



ADMINISTRATIVE OPERATIONS

POLICY NO:

SUBJECT: ACCEPTANCE OF DONATIONS

EFFECTIVE DATE: January 22, 2025

I. STATEMENT OF POLICY

- A. This policy establishes guidelines to authorize the Executive Director of the Commission, or their designee, to accept donations to the Riverside County Children and Families Commission on behalf of the Commission.
- B. Scope: The scope of this policy is specific to donations received only for public use to serve people, children, and families in Riverside County. Donations may include goods, and/or tangible items but do not include monetary contributions.
- C. Out of Scope: Monetary donations are out of scope of this policy. Monetary donations require consideration and approval by the Commission before acceptance.

II. Policy Content and Guidelines:

Conditions: All conditions must be met.

- A. If it is deemed necessary, desirable, and prudent by the Executive Director, or their designee, to accept donations to the Riverside County Children and Families Commission on behalf of the Commission; and
- B. Such donations shall only be used for public purposes to serve children, families, and community members in Riverside County; and
- C. Donor-imposed restrictions on donations must align with the Commission's goals; and
- D. Such donations shall not be used for personal use by the Executive Director, staff, and/or Commissioner of the Riverside County Children and Families Commission.

Approval Authority:

If all conditions are met, the Executive Director of the Commission, or their designee, is authorized to accept donations on behalf of the Commission, where such donations shall be used for a public purpose to serve children, families, and community members in Riverside County.

Additional Responsibilities of Executive Director or their designee:

- A. Staff will track the receipt and distribution of all donations.
- B. The Executive Director, or their designee, will report to the Commission, at regularly scheduled Commission meetings, the receipt of any donation on behalf of the Commission.
- C. If a donation cannot be used as intended, the Executive Director may dispose of it through appropriate means, including return to the donor or by donating to another public-serving entity.
- D. Donors may be acknowledged publicly unless they request anonymity. Recognition shall align with the Commission's standards for transparency and impartiality.

References:

N/A

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