

## McKimmon Center for Extension and Continuing Education Donations and Sponsorships

### Our Mission

The McKimmon Center for Extension and Continuing Education serves the university and the public by facilitating the creation, transmission and timely application of knowledge and resources to empower citizens as well as organizations to become more competitive, to achieve better educational performance and to experience a meaningful, productive existence.

### Our Vision

The McKimmon Center for Extension and Continuing Education focuses on the future, increasing the pace of knowledge transfer, overcoming barriers of location and time, utilizing emerging technologies, stimulating collaboration among various disciplines, forging partnerships, and harnessing the university's resources to enrich the lives of citizens of North Carolina and beyond.

Visit <https://mckimmoncenter.ncsu.edu/> for more information about our organization

I wish to make a donation of

in support of:

Classroom Environment

Teaching and Learning Technology

Unrestricted Gift for

Unrestricted Use by the McKimmon Conference and

MCE&CE

Training Center

Other:

*Please describe. Also use this space if you wish to donate to a specific unit within the MCE&CE division*

### Donor's Personal Information *(required)*

Name

Company *(optional)*

Street Address

City

State

Zip Code

Phone

*This donation is a gift in support of NCSU-MCE&CE. I understand that I will not receive anything in exchange for this gift.*

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Signature of Donor

Date

Please make checks payable to **NC State University** and mail your response to:

NC State University  
MCE&CE Business  
Office  
Campus Box 7401  
Raleigh, NC 27695-7401

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***THANK YOU FOR YOUR SUPPORT!***

(The NC State Office of Institutional Advancement will mail you a receipt for tax purposes.)

Jan 2016

**There are several avenues for receiving funds from outside sources:**

**Donation process:** A donor provides a check, written to NC State, accompanied by a signed copy of the Donation Form. The donor may specify use of the funds or it may be an unrestricted gift. The donor cannot ask for anything in return, and we cannot promise or give anything in return to include sponsorship activities. The check and Donation Form should be submitted to the MCE&CE Business Office. Individuals and businesses may serve as donors. The authorizer must have a discretionary account for receipts of discretionary funds.

**Sponsorship process:** A sponsor provides funds in exchange for sponsorship activities. An example would be a business that provides funds for the Summer Institute so that their company name or logo would be printed on training notebooks. To initiate a sponsorship, the project authorizer should ensure that the business is agreeable to sponsoring an event. After verbal agreement is reached, the authorizer would provide the accounting specialist in the MCE&CE Business Office with details regarding the sponsorship and request to be invoiced. The vendor should not complete a Donation Form for a sponsorship. Only businesses may serve as sponsors, not individuals. The authorizer must have an appropriate account for depositing sponsorship checks.

**Questions? Contact the MCE&CE Business Office at [mckimmonaccounting@ncsu.edu](mailto:mckimmonaccounting@ncsu.edu)**