

The Right Door for Hope, Recovery and Wellness

Chapter Title <b>Fiscal Resources</b>	Chapter # <b>F</b>		Subject # <b>234.1</b>
Subject Title <b>Cash Donations</b>	Adopted  12/15/99	Last Revised  4/7/17	Reviewed  6/6/06; 4/20/10; 1/29/14; 4/7/17; 11/5/18; 12/16/19; 12/16/20; 12/20/21

**PROCEDURE**

**Application**

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

**1.0 Intent**

Cash donations shall be protected from misappropriation.

**2.0 Receipt of Donation**

2.1 Any cash donation received shall be brought to the attention of the Chief Executive Officer with a copy of any correspondence included with the donation.

**3.0 Acknowledgement**

3.1 The Chief Executive Officer shall acknowledge receipt of the donation to the individual who made the contribution by means of a letter or telephone call.

**4.0 Purpose**

4.1 When a purpose for the donation is identified by the contributor, procedures shall be set up to ensure that the purpose is honored.

Kerry L Possehn, Chief Executive Officer	Date		