

Chapter: Donations	<b>Effective Date: 2/1/23</b>
<b>Title: Soliciting, Accepting, and Processing Donations</b>	Page: 1 of 2
Statutes: <a href="#">Gov't Code Chapter 575</a> <a href="#">HR Code 203.005</a>	Replaces: VLS.05.07, 10/7/08

(a) **Standard.**

TJJD is authorized by law to solicit and accept donations of goods and funds, but that ability is limited by various laws. The purpose of this procedure is to guide community relations staff in their efforts to solicit and accept donations.

(b) **Applicability.**

- (1) This procedure applies to donations of goods or funds made directly to TJJD.
- (2) This procedure does not apply to funds sent to a specific TJJD youth. See [FIN.45.01](#) for procedures on depositing funds into a youth's Student Trust Fund.
- (3) This procedure does not apply to grants awarded to TJJD. See [GAP.09.53](#) for procedures on requesting and using grant funds.

(c) **Procedures.**

(1) **Donation Requests by TJJD Employees.**

- (A) TJJD employees may identify youth or program needs that may be suitable for a donation request by sending an email to the community relations coordinator. The email must include the purpose of the request and the type of goods or amount of funds requested.
- (B) The community relations coordinator reviews each donation request and sends an approval recommendation to the chief local administrator or designee.
- (C) The chief local administrator or designee approves or disapproves the request for a donation and notifies the community relations coordinator of the decision.

(2) **Soliciting Donations.**

- (A) Only the community relations coordinator is permitted to solicit donations from the community.
- (B) All donations solicited from the community must be for the direct or indirect benefit of youth committed to the care and custody of TJJD. Donated funds may be used only for the purposes described in [GAP.385.9971](#) and [FIN.37.01](#).
- (C) The community relations coordinator ensures that any questions or concerns regarding the legality or appropriateness of a donation are resolved by appropriate staff (e.g., chief local administrator, TJJD ethics officer) prior to solicitation.

(3) **Receiving and Accepting Donations.**

- (A) The community relations coordinator receives and processes all donations made to TJJD. Donations received by TJJD personnel other than the community relations coordinator must be directed to the community relations coordinator for proper receipt and processing.

- (B) The community relations coordinator must obtain approval from the chief local administrator or designee before accepting a donation. However, if the gift has an actual or estimated value of \$500 or more, TJJJ may not formally accept the gift unless the TJJJ board has acknowledged the acceptance. See [GAP.385.8170](#) and [FIN.37.05](#) for more information.
  - (C) Cash donations are sent to the facility business manager or designee for receipting and deposit in accordance with [FIN.37.01](#).
  - (D) For each donation, the appropriate facility business manager maintains financial records according to TJJJ's records retention schedule.
- (4) **Acknowledging and Using Donations.**
- (A) The community relations coordinator sends a letter of acknowledgement to the donor following receipt of an approved donation. If the donation has a known or estimated value of \$500 or more, the acknowledgment letter must state that TJJJ cannot formally accept the gift unless the TJJJ board acknowledges acceptance in an upcoming meeting.

Note: See FIN.37.05 for a list of individuals who may estimate a value of \$500 or more when it is not documented by the donor. The acknowledgment letter should not state a specific value if the value is not documented by the donor.
  - (B) The community relations coordinator distributes and/or uses donations according to the donor's stated wishes unless doing so would be in violation of state law or agency policy. See FIN.37.01 for procedures related to making expenditures from donated funds.
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