



TEXAS  
JUVENILE JUSTICE  
DEPARTMENT

## TRANSMITTAL MEMO

**TO:** TJJJ Staff  
**FROM:** Office of the General Counsel, Policy and Standards Section  
**SUBJECT:** VLS Transmittal  
**DATE:** January 31, 2023

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Please be advised that changes have been made to the Volunteer Services Operations (VLS) Manual. These changes will go into effect on **February 1, 2023**.

### SUMMARY OF CHANGES

#### VLS.05.01 Community Resource Councils

- Specified that the councils are established by local community members.
- Removed a provision stating that the manager of volunteer services will facilitate the establishment of councils in each city where the agency operates.
- Removed references to who will be recruited for membership on community resource councils. Also removed a statement about councils advising facility administrators on matters relating to policy and problems in facility operation.
- Added that TJJJ's relationship with the councils is dependent on councils taking certain actions (rather than TJJJ's procedure *requiring* the councils to take those actions).
- Removed references to the community relations coordinator performing certain functions for the councils (e.g., keeping council documents on file, serving as the registered agent and registered site of the nonprofit corporation).
- Removed references to councils being able to apply for chapter affiliation with the State Volunteer Resource Council for Texas Youth.
- Removed instructions regarding the frequency of the councils' business meetings.
- Removed the requirement for community relations coordinators to facilitate the councils' business meetings and to assist council leaders in carrying out business objectives.
- Added a reference to the councils' duty to file an annual financial report with the Secretary of State in accordance with Section 22.356(c), Business Organizations Code.
- Added a provision stating that the council will send TJJJ updated council rosters when the information changes.
- Removed a provision requiring the community relations coordinator to send copies of council rosters to various parties.
- Added that TJJJ employees may not share any youth information with council members who are not enrolled as TJJJ volunteers.
- Added that TJJJ employees may not serve as members on the councils (with the exception of community relations coordinators, who may serve as ex-officio members).
- Added a section that addresses the contents and frequency of the memorandum of understanding that TJJJ and the councils must complete.

#### VLS.05.03 Recruiting Members - REPEALED

- Some content has been moved to VLS.05.01 (e.g., community relations coordinator may provide tours and other information to prospective council members).

#### **VLS.05.04 Employee Participation in Community Councils - REPEALED**

- Some content has been moved to VLS.05.01 (e.g., community relations coordinator may serve as ex-officio member of council).

#### **VLS.05.05 Fiscal Responsibilities - REPEALED**

- Some content has been moved to VLS.05.01 (e.g., council will maintain true and accurate financial records and a bank account, prepare annual financial reports, and file required information with the IRS).

#### **VLS.09.01 Soliciting, Accepting, and Processing Donations**

##### *GENERAL*

- Narrowed this procedure to refer only to donations made directly to TJJD. Removed references to donations made to community resource councils.
- Removed *services* from the types of donations addressed by this procedure.
- Clarified that this procedure does not address money sent to a specific TJJD youth's trust fund or grants awarded to TJJD.
- The procedure has been moved to a new chapter and renumbered as VLS.09.01 (rather than VLS.05.07).

##### *SOLICITING DONATIONS*

- Added a section describing how staff members may identify youth or program needs that might be suitable for a donation. Also added a process for the chief local administrator or designee to approve requesting the donation.
- Specified that *only the community relations coordinator* (but not the chaplain, volunteers, or members of the community resource council) may solicit donations for TJJD from the community.
- Clarified that donations of funds from the community may be used only for purposes allowed by the Student Benefit fund.
- Added that the community relations coordinator ensures that any questions regarding the legality or appropriateness of a particular donation are resolved by the appropriate staff (e.g., TJJD ethics officer or chief local administrator) prior to solicitation.

##### *RECEIVING AND ACCEPTING DONATIONS*

- Added that the community relations coordinator must obtain approval from the *chief local administrator or designee before accepting any donation* (rather than specifying approval from the chaplain for religious donations or the appropriate manager for non-religious donations).
- Added that TJJD may not formally accept a gift worth \$500 or more without prior board acknowledgment. Removed procedures relating to obtaining executive director approval to accept such gifts.
- Added that the *facility business manager* (rather than the community relations coordinator) maintains financial records for donations.
- Removed a statement directing the community relations coordinator to suggest a more suitable charitable organization if TJJD is not able to accept a donation.

##### *ACKNOWLEDGING AND USING DONATIONS*

- Removed the requirement for the community relations coordinator to state in the acknowledgment letter the value of donations over \$250.
- Added that, if a gift has a known or estimated value of \$500 or more, the acknowledgment letter must state that TJJD cannot formally accept the gift unless the TJJD board acknowledges it in an upcoming meeting. Added that the acknowledgment letter should not state a specific value if the value is not documented by the donor.
- Added a reference to FIN.37.01 for procedures about making expenditures from donated funds.