DONATION/GIFT or COLLABORATION PROCESSING FLOW CHART

Referral/Inquiry Received
HIDOE receives Donation/Gift or Collaboration Opportunity Referral/Inquiry

Referral/Inquiry Confirmed
HIDOE provides email confirmation of inquiry receipt & provides Intake Form & FAQs Sheet to potential donor.

Review & Direction
HIDOE reviews submitted Intake Form & determines next steps for processing. An applicable Instruction Sheet is then emailed to potential Donor.

Processing
HIDOE Action Steps (as necessary based on the type of donation-gift):
1. Vetting of donation, gift, or collaboration, as well as donor expectations, in terms of applicable laws and policies.
2. Drafting of Agreement (if needed).
3. Routing for internal approvals and signatures (as needed).
4. Correspondence with donor (as needed).

Donation-Gift Confirmed
HIDOE confirms approval and advises donor of final steps via email. Delivery details for donation-gift confirmed.

Acknowledgement & Receipt
HIDOE mails official Acknowledgement Letter & receipt to donor for donation-gift. Recognition photos may also be sent via email to donor (if available/applicable).