

Process steps

Title:	DHS-040-026-01 Donations - Soliciting
Related to:	DHS-040-026 Donated Funds, Goods, and Services
Effective date:	01/06/2020

Purpose

This document outlines the solicitation process for donated funds, goods, and services. Donated funds are cash or in-kind goods and services donated to DHS and utilized to benefit the agency's mission of assisting individuals to become independent, healthy, and safe.

Process Steps

1. DHS staff requests approval to solicit donations from the donated funds coordinator, manager, or designee.
2. The donated funds coordinator, manager, or designee approves or denies the request to solicit funds, notifying the requester as appropriate.
3. Staff request donations using the following acceptable methods:
 - a. Post a general announcement or appeal stating that DHS requests and accepts donations (i.e., email, printed flier, social media).
 - b. Host a community event to acquire donations.
 - c. Partner with a local business who will sell merchandise or provide services in return for a share of the profits. (i.e. a local coffee shop donates a dollar from every sale to send foster children to camp).
 - d. Solicit directly from partnered organizations, grocery stores, vendors, shops, or vacation and recreational businesses.
 - e. Use gaming solicitation methods allowable under DOJ Chapter 137.
4. When partnering with a local business or soliciting directly from vendors, staff presents agency issued identification to potential donor and may leave a written request or program brochure for reference.
5. Staff may issue a receipt using the guidelines detailed in DHS-040-026-02.
6. Staff may send a thank you letter on current letterhead.
7. Staff record all donations as detailed in DHS 040-026 and the associated processes.

References

[Oregon Accounting Manual \(OAM\)](#)

[OAM 10.20.00.PR](#) Internal Controls - Cash
[DAS 107-001-020](#) Public Records Management - Records Retention Schedule
[DHS 060-002](#) Operational Policy - Conflict of Interest
[DOJ Charitable Activities Gaming FAQs](#)
[DOJ Chapter 137](#) See Division 25 for Bingo/Raffles/Monte Carlo

Forms referenced

Enter forms referenced in this area

Related policies

DHS-040-026 Donated Funds, Goods, and Services Policy
DHS-040-026-02 Donations-Receipting and Recording
DHS-040-026-03 Donations-Disbursements
DHS-040-026-04 Donations-Reporting

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