

## **Kishwaukee College Foundation**

### **Gifts-in-kind Procedures**

*The following steps should be followed for gifts-in-kind:*

To accept a gift-in-kind:

- a) The donor liaison (could be a member of the faculty, staff or Foundation team) will notify their SLT member and confirm appropriateness of gift acceptance.\* Any gifts that would be additions to the physical campus, and/or require a long-term commitment by the College, must include discussions with the president.
- b) SLT member will confirm with donor liaison and Foundation Executive Director the intent to accept or decline gift.
- c) The donor liaison will inform the donor that we will accept the gift and then provide the donor with a printed or electronic copy of the Gift-in-Kind Acceptance Form (available on the Kish Foundation Webpage under Ways To Give) OR refer them to the Foundation for follow-up.
  - a. Gifts of motor vehicles, boats, and airplanes must include certificate of title (front and back).
  - b. If gift is valued over \$5,000, and tax deduction being sought, IRS form 8283 is required and must be signed by an IRS qualified appraiser and written appraisal included.
- d) The donor liaison will arrange for the gift to be transported to the College, if necessary.
- e) The donor must complete and return the Gift-in-Kind form to the donor liaison or the Foundation at the time the donation is received at the College. The date of the gift-in-kind is the date the item is received by the College. The donor liaison or Foundation will forward the Gift-in-Kind Form to donor liaison supervisor or SLT member for completion of Department Donation Acceptance Form.
- f) After the completed Gift-in-kind Acceptance Form and Department Donation Acceptance Form are received by the Foundation, the Foundation will record the gift in its donor database and acknowledge the gift with a thank you letter to the donor.
  - a. For all items valued at \$500 or above, where a tax deduction is being sought, the foundation will complete IRS Form 1098-C, with copies of the 1098-C Form and Department Donation Acceptance Form (Bill of Sale) sent to the donor.
  - b. For Vehicle, Boat, and Airplane Donations, title will be transferred from the Foundation to the College and sent to Business Office for filing.
- g) Item will be added to Gift-in-Kind inventory spreadsheet housed within the Foundation.

### **To Decline a Gift-in-Kind**

The donor liaison will inform the donor, provide an appropriate explanation and thank him or her for thinking of the College. Depending upon the sensitivity of the situation, this

contact may need to be handled by the Executive Director of the Foundation and/or President when appropriate.

### **Tracking of Gifts-in-Kind**

The Foundation will work with the Business Office to track gifts-in-kind to ensure usage and proper disposal when necessary. Annually on April 1, the gift-in-kind list will be shared with departments to confirm item still in use or if disposal is required. If item is sold within three years of gift acceptance, the Foundation will file IRS form 8282.

### **Annual Contribution**

Annual calculation of in-kind donations and services will be provided to the Business Office as part of the end of year fiscal audit. In-kind value includes, gifts of supplies & materials, room rental (Gala), gift certificates and items for the Gala or other events, staff services (CFO, Executive Director, etc.), and etc.

\* The following should be considered when evaluating a gift-in-kind:

- a) The cost of maintenance, cataloging, delivery, insurance, electrical and technological support, display and any space requirements for exhibiting or storage.
- b) Gifts-in-kind must be reviewed with special care to ensure that acceptance will not involve financial commitments in excess of budgeted items or other obligations disproportionate to the usefulness of the gift.
- c) The donor liaison should contact other College units that will need to be involved to make them aware of the gift-in-kind.
- d) The advantages of accepting the gift should significantly outweigh the disadvantages.
- e) A gift-in-kind that will not benefit or cannot be used by the Foundation or College should be declined.
- f) Arrangements will be made during preliminary discussions or correspondence about delivery of gifts-in-kind directly to the Foundation. Arrangements also include agreement with the donor regarding costs of packing, freight charges, etc., which are usually the responsibility of the donor.