture of the delivery
  - c) Marks the date received on the form
  - d) Files both documents in the Donation Folder located on the Foundation Google Drive
- 5) See **SIF 008 – Inventory** for next steps

### For Monetary Donations

- 1) **SISC Representative** submits a Donation Form to the **Donor**.
- 2) **SISC Representative** ensures the **Donor** indicates the value and forwards the Donation Form to the **SISC Director** for approval
- 3) **SISC Director** approves the Donation Form and forwards it to the **SISC Foundation Treasurer**.
- 4) **SISC Foundation Treasurer** approves the Donation Form and contacts the **Donor** to arrange for delivery of the check.

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- 5) **SISC Foundation Treasurer** deposits the check and:
- a) Applies the monies to the appropriate SISC Foundation Account.
  - b) Indicates the date received on the Donation form
  - c) Files the Donation Form with a copy of the deposit slip in the Donation Folder located on the Sno-Isle Foundation Google Drive.

**Approved:**

*Lisa Fritch*

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Lisa Fritch, Sno-Isle Skills Center Foundation President

July 8, 2022

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Date Signed:

**Current Foundation Email Addresses:**

Sno-Isle Skills Center Foundation President: [lfritch@everettcc.edu](mailto:lfritch@everettcc.edu)

Sno-Isle Skills Center Foundation Treasurer: [kelseyann320@gmail.com](mailto:kelseyann320@gmail.com)