

## LCCS POLICY 291 Donated Goods

<b>Original Issue Date:</b>	1/13/2016
<b>Revision Dates:</b>	4/27/20
<b>Revision Number:</b>	1
<b>Current Effective Date:</b>	4/27/20
<b>Board Approval Date:</b>	1/13/2016
<b>Obsolete/Combined Date:</b>	
<b>Reason for Obsoleting/Combining:</b>	
<b>See new Policy #:</b>	

<b>Scope:</b>	All agency staff and Board Members
<b>Responsibility:</b>	All LCCS Administrative and Management staff
<b>Purpose:</b>	To establish a consistent policy to regulate, control and manage the inflow of community donations to the agency, and to clarify the parties within the agency who are permitted to, and responsible for, representing the agency when community support is needed.
<b>Legal Cite:</b>	

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### **POLICY STATEMENT**

All donations must be approved and/or accepted by the Director of Communications, Public Information Specialist or Public Information Secretary.

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### **PROCEDURE - including required timeframes and documentation**

The donor should complete a donation slip and submit it to Public Information at the time of the donation. The Public Information Department will thank the donor with an acknowledgement letter.

Acknowledgement letters will not assign a value or specify the items donated. They are simply thank-you letters from the agency.

Donations of new goods associated with the holiday season, the agency's holiday gift drive, agency-sponsored holiday parties or other events will be accepted and the donor will receive an acknowledgement letter from the Public Information Department.

These items are accepted as donations year-round, and will be acknowledged by the Public Information Department:

- Financial contributions to the Donated Funds account
- Gift cards to local retailers
- Tickets to movies, shows or other events

- New clothing
- New toys
- New books
- New school supplies, including backpacks
- New suitcases or duffel bags
- New personal care items in quantity, such as soap, toothpaste, shampoo, lotion, etc.
- New household or laundry cleaning supplies
- New blankets or bedding
- New small household furnishings
- New holiday-themed gifts, such as Easter baskets, Valentine's Day balloons, etc.

Agency staff giving their own gently used goods directly to clients will not receive acknowledgement letters from the Public Information Department, since those items are not being donated directly to the agency. Donations of large household items such as furniture and working appliances will be accepted as long as the donor and recipient can make pickup and delivery arrangements that either do not involve LCCS resources or can be handled by an LCCS-contracted transportation company (information available from Administrative Services or Security). LCCS accepts no responsibility for any such donated item. LCCS will not store items. Public Information will not issue acknowledgement letters for these items. Notes of appreciation from the receiving staff member or client are encouraged.

Individual personal care items provided by a staff member to a client will not be acknowledged by the Public Information Department.

LCCS staff should not attempt to store donated items for future use in their workspaces, on windowsills or in other open areas, where they could become soiled or create a health or safety hazard.

LCCS does not accept donations of used clothing, stuffed animals, bedding, or other soft goods. Donations of gently used toys and books will be evaluated on a case-by-case basis by a representative of the Public Information Department.

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## **CASE PRACTICE GUIDES**

Employees outside the Public Information Department should not solicit donations on behalf of the agency or its clients without clearance by and/or approval of the Public Information Department.

## **RELATED POLICIES and FORMS**

LCCS Policy 290 (Donation Account)  
 Policy 223 (Ethical Standards and Conduct)  
 Policy 680 (Agency Clothing Allocation for Children)  
 Form 2650 (Donation Slip).