

Foundation In-Kind Donation Process for Donors

Acceptable in-kind donations are charitable gifts of goods or services that serve the purposes of and support the Seattle Colleges.

The Seattle Colleges Foundation In-Kind Donation Form is to be used to propose an in-kind donation to the Seattle Colleges. To begin this process, the donor must complete and submit the In-Kind Donation Form through an electronic signature program called DocuSign. All information submitted will remain confidential unless otherwise indicated. Please refer to the step-by-step process below as a guide.

In order for the Seattle Colleges Foundation to accept an in-kind gift, the gift must be approved by the division dean/director, the college president, the campus business office, the vice chancellor, and a board trustee member (if gift is valued at 250K and higher). This approval process begins once the donor submits the In-Kind Donation Form.

The agreement of acceptance of the donation is not valid until the form is completed with all required signatures. The donor must also receive an email of next-step instructions from the Seattle Colleges Foundation.

Step-by-Step Process

1. Access the In-Kind Donation Form online through DocuSign using links below.
 - Seattle Central College: <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=7edc7ee6-240d-4410-95d9-3a5729c34e44>
 - North Seattle College: <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=e8507948-7f1a-4dce-9677-1a04a565a8ad>
 - South Seattle College: <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=aad7b2ad-68f7-4f05-8d83-823729c52c62>
2. Complete all designated areas assigned on the electronic form and submit. Once you have submitted your form, the form will be routed to collect all required signatures.
3. Once the form has been approved through the collection of all required signatures, the donor will receive an email from the Seattle Colleges Foundation with next-steps in completing the donation.

Notes:

- *Before delivering the in-kind donation to a college, please ensure the donor has received communication of next steps from the Seattle Colleges Foundation.*
- *When inquiring whether an item is acceptable as an in-kind gift, please contact a campus program manager before submitting a form.*

For additional support, please contact a campus program manager:

Seattle Central College

Robin Armstrong, (2BE4180), robin.armstrong@seattlecolleges.edu, 206.934.5491

North Seattle College

Brian Rucci, (CC2355D), brian.rucci@seattlecolleges.edu, 206.934.4718

South Seattle College

Christine Consolacion, (RSB-01E), christine.consolac1@seattlecolleges.edu, 206.934.6616

Seattle Colleges Foundation is a 501(c)3 nonprofit with EIN: 83-0551671.

Donations are tax-deductible to the extent allowed by law; please consult your tax advisor for additional information.

Foundation In-Kind Donation Process for College Administration

Acceptable in-kind donations are charitable gifts of goods or services that serve the purposes of and support the Seattle Colleges.

The Seattle Colleges Foundation In-Kind Donation Form is to be used to propose an in-kind donation to the Seattle Colleges. To begin this process, the donor must complete and submit the In-Kind Donation Form through an electronic signature program called DocuSign. DocuSign is an online system that provides electronic signature services. This program provides information security and efficiency to the check request process. For additional support, contact your designated campus program manager.

Step-by-Step Process

1. The donor will access the campus-specific In-Kind Donation Form of choice through the DocuSign.
 - Seattle Central College: <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=7edc7ee6-240d-4410-95d9-3a5729c34e44>
 - North Seattle College: <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=e8507948-7f1a-4dce-9677-1a04a565a8ad>
 - South Seattle College: <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=aad7b2ad-68f7-4f05-8d83-823729c52c62>
2. Once the program manager has approved the form as accurately completed by the donor, the program manager will then route the form to the emails of required signers in the order below.
 1. Dean or Director
 2. College President
 3. College Business Office
 4. Vice Chancellor
 5. Chancellor (if gift is valued at 250K or higher)
 6. Board Trustee Chair (if gift is valued at 250K or higher)

Note: the agreement of acceptance of the donation is not valid until the form is completed with all required signatures.

3. Once the form has all required signatures, the donor will receive a confirmation email from their campus program manager about next-steps. **The dean or director affiliated with the donation will receive a copy of the confirmation email and is responsible for coordinating the retrieval of the donation.**

Note: All in-kind donations, regardless of value, must have a completed form with all required signatures.

For additional support, please contact a campus program manager:

Seattle Central College

Robin Armstrong, (2BE4180), robin.armstrong@seattlecolleges.edu, 206.934.5491

North Seattle College

Brian Rucci, (CC2355D), brian.rucci@seattlecolleges.edu, 206.934.4718

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Foundation In-Kind Donation Process for Advancement Team

Acceptable in-kind donations are charitable gifts of goods or services that serve the purposes of and support the Seattle Colleges.

The Seattle Colleges Foundation In-Kind Donation Form is to be used to propose an in-kind donation to the Seattle Colleges. To begin this process, the donor must complete and submit the In-Kind Donation Form through an electronic signature program called DocuSign. DocuSign is an online system that provides electronic signature services. This program provides information security and efficiency to the check request process. For additional support, contact your designated campus program manager.

Step-by-Step Process

In-Kind Contribution Form

1. The donor will obtain the link to the In-Kind Contribution form from the relationship manager or from the Seattle College Foundation website.
2. Links to the form are as follows:
 - Seattle Central College: <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=7edc7ee6-240d-4410-95d9-3a5729c34e44>
 - North Seattle College: <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=e8507948-7f1a-4dce-9677-1a04a565a8ad>
 - South Seattle College: <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=aad7b2ad-68f7-4f05-8d83-823729c52c62>
3. The donor will complete the In-Kind Donation form.
4. The form will then route itself to AdvancementForms@seattlecolleges.edu. The designated program manager will review and approve all required areas are completed properly by donor. If incomplete, the program manager will notify the donor.
5. Once the program manager has approved the form as accurately completed by the donor, the program manager will then route the form to the emails of required signers in the order below.
 1. Dean or Director
 2. College President
 3. College Business Office
 4. Vice Chancellor
 5. Chancellor (if gift is valued at 250K or higher)
 6. Board Trustee Chair (if gift is valued at 250K or higher)

Note: All in-kind donations, regardless of value, must have a completed form with all required signatures.

6. Once the form has all required signatures, the donor will receive a confirmation email from their campus program manager about next-steps. **The dean or director affiliated with the donation will receive a copy of the confirmation email and is responsible for coordinating the retrieval of the donation.**

The program manager will notify the Vice Chancellor of the approval.

7. The database manager will automatically receive an email of the completed copy of the In-Kind Donation form and input data into Raiser's Edge.
8. Database manager will print and provide physical copy of the completed form to the finance manager.

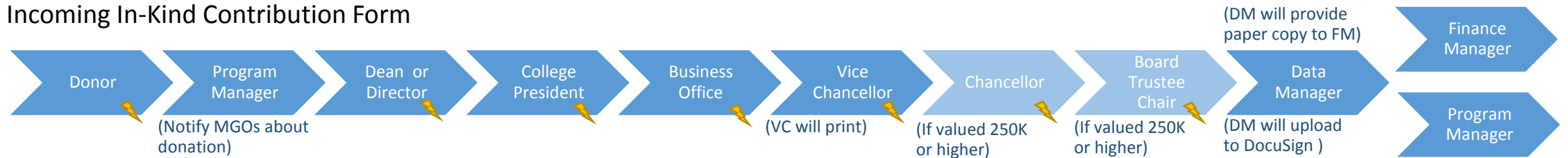
Step-by-Step Process (continued)

Report of Tender Gift

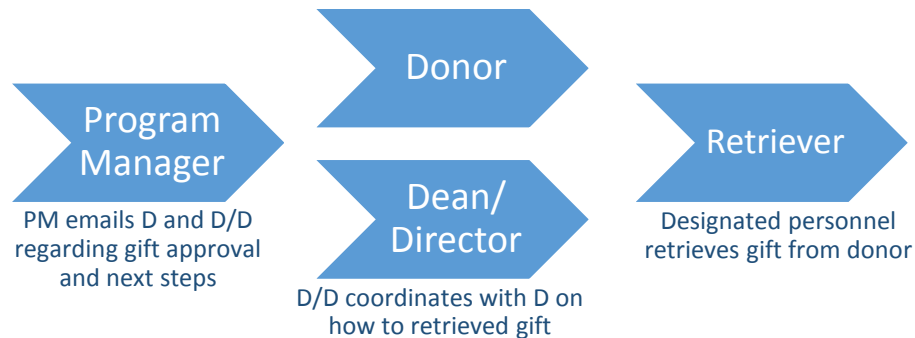
1. _____ will complete the Report of Tender Gift form referring to the approved In-Kind Contribution form.
2. Once appropriate areas are completed, the form will route to the emails of required signers in the order below.
 1. Dean or Director
 2. College Business Office
 3. College Business Office
 4. Board Trustee Chair (if gift is valued at 250K or higher)
3. The approved form must be copied and filed by the Seattle Colleges Foundation.
4. The original form will be attached to the corresponding In-Kind Contribution form and sent to the District Business Office.

In-Kind Contribution Form Routing and Process

Incoming In-Kind Contribution Form



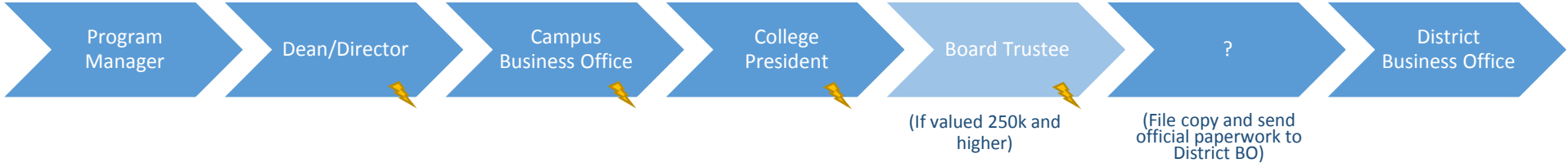
Retrieving In-Kind Donation



 Signers

Report of Tender Gift Routing and Process

Report of Tender Gift (process with In-Kind Contribution Form)



 Signers