I. **Policy Statement**

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

II. **Rationale**

The purpose of this policy is to establish guidelines for the utilization of donations.

III. **Definitions**

   A. “Cash Donations” are offerings (cash, check or gift card) provided by a person, business, or agency for a specified purpose, to benefit the programs and juveniles served by the Division.

   B. “In-kind donations” are 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 juveniles served by the Division.

   C. “Administrative Services Managers (ASM)” are Division employees who manage assigned program budgets and ensure fiscal policies are followed.

IV. **Procedures**

   A. Donations

      1. All donations are to be used for juveniles and to further the mission of the Division.

      2. All donations must be documented on the Donation Receipt form provided (JJS 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.

      3. All donations made in the form of cash, check, or gift cards shall be approved in writing by the Administrative Services Director or their designee.

   B. 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 JJS 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 Peterson, Director
Division of Juvenile Justice Services

03/31/2021
Signature Date