

## 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](mailto:Falor-j@losrios.edu)  
(916) 558-2198  
RHN 278

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.

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**Donor Information** Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

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**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: \_\_\_\_\_

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

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

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**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](mailto:falor-j@losrios.edu).

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**Office Use Only**

Received By: \_\_\_\_\_

Delivered to LRCF: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Received at LRCF: \_\_\_\_\_

SCC Fund ID: \_\_\_\_\_

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