

D-4a      PROCEDURE      Gift Acceptance

Donation and naming right agreements include the following:

Initial draft  
Reviewed by Vice President of Administrative Service  
Signed by Donor, President

**Original Copies of all agreements are retained by:**

Donor  
Office of the President  
SCC Foundation

**Electronic copies are retained by:**

Director of Advancement  
Executive Administrative Assistant  
Accounting  
Vice President of Administrative Services

A list of all current asks/communication will likewise be catalogued for reference by the Director of Advancement and other pertinent Administrators.

All donations will receive an electronically generated tax form and Thank -You note signed by the President of the College and the Executive Director of the Foundation. Gifts exceeding \$10,000 will additionally receive a personal letter of appreciation from the President of the College.

**Payment Information:**

<p><b>SCC Educational Foundation</b> Checks payable to: Southeast Community College Educational Foundation Attn. Exec. Admin Asst. 285 S. 68th St Place Lincoln, NE 68510 Memo section: designated project/program</p> <p>Payments can also be made directly through the college's website.</p>	<p><b>Southeast Community College</b> Checks payable to: Southeast Community College Attn. Accounts Receivable 285 S. 68th St Place Lincoln, NE 68510 Memo section: designated project/program</p> <p>Payments can also be made directly through the college's website</p>
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**Related Policy:** D-4

**Admin Team Adopted:** 10/21/22

**Reviewed:** 11/02/20, 10/04/22

**Next Review:** TBD

**Web link:**

**Tags:** Gift Acceptance

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Policy D-4 approved by Board of Governors 12.13.2022

Effective 1.13.2023