

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 5.030**

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**Title: LCTCS POLICY ON ACCEPTANCE OF PRIVATE CONTRIBUTIONS BY COLLEGES**

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Authority: Board Action	Original Adoption: 06/08/2011
	Effective Date: 06/08/2011
	Last Revision: Initial

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This policy provides guidance that ensures that all private contributions to Louisiana’s community and technical colleges are both protected and well-stewarded.

The LCTCS Board of Supervisors agrees with the Louisiana Legislature that private support enhances programs, facilities, and educational opportunities offered by public institutions throughout the state. Therefore, the Board encourages the establishment of foundations in support of LCTCS colleges, the development of fundraising programs, and the cultivation of donor support. However, it is recognized that not all LCTCS institutions have established foundations and therefore, the Board recognizes the unique role of the LCTCS Foundation in serving the needs of those colleges and their donors.

**Provisions**

This policy provides for the needs of both colleges and donors by requiring the following:

- Except for donations of real estate and non-cash donations in support of programs as outlined below, colleges are required to accept all private contributions through a 501(c) (3) affiliated foundation that is organized to support the college and recognized by the Board of Supervisors through an approved cooperative endeavor agreement.
- If the college does not have an affiliated foundation, the contribution must be accepted for the college and managed by the LCTCS Foundation.

No private contribution of cash or real estate shall be directly accepted (i.e. not through a 501(c) (3) affiliated foundation) by a college without the prior approval of the LCTCS Board of Supervisors.

**Types of Contributions**

- Cash and Other Liquid Assets: All cash and all liquid asset contributions shall be contributed to the college affiliated foundation or the LCTCS Foundation to benefit the designated college.

- Equipment and other non-cash donations specifically for programs: Contributions of program equipment and supplies shall be donated directly to the college so that compliance with state inventory rules and regulations can be ensured. The college will need to have in place a procedure for recognizing the gift to enable the donors to receive a tax benefit for their contribution.
- Personal/Real Property/Non-program related: These types of contributions, meant to enrich the College, should be donated to the Foundation since they are intended to be immediately sold or put on display.
- Real Estate: All donations of real estate must be approved in advance by the Board of Supervisors. If approved, the Board will determine at that time the best entity to accept the donation, whether the Foundation or the College.