



Series: 1400

Policy Name: Gift Cards

Policy Number: 1410

Origination Date: 5/1/2024

Revision Date:

Regulation:

1. **Policy:** It is the policy of Communities Connected for Kids that gift cards received from the community be processed and distributed/used in a manner intended by the donor.
2. **Purpose:** To ensure that all gift cards received from the community are used in the manner they are intended.
3. **Scope:** The policies and procedures described in this plan apply to all CCKids departments.
4. **Procedures:** The following procedures are to be followed by the agency:
 - a. All donated gift cards are the responsibility of the Outreach office, and all donated gift cards must be reported to the community outreach director.
 - b. Outreach staff will record all gift cards as in-kind contributions in the department's system of record.
 - c. Gift card distribution is the responsibility of the receiving department unless other arrangements have been made with the Outreach office.
5. **Dissemination:** A copy of this policy will be posted on the agency's website and intranet for all employees to view.
6. **Revisions:** This plan will be reviewed at least annually and updated as needed.

Approved by:

DocuSigned by:

Carol DeLoach

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Carol DeLoach, CEO

Date May 1, 2024