

# **SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

## ADMINISTRATIVE POLICY

**NUMBER: BA052**

**NAME: AGENCY DONATIONS**

INITIAL APPROVAL DATE:	03/20/2007	BY: Personnel Committee
(LAST) REVISION DATE:	04/17/2018	BY: Policy Committee
(LAST) REVIEW DATE:	12/14/2023	BY: Policy Committee
DISCONTINUED DATE:	NA	REPLACED BY: NA

I. **PURPOSE**

To clarify the process in which decisions are made to donate Agency products to community non-profit organizations or individuals.

II. **APPLICATION**

Populations: **NA**  
Programs: **Direct - NA**  
**Contracted - NA**

III. **POLICY**

All non-Board approved requests for Agency financial donations will be denied.

IV. **DEFINITIONS**

V. **STANDARDS**

Tax dollars should not be used to fund donations irrespective of an advertising component. Any exceptions to this policy will require prior Board approval.

This policy does not preclude the CEO from donating products/services produced through Elk Creek/Creative Enterprises for the purpose of Community Benefit (assisting community partners, etc.) nor does it pertain to the Casual for a Cause initiative which is operated using staff donations as opposed to tax dollars.

This policy also does not preclude Agency employees or individuals we serve from making fundraising opportunities of a more individual nature (i.e., school fundraisers, Girl Scout cookies, Boy Scout popcorn, etc.) available to CMH employees within Agency buildings.

VI. **ATTACHMENTS**

VII. **REFERENCES**