

The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Fiscal Resources	F		234.1
Subject Title	Adopted	Last Revised	Reviewed
Cash Donations	12/15/99	4/7/17	6/6/06; 4/20/10; 1/29/14; 4/7/17; 11/5/18; 12/16/19; 12/16/20; 12/20/21; 12/21/22; 12/15/23; 12/13/24

PROCEDURE

Application

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

1. Intent

Cash donations shall be protected from misappropriation.

2. Receipt of Donation

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. Acknowledgement

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. Purpose

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