

## **Minnesota West Foundation Guidelines for Accepting Donations for Minnesota West Community & Technical College**

Donations (which includes vehicles, equipment and supplies) are an important resource to Minnesota West Community and Technical College. The purpose of our donation guideline form is not to restrict donations but to assure that they are appropriate and are done in compliance with the college's mission and adherence to each program's outcomes and objectives. Financial resources such as donations can provide significant training experiences for Minnesota West students enrolled in programs.

**All donations must be processed through the Minnesota West Foundation. Appropriate forms and approvals must be completed before the donation is accepted.**

### **Guidelines for *Vehicle* Donations:**

The Foundation will accept vehicles in "running condition" for a donation. These vehicles must be evaluated to determine a value to the college's foundation. In the case of a vehicle that is considered a classic and does not run or is not road worthy a detailed evaluation of the donation must be completed to determine that the vehicle has sufficient value to the college as a financial resource and/or will provide a valuable training experience for students enrolled in a particular program. Before accepting vehicles regarded as classics, a detailed evaluation must be completed which includes an estimate of materials and material costs and an estimate of value of the restored vehicle. When vehicles are accepted for training purposes only an estimation of the disposal costs and title transfer costs must accompany "The Donation Description Form". These costs must also be assigned to a responsible cost center.

The Foundation will only accept vehicles for donation when accompanied by the **Certificate of Title** signed by all parties that appear on the title. All questions about the legal transfer of ownership should be referred to the Minnesota State Office of Motor Vehicles. Vehicle titles that list a lien holder must also be accompanied by the lien holder card.

Neither the Foundation nor the college may act as an appraisal service. **The value of the donation will be determined by the donor.** The Minnesota West Foundation will provide the donor with a donation document receipt to verify the donation. The receipt will indicate value as stated by the donor along with pertinent donor information, vehicle information, and a brief description of the vehicle's condition.

### **Process for Accepting Donations:**

1. The public or a Minnesota West employee will contact the Minnesota West Foundation office with information about a potential donation.
2. The Minnesota West Foundation office provides a Donation Description Form to the person or employee inquiring about making a donation.
3. The Donation Description form is completed and the appropriate signature is obtained.
4. The Donation Description Form is returned to the Minnesota West Foundation.
5. The donation is accepted /rejected.
6. The Foundation Director completes and signs the Acknowledgement of Receipt Form. Then, a copy of the Acknowledge of Receipt Form and the Donation Description Form are provided to the donor.

**Minnesota West Foundation  
General Donation Description Form**

Campus \_\_\_\_\_ Department \_\_\_\_\_

**Briefly describe the donation:**

Value assigned to this donation by the donor for foundation purposes. \$ \_\_\_\_\_  
The above assigned value is for foundation purposes only and should not be interpreted as a value assigned for tax purposes.

**Describe how this donation will be used:**

**Donor information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Business Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_

**Administrator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Safety Officer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Minnesota West Foundation**  
**Vehicle Donation Description Form**  
(This form must be completed for donation of vehicles.)

Make: \_\_\_\_\_

Year: \_\_\_\_\_

License Plate # \_\_\_\_\_

VIN # \_\_\_\_\_

Body Condition (Describe)

Interior Condition (Describe)

Does the Vehicle run/drive? Describe in detail its mechanical condition.

Do you have the Certificate of Title? \_\_\_\_\_ Yes/No

Have the appropriate signatures been obtained? \_\_\_\_\_ Yes/No

Is the Foundation Office to transfer Title? \_\_\_\_\_ Yes/No

**If staff/faculty member transferred the Title, please provide the following information:**

Title Transaction Fees: \$ \_\_\_\_\_

Vehicle Disposal Fees: \$ \_\_\_\_\_

Responsible Cost Center: \_\_\_\_\_

What is the intended long-term purpose of this vehicle?

\_\_\_\_ To be scrapped    \_\_\_\_ To be sold    \_\_\_\_ Maintain on Campus for continued training purposes

**Dean/CEO Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Minnesota West Foundation  
ACKNOWLEDGEMENT OF RECEIPT FORM**

**Minnesota West Foundation  
EIN #36-3266500**

The Minnesota West Foundation, in support of Minnesota West Community and Technical College, acknowledges receipt of the donation described on the Donation Description Form.

This donation will be used for student training purposes at Minnesota West Community and Technical College for \_\_\_\_\_.  
**(Program/Department - Campus)**

**Date donated item was received:** \_\_\_\_\_

**Donor information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Business Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_

Value assigned to this donation by the donor for foundation purposes. \$ \_\_\_\_\_

\_\_\_\_\_  
**Foundation Representative**

\_\_\_\_\_  
**Date**

*Thank you for your support in the education of students at Minnesota West Community & Technical College, \_\_\_\_\_ Campus.*