

A word from Arline, Executive Director.....

I would like to thank every kind heart that has come to our door generously giving so that others can benefit. You have helped

- provide food for families in shelter
- families get back on their feet with clothes and household goods
- put a smile on a child's face when they were given a homemade quilt and pillow that is "just theirs"
- and the list goes on and on.

The generosity is even more amazing as these are difficult economic times for us all. We recognize and appreciate that, and want to share with you the care taken by the Family Center to make good use of your gifts. The following is our donation policy and procedures

Donation Policy (Revised 1/07)

Receiving

The Family Center accepts all donations that are in working/good condition. Donations serve three purposes

- 1) provides needed items within the shelter and for clients
- 2) helps defray operating costs
- 3) encourages community support for the Center and for the people we serve

Distribution

The intent of the donations on the part of the donor is to assist families/individuals suffering from abuse. Therefore, donations are to be distributed in the following order with the following guidelines:

- 1) All items coming in should first be considered for shelter use if needed &/or to replace items of lesser quality – providing comfort for families in shelter comes first.
- 2) All items not needed for the shelter will then be available for relocating families &/or the Center's facility/operating needs
- 3) All remaining donations will then be available to meet the needs of past clients.

Donations are not intended for staff &/or volunteers personal use

Management of Donations

The Shelter Manager is responsible to oversee donations and to maintain procedures that meet the donation policy goals. Staff members are encouraged to have input on procedures and distribution of items, but the final authority in approving distribution is

the responsibility of the Shelter Manager (with the exception of personal staff requests for items).

It is important to maintain the integrity of managing this valuable resource and staff compliance with the donation policy is essential to achieve this goal.