

# POLICY AND PROCEDURE

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## REACH for Tomorrow

POLICY: RF-234.1

TITLE: Cash Donations

EFFECTIVE DATE: 7/20/24

**AUTHORIZED BY: Board of Trustees**

### PROCEDURE

#### **Application**

This procedure shall apply to REACH for Tomorrow.

#### **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.