

Refer to Section {D}  
{College Relations & Development}Unit  
**Procedure for {D2 – Stewardship of Gifts}**

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1. The College Relations and Development Office will acknowledge every gift to Midway College in a timely and personalized manner.
  - a. Each donor will receive two separate acknowledgement letters for each contribution. One letter will be signed by the VP for CRD, and the second letter will be signed by the President.
  - b. Each donor will receive a personal phone call acknowledging his or her gift.
2. The College Relations and Development office will maintain all documents and agreements describing donor(s) intent or restrictions on funds.
3. All proper documentation regarding donor(s) intent and/or restrictions shall be made available to appropriate Midway College units.
  - a. Agreement between donor(s) and Midway College outlining intended uses of restricted funds will be made available to units of the college responsible for using said funds.
  - b. Gifts, agreements, or documents sent to a Midway College representative or department other than CRD from the donor(s) shall immediately be shared with the office of College Relations and Development for processing and stewardship.
  - c. Gifts received shall be processed per the procedures outlined in the Midway College Policy of Gift Acceptance.
4. The College Relations and Development office will maintain complete records as to the uses of all funds for which a specific agreement exists between donor(s) and Midway College outlining restricted intent for said funds.
  - a. All documentation regarding the expenditures of restricted funds shall be made available in a timely manner to the College Relations and Development Office.
  - b. All documentation regarding the recipients or beneficiaries of restricted funds (i.e. students who receive scholarships) shall be made available to the Office of College Relations and Development in a timely manner for stewardship purposes.
5. Stewardship reports, as stipulated by the donor (s) and/or as decided upon by the Office of College Relations and Development, will be managed by the Office of College Relations and Development. Such reports will be submitted to the donor(s) in a timely manner and/or within specific guidelines established by the donor(s).
6. Midway College will maintain strict confidentiality standards with all donor gifts and giving history.
7. The Office of College Relations and Development will be responsible for an ongoing relationship with the donor(s). Departments that interact with the donor(s) should work with CRD to effectively coordinate communication.