

Pasadena City College Foundation

OVERVIEW

The Pasadena City College Foundation was founded in 1980 to “promote the general welfare of Pasadena City College.” The agreement between the college and the foundation, last renewed in August 2001, states that the Foundation is responsible for the “solicitation and administration of gifts, bequests, devises, endowments and trusts on behalf of the DISTRICT.” For the purposes of this policy statement, the terms “gifts” refers exclusively to private gifts, including grants made by corporations and private foundations.

The PCC Foundation is a 501(c)(3) organization and all gifts to it are donations that may trigger a Federal and State charitable tax deduction for the donor. The IRS requires written substantiation by a qualified 501(c)(3) organization for all gifts of \$250 or more, and disclosure statements for quid pro quo gifts of \$75 or more.

Therefore, all gifts, donations, and bequests for the benefit of Pasadena City College should be made to the Pasadena City College Foundation. The Foundation will process these gifts, handle all tax reporting, coordinate donor recognition, and provide full notice of all gifts and fund balances to recipient departments or programs in an accurate and timely manner.

CLEARANCE POLICIES

The Pasadena City College Foundation will serve as a “clearinghouse” for solicitation of all gifts from businesses, private foundations, and individuals. This is to prevent a public embarrassment to the College that may occur if multiple groups are asking the same entities for support at the same time and to reduce the possibility of a donor being solicited for an inappropriate sized gift.

PRIVATE GIFTS TO THE PASADENA CITY COLLEGE FOUNDATION

Gifts have the following characteristics:

- The contribution is from a private individual or non-governmental source.
- The donor specifies that the contribution is to be a charitable gift.
- The donor places reasonable conditions or stipulations on the intended use of the gift. In the absence of written condition or stipulations, the assumption is that the gift is for the Foundation’s General Fund.
- The donor intends the gift to be irrevocable and, therefore, relinquishes the right to reclaim the gift or any unused remainder.
- The donor makes the donation without the expectation of direct economic benefit or other tangible benefit commensurate with the worth of the gift.

DONOR RESTRICTIONS

Gifts to Foundation that are unrestricted may be used as the Foundation Board, with advice and guidance from the College administration, deems most appropriate.

However, a donor may direct in writing that a gift be used for specified purposes such as scholarship, a particular department or division, a specific program or project. Wherever possible, the Foundation will follow donor intent.

GIFT PAYEE

All gifts, whether restricted or unrestricted, should be payable to the Pasadena City College Foundation.

GIFT ACCEPTANCE

When a gift is accepted, the Foundation assumes both a legal and an ethical obligation to conform to the wishes of the donor. Donors therefore should, be encouraged to indicate precisely in writing those restrictions and/or wishes, if any, to be placed on the use of the funds provided.

Except as provided below, the Foundation Executive Director, or his/her designee, has authority to accept gifts or related funds and instruments designated by the donor for purposes or uses congruent with the mission and needs of the college. The valuation and substantiation of charitable gifts is a matter between the donor/taxpayer and the taxing agency. Therefore, the Foundation, as donee will not estimate to the donor the value of non-cash gifts. The Foundation will cooperate fully with the donor in the gift substantiation process required by the taxing agency.

SPECIAL ACCEPTANCE CRITERIA

Gifts to establish new college programs, real property gifts, or donations involving a substantial or unique obligation of the Foundation or the District, shall be submitted to the President of Pasadena City College for approval as to acceptability and conformance with District regulations.

DECLINATION OF GIFTS

Gifts may have to be declined under certain conditions. These include but are not limited to:

- The gift is restricted and would require support from other resources that are unavailable, inadequate, or may be needed for other institutional purposes.
- The gift is restricted and would support a purpose or program peripheral to existing principal purposes of the institution, or create or perpetuate programs or obligations that would dissipate resources or deflect energies from other programs or purposes that are of more critical concern.
- The gift would injure the reputation or standing of the College or generate such controversy as to substantially frustrate and defeat the educational purpose to be served.