

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
SFP-4005

SUBJECT: Gift Acceptance Policy for Gifts-In-Kind

REFERENCE: SFP-4003, Gift Acceptance General Policy
SFP-4004, Gift Acceptance Policy for Cash
SFP-4006, Gift Acceptance for Life Insurance and Bequests
SFP-4007, Gift Acceptance Policy for Securities

ORIGINATION: June 14, 2010

EFFECTIVE: July 13,2010

REVIEWED: New Policy

SECTION 1. PURPOSE

- 1.1. This policy is developed to provide guidelines for accepting and processing Gifts-In-Kind. In-kind contributions can be valuable additions to the college and must be handled in the appropriate manner so the gift can be tracked and the donor recognized.

SECTION 2. DEFINITIONS

- 2.1. Foundation - Southern West Virginia Community College Foundation, Incorporated.
- 2.2. Foundation President - President of the Southern West Virginia Community College Foundation, Incorporated.
- 2.3. Foundation Vice President - Vice President of Southern West Virginia Community College Foundation, Incorporated.
- 2.4. College - Southern West Virginia Community and Technical College.
- 2.5. College President - President of Southern West Virginia Community and Technical College
- 2.6. CFO - Chief Financial Officer at Southern West Virginia Community and Technical College
- 2.7. Vice President for Development - Vice President for Development at Southern West Virginia Community and Technical College
- 2.8. Designee - A person has been delegated responsibility
- 2.9. Gifts-in-kind - Goods and services provided at no cost to the Southern West Virginia Community and Technical College in lieu of a monetary gift
- 2.10. Internal Revenue Service
- 2.11. Qualified Appraiser - A qualified appraiser is an individual who meets all the following requirements.
 - 2.11.1 The individual either:

- 2.11.1.1 Has earned an appraisal designation from a recognized professional appraiser organization for demonstrated competency in valuing the type of property being appraised, or
- 2.11.1.2 Has met certain minimum education and experience requirements. For real property, the appraiser must be licensed or certified for the type of property being appraised in the state in which the property is located. For property other than real property, the appraiser must have successfully completed college or professional-level course work relevant to the property being valued, must have at least two years of experience in the trade or business of buying, selling, or valuing the type of property being valued, and must fully describe in the appraisal his or her qualifying education and experience.
- 2.11.2 The individual regularly prepares appraisals for which he or she is paid.
- 2.11.3 The individual demonstrates verifiable education and experience in valuing the type of property being appraised. To do this, the appraiser can make a declaration in the appraisal that, because of his or her background, experience, education, and membership in professional associations, he or she is qualified to make appraisals of the type of property being valued.
- 2.11.4 The individual has not been prohibited from practicing before the IRS under section 330(c) of title 31 of the United States Code at any time during the 3-year period ending on the date of the appraisal.
- 2.11.5 The individual is not an excluded individual.

SECTION 3. POLICY

- 3.1. All Gifts-in-kind given to Southern West Virginia Community and Technical College will be donated to the Southern West Virginia Community College Foundation. In-kind donations must be approved by the Vice President for Development, College President, and Foundation President or a designee. By processing Gifts-in-kind through the Foundation, the donor will receive an acknowledgment receipt for his or her tax records.
- 3.2. The Foundation must approve in advance the acceptance of all non-cash gifts. A Gift-In-Kind Acceptance Form must be completed and endorsed by all appropriate personnel in order for the Foundation to accept the gift. Gifts of securities are also accepted by the Foundation. Please see the Foundation's Gift Acceptance Policy for Securities (SFP-4007).
- 3.3. Written documentation provided by the donor is required to establish the value of the gift for all gifts-in-kind. All in-kind contributions with a value between \$100 and \$5,000 that is not accompanied by the required documentation from the donor will be recorded in the gift record system as a nominal value.
- 3.4. The donor must obtain an appraisal executed by a qualified independent appraiser for any non-cash contribution which exceeds \$5,000. For non-cash gifts (except publicly traded securities) with a value in excess of \$5,000, the donor must complete and file an IRS Form 8283 in order to be eligible for a charitable contribution income tax deduction.
- 3.5. If an in-kind donation is accepted, it will be transferred to the College. When property is transferred from the Foundation to the College, the transfer is made by a letter from the Foundation President describing the in-kind donation and the value of the gift to the College President.
- 3.6. An official tax receipt will be sent to the donor from the Development Office for in-kind contributions. Gift acknowledgment letters and tax receipts for gifts-in-kind will only describe the gift, and will not assign an estimated cash value or the appraised value of the gift.

SECTION 4. BACKGROUND OR EXCLUSIONS

4.1. None.

SECTION 5. GENERAL PROVISIONS

5.1. None.

SECTION 6. RESPONSIBILITIES AND PROCEDURES

6.1. The Vice President for Development, in consultation with the College President and College CFO, has the initial responsibility for determining whether a gift is acceptable and making a recommendation for acceptance. The Foundation will consider the following: value of the property; whether a gift is beneficial to any unit or department of the College; conditions of or restrictions upon use of the gift; the College's ability to protect, maintain, exhibit, or use the gift; expense the College unit or department will incur in keeping and using the gift, and environmental health and safety considerations. The Foundation will not process the Gift-In-Kind Acceptance Form or authorize the acceptance of ownership of the gift by the College until all of the required signatures are documented on the acceptance form. The College and the Foundation reserve the right to decline the acceptance or ownership of any gift.

6.2. Donor information

6.2.1. The value of the Gift-In-Kind must be documented and signed by the donor on the Gift-In-Kind Acceptance Form.

6.2.2. The Foundation is not responsible for securing appraisals of gifts. If the gift has a value of \$5,000 or more, the donor should be advised that the Internal Revenue Service requires an appraisal by a professional, independent appraiser, in order for the value of the gift to be accepted as a deduction; and that donors should consult with their tax accountant. In addition, if the donor submits the IRS Form 8283 to the Foundation for acknowledgment signature, only the Foundation President or Vice President is authorized to sign the form.

6.3. Approvals

6.3.1. It is the responsibility of the Vice President for Development to ensure that the Gifts-in-kind Acceptance Form is accurate and complete. The Vice President for Development, with recommendations from the College designee, must approve acceptance of all gifts.

6.3.2. It is the responsibility of the donor to pay for shipping, handling and transportation costs, unless otherwise agreed upon by the Foundation and the donor in a separate agreement. Any such separate agreement may change the amount of the eligible charitable deduction and must be approved by the Foundation President or designee.

6.4. Acknowledgments and Receipts

6.4.1. The Vice President for Development will send an official Foundation receipt to the donor. The official tax receipt will describe the gift, may also include a letter of appreciation to the donor once acceptance is official. Unless otherwise determined, all Gifts-in-kind will be owned by the College after they are transferred by the Foundation.

