



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: GIFTS TO THE COLLEGE, ITS EMPLOYEES OR TRUSTEES	Number: 3.07	Page: 1 of 2
See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Legal Authority: Florida Statutes 112.313, 1001.63, 1004.085	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 3/17/99, 10/22/02, 10/25/05, 6/17/08	

Gifts for the College or a Program of the College

All gifts or donations, intended for use by the college or one of its programs, must be approved by the President or the President’s designee prior to acceptance on behalf of the college. Gifts valued at the college’s inventory threshold or above shall be included in the college inventory and must be accepted by the District Board of Trustees. Forms for acceptance of donations are available through the Property Manager or in the Business Office.

Exception to this shall be the gift of library materials or books, which may be accepted by the administrative heads of the Learning Resources Center or the Appleton Museum of Art.

The college reserves the right to refuse donated funds for student scholarships and/or loans when the donor requirement would:

- (a) Create cumbersome or complicated procedures beyond the state accounting requirements to receive, dispense or report the use of these funds.
- (b) Require the college to dispense such funds in violation of the Civil Rights Act of 1964.
- (c) Contain other restrictions considered unreasonable by the District Board of Trustees.

Gifts to Employees as a Result of Advertising Promotion or Purchase on Behalf of the College

- (a) Employees or trustees may not directly or indirectly accept a gift, service, compensation, including rebate, special privilege or other personal benefit of value because of purchase, lease, endorsement or promise to purchase any goods or services in the name of the college.



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- (b) Items of value shall be defined as any goods or services valued at \$100.00 or more. The receipt of such gifts should be reported to the Chief Fiscal Officer who, with the college President, shall determine their final dispensation.
- (c) Excluded from this reporting requirement shall be those instructors who receive free desk copies of textbooks, and those employees who win door prizes or sweepstakes while representing the college.

Textbooks, Course Materials and Learning Technologies

- (a) No employee of the college may demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook for coursework or instruction.
- (b) An employee may receive:
 - a. Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for resale.
 - b. Royalties or other compensation from sales of textbooks that include the instructor's own writing or work.
 - c. Honoraria for academic peer review of course materials.
 - d. Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks pursuant to guidelines adopted by the State Board of Education or the Board of Governors.
 - e. Training in the use of course materials and learning technologies.