

Chapter: Community Resource Councils
Title: Soliciting, Accepting, and Processing Donations

Effective Date: 10/7/08, T-10
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Replaces: VLS.07.07, 11/01/01

ACA Standard(s): N/A
Statute(s): Gov't Code Chapter 575

(a) **Policy.**

The State's ability to solicit and accept donations of goods, services, and funds is limited by various laws. The purpose of this policy is to guide community relations staff in their efforts to facilitate the acceptance of donations by community resource councils and any donations specifically designated for the local facility/program. Community resource councils should avoid soliciting or accepting any benefit that would be illegal for the TYC employee or facility to accept.

(b) **Procedures.**

(1) **Soliciting Donations.**

- (A) Except as described in (B) below, only the community relations coordinator, the correctional facility chaplain, and members of the community resource council are permitted to solicit donations from the community, its businesses, or its citizens. The manager of volunteer services serves as the community relations coordinator for central office.
- (B) A volunteer may solicit donations, provided the solicitation activity is coordinated in advance with the community relations coordinator.
- (C) All donations solicited from the community, its businesses, and its citizens must be for the direct or indirect benefit of the youth committed to the care and custody of TYC.
- (D) To ensure that solicitations do not interfere with the council's ability to raise funds, the correctional facility chaplain will obtain approval from the community relations coordinator prior to soliciting donations.

(2) **Receiving Donations.**

- (A) The community relations coordinator receives and processes all donations on behalf of the council and any donations specifically designated for the local facility/program. Donations received by other employees will be redirected to the community relations coordinator for proper receipt and processing.
- (B) The community relations coordinator will obtain prior approval for acceptance of religious donations from the correctional facility chaplain.
- (C) For non-religious donations, the coordinator will receive approval from the appropriate manager to accept the donation.
- (D) Before the community relations coordinator accepts a donation valued at \$500 or more, he/she will work with the regional business manager and local facility administrator to obtain approval from the TYC executive director to accept the gift. Refer to GAP.81.70 for specific criteria and requirements.
- (E) For each donation, the community relations coordinator will maintain financial records according to the agency's records retention schedule.
- (F) In the event that a donation cannot be accepted, the community relations coordinator will refer the donor to a more suitable charitable organization.

(3) Processing Donations.

- (A) The community relations coordinator is responsible for processing all donations.
 - (i) Receipts will be verified by at least one other individual, preferably by the treasurer or another council officer.
 - (ii) Cash contributions will be deposited into the council's bank account.
 - (iii) Documentation regarding all financial transactions will be provided to the council treasurer and other officers.
 - (B) The coordinator will provide an official letter of acknowledgement to the donor, stating the value for donations of \$250 or more.
 - (C) Unless the donor indicates the donation is for a specific TYC program, the donation will be accepted by the community resource council on behalf of all of the youth at the facility. For donations intended for a specific TYC program, ACC.37.01, ACC.37.03, and GAP.81.70 will be followed.
 - (D) Unless it would constitute a violation of agency policy or facility standards, the community relations coordinator will distribute donations according to the donor's stated wishes.
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