

Cash/Check Donation Form

Thank you for supporting Sacramento City College. Your generous contribution will help us enhance educational opportunities and resources for our students. Please complete the form below to submit your cash/check donation.

Donor Information Name: _____

Address: _____ Phone Number: _____

City, State, ZIP Code: _____ Email Address: _____

Donation Details Amount of Donation: \$ _____

Purpose of Donation:

☐ Sacramento City College Fund

☐ SCC Athletics General

☐ SCC Panther Cares

☐ SCC Dream Center

☐ SCC Panther Scholarships

☐ SCC Promise to Career Scholarships

☐ SCC Student Emergency Fund

☐ SCC City Scholars

☐ Other/Specific Sport: _____

Acknowledgment Preference ☐ I would like my donation to remain anonymous.

Payment Method ☐ Cash ☐ Check (Make checks payable to **Los Rios Colleges Foundation**)

Donor Confirmation

I hereby confirm that this donation is made voluntarily and without expectation of goods or services in return.

Signature: _____ Date: _____

OR ☐ Reference attached donor documentation: _____

Thank You!

Your support is greatly appreciated. For questions or additional assistance, please contact Jessica Falor-Ward, Regional Director of Philanthropy at (916) 558-2198 or fallor-j@losrios.edu.

Office Use Only

Received By: _____

Delivered to LRCF: _____

Date Received: _____

Date Received at LRCF: _____

SCC Fund ID: _____

Sacramento City College Process for Receiving a Donation

Wherever a gift is received (check or cash), please deliver it immediately to the Sacramento City College (SCC) Business Office (BSO).

Always bring the following:

- The donation (check or cash).
- Donor documentation confirming intent of the gift and that no goods or services* were exchanged.
- Donation Form (can double as donor documentation if completed by donor)

Acceptable donor documentation includes**:

- A completed Donation Form signed by the donor (preferred).
- A signed letter from the donor confirming their intentions for their gift and contact information.
- An email confirmation from the donor confirming their intentions for their gift and contact information.
- A notation in the memo line of the check.

**Goods or services are any tangible or intangible benefit provided to the donor in return — such as event tickets, meals, promotional items, or advertising acknowledgment beyond name recognition.*

***A Foundation representative will follow up directly with the donor to confirm intent if the purpose is not clear.*

Reminder: Collect all donor contact information if possible, including full name, mailing address, phone number, and email.

Note: It is always a good idea to notify Jessica Falor Ward, SCC Regional Director of Philanthropy, when a gift is received.

Jessica Falor-Ward
Regional Director of Philanthropy, Sacramento City College
Falor-j@losrios.edu
(916) 558-2198
RHN 278

Business Services Office (BSO) Responsibilities

The SCC BSO will:

- Mark the gift “Received” on the Donation Form for internal tracking.
- Securely store the gift in a lockbox or designated folder until it is picked up by the Foundation.
- If a check of \$500 or more is received, the BSO will kindly notify Jessica Falor-Ward and Kara Smith at Foundation for an expedited pickup.

Special Procedures for Cash Donations

- Mark the gift “Received By” and “Date Received” for internal tracking.
- The BSO will email Jessica Falor-Ward and Kara Smith notifying them of a cash donation with supporting documentation, requesting a fund designation and budget string.
- Kara Smith will confirm the fund designation and budget string.
- A deposit receipt will be prepared and kept with the donor documentation.
- Securely store the gift documentation in a lockbox or designated folder until it is picked up by the Foundation.
- These materials (receipt and documentation) will be picked up by the Foundation.

Foundation Responsibilities

The Foundation will:

- Pick up donations from the SCC Business Office (BSO) on a weekly basis, unless notified of a more urgent gift.
- Be responsible for processing, depositing, accounting for, and properly acknowledging all gifts.
- On Donation Form, determine and fill out the “SCC Fund ID”, Delivered to LRCF” and “Date Received at LRCF”
- Communicate with the Dean of the division and Lead Budget Analyst supported by the gift.
- Confirm donor intent and arrange for the best use of funds.

Contacts

Jessica Falor-Ward

Regional Director of
Philanthropy

Falor-j@losrios.edu

(916) 558-2198

RHN 278

Kara Smith

LRCF Administrative
Assistant III

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(916) 568-5044

Lauren Zigler

SCC-Campus Based
Purchasing

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