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# EMPLOYEE DONOR AGREEMENT

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## When an employee is making a donation to his/her own department

I, \_\_\_\_\_, wish to donate  
(Full name, title, school/college/unit/department)

\$ \_\_\_\_\_ to the \_\_\_\_\_, to support its program.  
(school/unit/department)

It is my intention that the funds will be used to support:

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### I understand that:

*These funds must be used to support activities that are consistent with the College's mission and must be expended in a manner that is consistent with applicable laws and regulations. By no means can the work or activity that is supported by these funds be commingled with personal and professional activities of a commercial nature that are external to my College appointment.*

*The account in which these funds are deposited will be under the control of the Dean, department chair, vice president or some other official who is not under my supervision and she/he will have responsibility for the disposition of the funds.*

*If scholarships/fellowships are to be awarded from these funds, the recipients of the awards will be selected by the College's Financial Aid office or designee and cannot be awarded to me or to members of my family.*

*The gift funds cannot be directed to students or to other employees who are involved in my personal activities or my professional activities of a commercial nature.*

*The College prohibits the use of donated funds (or substituted equivalent amounts from institutional funds) to fund any or all of the employee/donor's salary.*

*I understand that if this gift results in a direct or indirect personal benefit to me or any of my family members, that the gift will not be fully deductible. I have been advised to consult with a personal tax advisor to determine if my donation is a deductible charitable contribution.*

*Separate requirements exist to establish a new restricted or endowment fund; these are established through proper documentation provided in writing from the donor that specifically restricts the purpose of the gift (forms available from the TMCC Foundation).*

*Approval is required from each party listed below in advance of accepting a donation. Donations may be deemed unacceptable because of the donor's restrictions, in which case the donor will be counseled to remove or modify certain restrictions. Gifts will be refused or returned when the purpose 1) is inappropriate or not in the best interest of the College, 2) is clearly a commercial endeavor, or 3) would obligate Truckee Meadows Community*

College to undertake responsibilities, financial or otherwise, which it may not be capable of meeting. All gifts should be addressed and made payable to "TMCC Foundation."

## DONOR/REQUESTER

\_\_\_\_\_  
Donor

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

## APPROVALS

\_\_\_\_\_  
Executive Director, TMCC Foundation

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
President, TMCC

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

### Notes:

1. This policy is not required for or applicable to unrestricted or approved designated gifts to the College, schools, academic program, unit, etc. by employee donors.
2. If you have questions, please contact Paula Lee Hobson in the TMCC Foundation at 775-674-7686 or [phobson@tmcc.edu](mailto:phobson@tmcc.edu).
3. A copy of this completed and signed form must accompany the gift and be sent to the TMCC Foundation, 7000 Dandini Boulevard, Red Mountain Building, room 200, Reno, Nevada, 89512.