

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 falor-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

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Philanthropy
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RHN 278

Kara Smith

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Lauren Zigler

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