

Florida Community College at Jacksonville Foundation, Inc
Donation Form for Non-Cash Gifts Agreement

Part I – General Information – to be completed by Donor

A. Description of Property: _____

B. Schedule and Form of Contribution: The Donor agrees to contribute above property:
1. for use by the College in _____ (state the intended academic program)
2. for sale by the College, with proceeds applied to _____.

Scholarship (identify) _____
Program support (identify) _____
Other _____

C. Value of Property: (Attach documentation of value and independent appraisal if valued over \$5,000)
\$ _____

D. Recognition: (Please check one)
 The Donor agrees to public recognition of this gift.
 The Donor wishes to remain anonymous with no public recognition.

E. College Discretion:
In the event of a change in circumstances, causing the need for the property/funds from the State for its intended beneficiary to be greatly reduced or eliminated, the Foundation shall dispose of the property and redirect the funds in the best interest of the College and as close to the Donor(s) original intent as possible.

F. Donor or Contact Person: (please print):
Name _____
Company _____
Address _____
City / State / Zip _____
Telephone _____

Signed _____
(Donor Name) (Date)

Signed _____
(FCCJ Foundation, Inc.) (Date)

Part II – Gift Donation – to be completed by Campus personnel who will benefit from the gift.

Please complete Part A or B and return to the Foundation Office no later than _____ p.m. on
____/____/____.

A. Confirmation of value to College with funds to maintain

I have reviewed the gift donation proposed on the reverse side of this page and confirm that:

() a need exists for his equipment in the _____ program at _____ Campus.

The equipment /gift will be used as follows:

Or

Funds from the sale of this gift will be used as follows:

Complete if the gift will be used rather than sold:

I confirm that there is sufficient funding in current operating budgets to cover anticipated maintenance and operating costs associated with the equipment:

() Yes

() No

If no, the projected shortfall is \$ _____ per year.

Proposed funding source: _____ Budget number: _____.

B. Confirmation of no value to the College.

() Thank you, but no need currently exists.

Program Administrator

Date

Campus President / College Vice President

Date

Part III – Tentative Assignment (To be completed by Foundation)

A1. Restricted gift for:

Program and Campus	Responsible Person
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A2. Assignment by E.V.P. (required only if more than one campus indicates need for the gift.)

Campus	Location
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B. No need indicated

Date of action _____

Part IV – Site Inspection (If required, by Director of Physical Plant and Program Personnel)

A. One time expenses

Moving Costs \$ _____
 Installation Costs \$ _____
 Total \$ _____

B. Annual Expenses

Operating costs \$ _____
 Maintenance Costs \$ _____
 Total \$ _____

Part V – College Action (To be completed by Foundation Executive Director or Vice President of Administration Services)

I am requesting that the item(s) described in this Gift Donation Form be (given/loaned) to the (College/Foundation). The gift is to be located at:

_____ and to be used for _____

- () Since the gift is being given to Florida Community College at Jacksonville Foundation for use by the College, the College will be responsible for all maintenance and will ensure that the item/s is/are properly inventoried.
- () Since the gift is being given to Florida Community College at Jacksonville Foundation, the Foundation will be responsible for all maintenance and will ensure that the item(s) is/are properly inventoried.
- () Since the gift is being loaned to Florida Community College at Jacksonville, the College will be responsible for all maintenance until the College’s interest in said gift is terminated or the offer of the loan expires.
- () Since the gift is being loaned to the Florida Community College Foundation, the Foundation will be responsible for all maintenance until the Foundation interest in said gift is terminated or the offer of the loan expires.
- () No need for the proposed donation exists within the College or the Foundation; the Foundation will Notify the donor of their decision.

Vice President for Administrative Services

Foundation Executive Director

____/____/____
Date