

**BUTLER COUNTY CHILDREN SERVICES**

POLICY NO.: 14.2	SUBJECT: <b>DONATIONS RECEIVED</b>
EFFECTIVE DATE: 2/22/2005	REVISION DATE: 6/27/06
REVIEW DATE: 5/30/06, 12/07	

**PURPOSE:** To ensure staff understand procedures regarding donations.

**POLICY:**

1. All non-monetary donations received shall be processed through the Family Resource Supervisor. All staff members shall follow the procedures set forth.
2. Monetary donations should not be accepted by a staff member. Staff should instruct the donor to send the donation directly to Butler County Children Services, Attn: Financial Director. The Financial Director will forward the donations to the Victim's United Children's Gift Fund.

**PROCEDURE:**

1. At the time a staff member is contacted regarding a non-monetary donation, information from the donor should be collected on the donor information and inventory form.
2. The donor information form shall be forwarded to Family Connections. The Family Resource Supervisor will make arrangements with a staff member to pick up the donations, or make arrangements with the donor to drop off the donations.
3. At the time the donations are picked up or dropped off, the staff member shall complete the inventory of donated items. Staff shall note the date the donations were received. BCCS is not permitted to estimate the value of the donations.



Approval Date: 12/1/07

Michael A. Fox, Executive Director