

## Procedure 10.0801

### Boat Donations Procedure

All inquiries regarding boat donations should be directed to the lead instructor of the Boat Manufacture and Service (BMS) program area. The BMS lead instructor will conduct an initial review to determine if the boat fits within the college's needs and capacity.

The BMS lead instructor will make a recommendation to the Dean of Business & Public Services and the Vice President of Academic Affairs. The President will make the final determination whether to accept the donation or not.

If the donation is acceptable, the donor must complete a [donation form](#) that outlines the specifics of the donation, including any stipulations for the donation. The donor is responsible for transporting the boat to a specified location on the BCCC campus. The college will not assume responsibility for the cost or logistics of transport.

Upon delivery of the boat, the donor must transfer the title and complete a [bill of sale](#) to the college. This will be coordinated with the lead instructor of the BMS program.

Donated boats awaiting sale or program use will be stored near Building 16. It is essential that the college limits the number of boats in storage to maintain space and manage resources effectively. No more than two boats will be accepted as donations at the same time. Additional donations will not be considered until at least one of the previously donated boats has been sold.

Once the donation is received, the Office of Institutional Advancement will provide a gift acknowledgment letter.

### References

**Legal References:** *Enter legal references here*

**Cross References:** *Enter cross references here*

### History

**Leadership Council Review/Approval Dates:** *11/8/2024*

**Senior Staff Review/Approval Dates:** *10/16/2024*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*