



California Community Colleges Classified Senate

November 1, 2016

4CS is a non-profit organization, formed by the California Community College's classified staff to serve as the statewide classified senate. Classified staff members are those who support our students outside of the classroom in every way possible. 4CS supports the leadership roles of classified staff in the governance of the California Community College System through the development and support of local senates, advocating increased involvement at the state level, and promoting leadership skills and education among classified staff. The 4CS board is made up of elected classified staff throughout the state and is completely done on a volunteer basis.

4CS will host our 25th Annual Classified Leadership Institute at Granlibakken Conference Center in Tahoe City, California, June 15-17, 2017. The Institute will be attended by classified staff members throughout the California community college system. This year's theme is "Silver Lining of Institutional Effectiveness". The conference provides a number of keynote speakers and excellent workshops valuing leadership while educating our classified staff members to empower our students and move towards graduating and/or transferring to a four year university.

During the length of the conference, we hold a silent auction fundraiser to help us raise funds to provide the necessary resources needed to make sure our classified staff members and students successful. We are asking for your support by contributing an in-kind gift for the silent auction. Your donations are not only tax deductible, but a reminder of how you contributed to such a worthy cause. Please mail your donation with the enclosed in-kind form to:

Cari Pyley, 4CS Office Manager
Butte Community College
3536 Butte Campus Drive
Oroville, CA 95965

We hope to see your organization represented at the event. Thank you for your support of classified staff and the students of the California Community College System.

Sincerely,

Trisha Albertsen, Chair
2017 Classified Leadership Institute
California Community Colleges Classified Senate

California Community Colleges Classified Senate
75 Declaration Drive Suite 1, Chico, CA 95973



4CS Gifts-in-Kind Donations Receipt

Donor's Name: _____

Contact Person (if company/org.): _____

Mailing (Street) Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Telephone: _____

This "Gifts-in-Kind" form is only for non-monetary donations of goods, services and similar items. Supporting Members, Corporate Sponsors and Individual Sponsors, need to accompany their donations with the appropriate form, download forms at: <http://www.ccccs.org/support/support.html>

Date Gifts-in-Kind donation received: _____

If a corporate gift, is this a company product? _____

Detailed description of "Gifts-in-Kind" as donated:

Donor's estimate value of the gift: _____

Method used to determine value: _____

Donor's restrictions on gift, if any: _____

Donor's authorizing signature for "Gift": _____

In accordance with IRS regulations, it is the responsibility of the donor to establish the fair market value of gifts-in-kind. If the gift(s) is valued at more than \$5,000, the IRS requires a qualified appraisal and IRS form 8283 must be filed by the donor documenting the charitable gift. If the property is sold within two years after the date contributed, 4CS is required to file IRS form 8282, which documents the sale price with the IRS and the donor. These regulations do not relate to gifts of publicly traded securities. Gifts to the California Community Colleges Classified Senate are tax-deductible to the full extent of the law, and our federal Tax ID number is 94-3355418.

Gifts-in-kind are not formally accepted until this receipt is received and approved. Required signatures:

President, 4CS: _____ Date: _____

Treasurer, 4CS: _____ Date: _____