

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No.: 01-15  
Subject: Donations

Effective Date: 04/03/17

Revision Date: 04/03/17

**I. Policy Statement**

Donations will be used to further the mission and vision of the Division.

**II. Rationale**

The purpose of this policy is to establish guidelines for the utilization of donations.

**III. Definitions**

“Donations” are offerings or gifts provided by a person, business, or agency for the programs and juveniles in the care, custody or control of the Division.

“In-kind donations” are donations of items, other than money or gift cards in the form of goods and services including but not limited to quilts, books, tickets to a performance, or foods and beverages.

“Administrative Services Managers (ASM)” are Division employees who manage assigned program budgets and ensure fiscal policies are followed.

**IV. Procedures**

**A. Donations**

1. All donations are to be used for juveniles and to further the mission of the Division.
2. All donations must be documented on the Donation Receipt form provided (JJS Policy 01-15A). The program/facility shall keep one copy for their records and shall provide a copy to the person, business, or agency making the donation.
3. All donations made in the form of cash/check shall be reported, in writing, immediately to the program/facility’s assigned ASM.

**B. Documentation**

1. Designated program staff shall collect and maintain the documentation to prepare monthly reports regarding donations received. These monthly reports shall be submitted to the designated volunteer coordinator. Reports shall be timely and contain the total of all donations collected (JJS Policy 01-15B).

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2. All donations made in the form of gift cards shall be documented using the Donation Receipt form. In addition, when gift cards are used, purchase receipts shall be attached to the corresponding Donation Receipt form for the purpose of tracking spending.


**V. Continuous Renewal**

This policy shall be reviewed three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services, and is approved upon the signature of the Director.

  
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Russell K. Van Vleet, Chair  
Board of Juvenile Justice Services

04-03-17  
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Signature Date

  
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Susan V. Burke, Director  
Division of Juvenile Justice Services

04-03-17  
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Signature Date