

The Right Door for Hope, Recovery and Wellness

Chapter Title Fiscal Resources	Chapter # F		Subject # 234.1
Subject Title Cash Donations	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

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		