

Chapter: Community Resource Councils
Title: Staff Requests for Donations

Effective Date: 10/7/08, T-10
Page: 1 of 1
Replaces: VLS.07.11, 11/01/01

ACA Standard(s): N/A

(a) **Policy.**

Employees may request donations from the community resource council that will benefit youth.

(b) **Procedures.**

- (1) An employee will identify youth or program needs for goods or funds that are not supplied by the agency's budget by submitting a Volunteer Services Request for Donation form (VLS-129) to the community relations coordinator.
 - (2) The community relations coordinator will:
 - (A) review the request and recommend action to the community resource council;
 - (B) present the request to the council during a regular business meeting or to the executive committee of the council if the request is urgent;
 - (C) obtain funds from the council's treasurer and arrange for purchases if the council approves the request; and
 - (D) consult with facility administrators and staff as needed to arrange for use of the donation.
-
-