

Title: Child Welfare Manual
Section 8: Administrative
Chapter 6: Donations
Effective Date: April 14, 2006

Chapter 6 Overview

This chapter outlines procedures for the accepting and administering of donations to support the mission and goals of the Children's Division (CD).

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Chapter Memoranda History: (prior to 01-31-07)

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Memoranda History:

6.1 Providing Opportunities For Donations

When provided an opportunity, employees may share with the public the needs of children and families served by the CD. This may be accomplished by posting flyers, setting up booths at malls or other events, using giving trees, and maintaining a wish list to provide to the public when asked about the needs of the children and families with whom we work. Donations should be such that their usage falls within the mission and goals of the Children's Division and can benefit the children and families served by the CD.

When providing an opportunity for individual and/or organization/agency to donate goods and/or services, the employee is responsible for the following:

- Notifying their immediate supervisor of the donation opportunity; and
- Clearly explaining the following to the potential donor.
 - The need for good(s) and/or service(s);
 - The use of the good(s) and/or service(s);
 - The donation is strictly voluntary and the donor is under no obligation to donate; and
 - The good(s) and/or service(s) donated will only benefit the children and families served by the Children's Division and not the employee.

Employees shall not accept or use any good(s) and/or service(s) donated to the CD for their own personal gain or interest. Employees shall ensure that donations are used and distributed as intended by the donor. Employee conduct must comply with the Department of Social Services policy and procedures.

Employees shall not directly seek, request, or ask for donations from an individual and/or organization/agency, which includes provider(s) or individual(s) that CD contracts with for services. **No monetary donations of any kind may be accepted by CD employees, i.e. which includes cash, gift cards and checks.** (Physical items or services should be highly encouraged, in place of monetary donations. Employees are encouraged to refer monetary donors to other family and child serving agencies.) However, when an individual or business/entity, contacts a regional and/or a county office to inquire about a bequest or how to establish a trust on behalf of the Children's Division, the regional and/or local county office shall collect the individual and/or business/entity's contact information. The individual and business/entity's contact information shall be forwarded to Central Office to the attention of the Director, no later than 5 business days from the date of the inquiry.

6.1.1 Donations Defined

Donation has been defined as a physical item, service, usage of physical space, or bequest accepted and designated for the use of CD functions or for the benefit of CD children and families.

6.1.2 Responsibilities of the Employee Accepting the Donation(s):

- When accepting the donation, the accepting employee shall discuss with and obtain from the donor the fair market value of the donation.
- Complete the Donations Acknowledgment Form (CD-140), which provides the donor with an acknowledgement of the donation made to the Children's Division. The written acknowledgment identifies the donor, the donation, and the fair market value of the donation. A copy of the CD-140 is to be submitted with the Donations Form (CD-141). When requested, the Children's Division will respect the donor's request for confidentiality, and shall hold the donation in confidence, i.e. no public acknowledgement to a source other than the Department of Social Services/Children's Division.
- Provide their Circuit Manager/designee with the Donations Form (CD-141) and a copy of the CD-140. The CD-141 contains the following information:
 - Name, address, and phone number of donor;
 - Contact person if donor is not an individual;
 - Form of donation (i.e. physical item or service, etc.); and
 - Any donor restrictions placed on the usage of the donation.
- Consult with your immediate supervisor about questions regarding specific situations relating to donors (e.g. expectation of preferential treatment, endorsements, etc.).

6.1.3 Responsibilities Of The Circuit Manager/Designee:

- Ensure donations are utilized for their intended purpose.
- Maintain the completed Donations Form (CD-141) and Donations Acknowledgment Form (CD-140) for a period of 5 years in a designated file for fiscal auditing purposes. Upon Request, this file shall be made readily available to the Regional Office and Central Office.
- Determine the fair market value of any physical item and ensure proper recording of the item.

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- All donation information shall be located in a designated file in a specific location, which shall be made readily available upon request.
- Report any discrepancies to their immediate supervisor.

6.1.4 Responsibilities Of The Regional Administrator/Designee:

- Ensure regional compliance with the requirements of this policy.
- Periodically confirm the donation and information required by 1.2 of this chapter with the donor
- Report any discrepancies to the appropriate Personnel and Budget & Finance Director.

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6.2 Disposal Of Donations

The Children's Division reserves the right to dispose of a donated item without notification to the donor, if it is the judgment of the Regional Administrator/designee that the item no longer serves its purpose.

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