

UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES		
Policy: 01-15	Page 1 of 2	
DONATIONS		
<p>RATIONALE: The purpose of this policy is to establish guidelines for donations to the Division of Juvenile Justice and Youth Services (JJYS).</p> <p><i>Related Policies, Applicable Standards, Statutes: JJYS Policy 01-15A Donation Receipt Form</i></p>		
Original Effective: April 3, 2017	Revision: April 4, 2024	Next Review Due: April 5, 2027

I. DESCRIPTION

Donations are used to further the mission and vision of the Division and shall only be sought with prior approval by the assigned Program Director.

II. DEFINITIONS

The following terms are defined for this policy as:

- A. **Cash Donations:** Offerings (cash, check or gift card) provided by a person, business, or agency for a specified purpose, to benefit the programs and minors served by the Division.
- B. **In-kind donations:** Donations of items, gifts or services, other than cash, check or gift cards, in the form of goods and services for a specified purpose, to benefit the programs and minors served by the Division.
- C. **Administrative Services Managers (ASM):** Division employees who manage assigned program budgets and ensure fiscal policies are followed.

III. POLICY

- A. JJYS employees shall not solicit donations.
- B. JJYS may accept donations made in the form of gifts, cash, check, or gift cards.
- C. Donations are to be used for minors and to further the mission of the Division.

IV. PROCEDURE

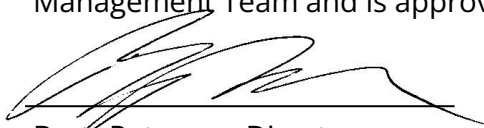
A. Donations

1. Donations shall be documented on the Donation Receipt form provided (JJYS Policy 01-15A). The program/facility shall keep one copy for their records and shall provide a copy to the person, business, or agency making the donation.
2. The Assistant Program Director or their designee is approved to accept donations made in the form of cash, check, or gift cards. This acceptance shall be in writing.
3. Documentation
 1. Designated program staff, (e.g., Volunteer Coordinator) shall collect and maintain the documentation at the time of receipt. The ASM shall review the documentation on a quarterly basis. Reports shall be timely and contain the total of all donations collected.
 2. All donations shall be promptly documented by administrative staff using the Donation Receipt form (01-15A) and recorded on the donation log.
 - a) When donated funds are used or distributed, purchase receipts shall be attached to the corresponding Donation Receipt form (01-15A) and the donation log shall be updated for the purpose of tracking spending.
 - b) All donations received through the JJYS Amazon wish list have an electronic record and are exempt from completing the Donation Receipt form (01-15A).

V. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Division of Juvenile Justice Services Executive Management Team and is approved upon the signature of the director.



Brett Petersen, Director

Division of Juvenile Justice & Youth Services

04/04/2024

Signature Date