

Bergen Community College
Board of Trustees
Section FND

Policy # FND: 001-001: 2018

Effective Date:

Responsible Official:
Director of the Foundation

Recognizing Contributions on Behalf of Bergen Community College

Reason for Policy:

To authorize the Bergen Community College Foundation to accept gifts on the College's behalf.

Entities Affected by this Policy:

Board of Trustees
Foundation
Donors

Policy Statement:

The Bergen Community College Board of Trustees authorizes the Bergen Community College Foundation to acknowledge gifts received from individuals, associations, foundations and corporations on behalf of the College, and to develop appropriate procedures for recognizing donations.

Recognition of donors may include, but not be limited to: publicity items such as newsletters, annual reports, media releases and social media; plaques; named buildings, wings, programs, services, endowments or capital equipment; building or room furnishings such as theater seats, library stacks or laboratory benches; and any other proposed avenue for appropriate recognition.

On occasion, the Board of Directors of the Foundation may propose additional means of recognizing and acknowledging contributions to the College. Such proposals must be approved by the College Board of Trustees prior to implementation.

Procedures:

The Bergen Community College Board of Trustees authorizes Bergen Community College Foundation to acknowledge gifts received from individuals, associations, foundations and corporations on behalf of the College.

The recognition of both cumulative and single gifts will be provided in a variety of forms:

1. **Publicity:** Biannually, a report recognizing annual and cumulative gifts by donors will be published by the Foundation. Additionally, the Foundation will acknowledge gifts through public-facing vehicles such as newsletters, media releases and social media posts.
2. **Commemorative Plaques:** From time to time commemorative plaques recognizing various gifts and donors will be permanently and prominently displayed in appropriate areas of the institution.
3. **Naming of Structures:** Contributions of not less than \$500,000 may be recognized by naming a building, wing, or specialized facility for the donor or his/her designee. Public unveiling of the named structure will occur after fifty percent (50%) of the gift has been received by the Foundation on behalf of the College and a pledge with scheduled installments to complete the gift has been agreed to by the Foundation and the donor. Alternative arrangements may be approved on an individual basis by the Board of Trustees.
4. **Naming of Program or Services:** Contributions underwriting College programs or services at amounts mutually agreed upon by the donor, Foundation Board of Directors and Board of Trustees, may be named for the donor or his/her designee. Public naming of the program or service will occur after fifty percent (50%) of the gift has been received by the Foundation on behalf of the College and a pledge with scheduled installments to complete the gift has been agreed to by the Foundation and the donor.
5. **Named Endowments:** Contributions underwriting professorships, academic disciplines, laboratory equipment, library and learning material, etc., at amounts mutually agreed upon by the donor, Foundation Board of Directors and the Board of Trustees, may be named for the donor or his/her designee. Public naming of the endowment will occur after fifty percent (50%) of the gift has been received by the Foundation on behalf of the College and a pledge with scheduled installments to complete the gift has been agreed to by the Foundation and the donor. Alternative arrangements may be approved on an individual basis by the Board of Trustees.
6. **Named Building or Room Furnishings:** Theater seats, library stacks, laboratory benches or other pertinent building or room furnishings, may be named for donors according to giving levels established in special, targeted campaigns designed for this purpose.

On occasion, the Board of Directors of the Foundation may propose additional means of recognizing and acknowledging contributions to the College. Such proposals must be approved by the College Board of Trustees prior to implementation.

Related Documents/Policies:

GB: Gift Acceptance Policy

Policy History: (adopted/amended)

Section: G: GA

Adopted: 4/1/92

Resolution: FNDD 1

Updated: 11/3/17