



IIT Roorkee Heritage Foundation (IITRHF)

www.iitrhf.org

Directed Donation Process (effective 1.1.2019)

IITRHF will accept "Directed Donations" for the benefit of IITR, as long as (i) they are within IITRHF objectives, and (ii) a signed proposal is in place between Donor and IITR. Any donations sent by Donor to IITRHF, prior to this proposal, will be considered as general donations to IITRHF, and will not be disbursed to IITR.

Directed Donations can be sent as (a) Individual/ Family Donor, or (b) Group/ Batch Donor. A 3-way signed MOU between IITR, IITRHF, and Donor is required to disburse the funds from IITRHF to IITR.

PROCESS

1. **INDIVIDUAL donor** – An individual or family donating for a specific purpose at IITR
 - 1.1. PROPOSAL: Donor and IITR agree on a proposal, and submit signed copy to IITRHF (admin@iitrhf.org)
 - 1.2. DRAFT MOU: Donor fills the 3-way MOU using template available from IITRHF (admin@iitrhf.org), gets it reviewed and signed
 - 1.3. FUNDING: Once 3-way signed MOU is in place, donor sends funds to IITRHF, direct or through company matching donations
 - 1.4. FEES: The fee charged by Credit Card/ PayPal/ Banks in funds transfer from Donor to IITRHF
 - 1.5. OPERATIONS: 15% of donation amount (minimum \$1,000 and maximum of \$5,000) will be kept by IITRHF as general funds for operating IITRHF existing or future programs. This amount will not be credited towards Donors status as a Lion Donor or Personalized Awards Donor.
 - 1.6. CLOSING DATE: As company matching funds could take up to 3 months to reach IITRHF, the closing date for contribution and fund transfer date will be based on all funds received by IITRHF
 - 1.7. DISBURSEMENT: A net donation amount equal to the original donation less Operations and Fees will be disbursed to IITR for the purpose identified by donor. This amount may be incorporated in MOU, if necessary
 - 1.8. RECEIPT: IITR will provide IITRHF a receipt of funds for recordkeeping

2. **GROUP Donation** – A group donating for a specific or general purpose at IITR (such as Class of 199x)
 - 2.1. GROUP LIAISON: The Group identifies a member to act as Rep for liaison with IITRHF (admin@iitrhf.org)
 - 2.2. DRAFT MOU: The Rep fills the 3-way MOU using template available from IITRHF (admin@iitrhf.org), gets it reviewed and signed
 - 2.3. FUNDS to IITRHF: Once 3-way MOU is in place, group members send funds to IITRHF, direct or through company matching donation
 - 2.4. RECORD TALLY: The Rep will keep a track of group members donating to IITRHF direct or through company matching, and submit a list to IITRHF for tally. IITRHF will not be able to respond to group member's direct queries for batch donations, and will direct them to the Rep.
 - 2.5. FEES: The fee charged by Credit Card/ PayPal/ Banks in funds transfer from Donor to IITRHF
 - 2.6. OPERATIONS: An amount equal to sum of \$1,000 + \$100 x number of group members donating will be kept by IITRHF as general funds for operating IITRHF existing or future programs. This amount will not be credited towards Rep or group member's status as a Lion Donor or Personalized Awards Donor.
 - 2.7. CLOSING DATE: As company matching funds could take up to 3 months to reach IITRHF, the closing date for contribution and fund transfer date will be based on all funds received by IITRHF
 - 2.8. DISBURSEMENT: A net donation amount equal to the original donation less Operations and Fees will be disbursed to IITR for the purpose identified by the Rep. This amount may be incorporated in MOU, if necessary
 - 2.9. RECEIPT: IITR will provide IITRHF a receipt of funds for recordkeeping