

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

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: _____