



Series: 1400

Outreach

Policy Name In-Kind Gift Collection

Policy Number 1404

Origination Date 11/01/13
revisions

Revision Date: 3/20/2023 no

References:

1. **Policy:** It is the policy of Communities Connected for Kids to provide various simple mechanisms to facilitate the needs of clients, foster parents, parents or employees who may be in receipt of in-kind gifts. Examples of these types of gifts are holiday toys, school supplies and clothing. An acceptable mechanism is the collection drive.
2. **Purpose:** To provide needed assistance to children and families served by the Communities Connected for Kids child-welfare system of care.
3. **Scope:** This operating procedure describes the procedures for collecting and distributing in-kind gifts to employees, providers, and clients of Communities Connected for Kids.

4. Procedures:

Accountability and Tracking

- a. All in-kind gifts will be recorded in the approved data-collection system. This registry will include at minimum:

- 1) Description
- 2) Estimated value
- 3) Date of donation
- 4) Any specified use
- 5) Notice of acknowledgment, gratitude, receipt or tax exemption

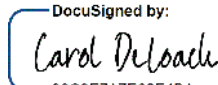
- b. This registry will be maintained by the Community Relations Department.

Inventory Control

- 1) The record will be updated regularly and available for auditing.
- 2) Community Relations will be responsible for maintaining a master log of all gifts.

5. Dissemination: A copy of this plan will be kept in the administrative share drive.

6. Revision: This plan will be updated as needed but at least annually.

Approved: 
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Carol A. Deloach, CEO