

**Monetary Donations and GSRP Tuition**

**Made to Child and Family Development Programs**

**Policy:**

Program staff are instructed not to ask for monetary donations on behalf of the program without the knowledge and approval of the Head Start/EHS Director. In most cases it would be an exception that we would be asking for monetary donations. **Whenever possible, it is preferred that donations be made in the form of cash or a check – instead of a gift card.**

**Procedure:**

When the program does receive monetary donations from the community (i.e. Kohl’s community fund) in the form of **cash or a check**, the following procedures are to take place:

1. The Supervisor (Site Supervisor, Coach, or Coordinator) will be informed by the staff person of the organization that is donating the money, the amount of the donation, and for what purpose the organization has made the donation.
2. The Supervisor will inform the business office of the donation. The check is to be written out to NMCAA. All cash or checks are required to be logged and recorded by the receptionist at our Three Mile Location. The cash or check can be submitted to the receptionist or it can be mailed directly to the Agency on 3 Mile, Attn: Business Office. Business Office staff must be informed of the incoming check. Mailing the donation directly to the agency is preferred. Be sure to include a note on the check stating what the funds are for.
3. The staff and the Supervisor will then write a plan, which will be approved by a Manager, on how the money will be spent. For additional questions talk to Site Supervisor and Business Office.
4. When expense sheets are processed and the donated money is used the Supervisor will use the code specifically set up for the donated money.

When the program does receive monetary donations in the form of a **gift card** from the community the following procedures are to take place:

1. Staff can hold on to the gift card until it is used.
2. Staff will discuss the gift card with their Supervisor. Together they will determine the intended use of the gift card by the donating organization, define if it is to be used for purchasing items for the program or an enrolled family, and decide what purchases will be made.
3. If a donated gift card has an initial value of less than $100, staff will turn receipts of purchases in to their Supervisor to file. The Business Office does not need copies of these receipts.
4. If a gift card donation is of a large amount ($100 or more), the Supervisor will send a copy of the gift card to the Business Office along with information as to where to code the revenue (which program and possibly site location). Then, when the gift card is used, the Supervisor will send the receipt(s) to the Business Office.

**Please Note: Donated money may be used for purchasing items for the programs or for purchasing an item for an enrolled family. Keeping the Head Start’s philosophy in mind- when purchasing items for families we want to make sure other resources in the community were contacted first by the parent.**

**References: Business Office**

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