

Donations

204.1 PURPOSE AND SCOPE

To establish guidelines for handling donations. This policy applies to all employees.

204.2 AUTHORITY AND REFERENCES

- Executive Team

204.3 POLICY

It is the policy of Riverside County Probation Department that holiday programs and the handling of donations be standardized for all divisions.

204.4 PROCEDURES

- (a) All donations shall be approved by the respective Division Director and shall be documented. Distribution of all donations will be determined by each Division Director.
- (b) Thank you letters for donations are to be sent by the Division Director or Probation Administration to all donors as soon after receiving the donation as practicable. Letters shall include mention of the specific item(s) donated, but no monetary value is to be assigned to the donation. Copies of all letters shall be forwarded to Probation Administrative and Business Services, (Fiscal Services Division), to be placed in a master file.
- (c) Any donation item(s) which cannot be used by any of the divisions will be distributed to another non-profit organization.

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