

Chapter: Community Resource Councils Title: Staff Requests for Donations	Effective Date: 9/17/26 Page: 1 of 1 Replaces: VLS.05.11, 10/7/08
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(a) **Standard.**

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

(b) **Procedures.**

- (1) An employee identifies youth or program needs for goods or funds that are not supplied by TJJD's budget by submitting a [Volunteer Services Request for Donation form, VLS-129](#), to the community relations coordinator.
 - (2) The **community relations coordinator**:
 - (A) reviews the request and recommends action to the community resource council;
 - (B) presents the request to the council during a regular business meeting or to the executive committee of the council if the request is urgent;
 - (C) obtains funds from the council's treasurer and arranges for purchases if the council approves the request; and
 - (D) consults with facility administrators and staff as needed to arrange for use of the donation.
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