UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES	
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DONATIONS	
RATIONALE: Donations are used to further the mission and vision of the Division of Juvenile Justice and Youth Services (JJYS) and shall only be sought with prior approval by the assigned Program Director. *Related Policies, Applicable Standards, Statutes: FIACCT 5-27: Gift cards; JJYS Policy 01-15A Donation Receipt Form*	
Original Effective: **April 3, 2017**	**Revision:** **August 27, 2026**	**Next Review Due:** **August 27, 2029**

I. DESCRIPTION

This policy establishes guidelines for donations to the Division of Juvenile Justice and Youth Services (JJYS).

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 unsolicited donations made in the form of gifts, cash, check, or gift cards.
C. Donations shall be used for minors and to further the mission of JJYS.

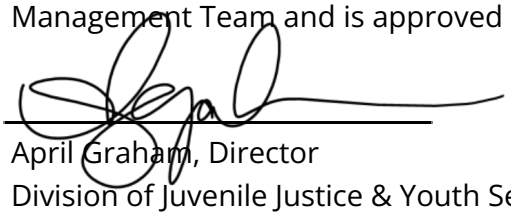
IV. PROCEDURE

A. Donations
   1. Donations shall be documented on the Donation Receipt (form 01-15A). The program or facility shall keep one copy for their records and shall provide a copy to the person, business, or agency making the donation.
   2. Only an Assistant Program Director (APD) may accept donations of cash, check, or gift cards. This acceptance shall be documented on the Donation Receipt (form 01-15A).
   3. Custody and Secure Storage of Gift Cards: Immediately upon accepting a gift card and documenting it on the Donation Receipt (form 01-15A), the APD or designee shall transfer the physical gift card to the program's Administrative Services Manager (ASM) or designated finance team member who shall maintain secure custody of all gift cards and manage their appropriate distribution and use in compliance with division guidelines and FIACCT 5-27.
   4. Documentation
      a) Designated program staff, (e.g., APD or 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.
      b) Donations shall be promptly documented by administrative staff using the Donation Receipt (form 01-15A) and recorded on the donation log.
         1) 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.
         2) 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 years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect a 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.



April Graham, Director
Division of Juvenile Justice & Youth Services

08/27/2026
Signature Date