

850.1 - Gift Acceptance Operational Procedure

Purpose:

The purpose of this operational procedure is to inform BSC employees of the steps to follow for the acceptance of gifts and donations.

Procedure:

1. The Bismarck State College Foundation was established to secure and accept gifts and donations that will benefit BSC.
2. Donations and gifts should be directed to the BSC Foundation.
3. When a BSC employee becomes aware of a potential donation of cash, in-kind equipment or any other types of donations, the employee should contact the BSC Foundation.
4. BSC employees are not authorized to solely accept, commit or obligate BSC or the BSC Foundation for any gifts or donations.
5. BSC Foundation Executive Director or Development Manager will review potential donation with BSC employee to determine benefit (financial, educational, historical, etc..) to BSC and provide verbal or written approval to proceed with the donation.
6. Upon approval, BSC employee will work with donor to complete the [In-Kind Donation form](#) for equipment and other related donations and return to the BSC Foundation.
7. The BSC Foundation will accept the donation and will issue a thank you receipt to the donor.
8. The BSC Foundation may retain asset and provide BSC approval to use or display or may donate the asset to BSC.

References:

None

History of This Procedure:

First procedure: September 8, 2023

Approved by Kari Knudson September 8, 2023.