

Children's Hospital and Health System, Inc. Administrative Policy and Procedure

This policy applies to the following entity(s):

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| <input type="checkbox"/> Children's Hospital of Wisconsin | <input type="checkbox"/> Children's Hospital of Wisconsin-Fox Valley | <input type="checkbox"/> Children's Medical Group |
| <input type="checkbox"/> Surgicenter of Greater Milwaukee | <input type="checkbox"/> Children's Health Education Center | <input type="checkbox"/> Seeger Health Resources |
| <input type="checkbox"/> National Outcomes Center | <input type="checkbox"/> CHHS Corporate Departments | <input checked="" type="checkbox"/> Children's Service Society of Wisconsin |
| <input type="checkbox"/> Children's Hospital and Health System Foundation | | |

SUBJECT: Gifts/Donations of Items for Clients: Acceptance or Refusal of **POLICY**

It is the policy of Children's Service Society of Wisconsin to screen and schedule distribution of donated items. All items intended for CSSW clients must be screened and approved for distribution by Program Managers or Program/Administrative Directors.

Items Which Must Be Refused:

1. Furniture of any type.
2. Computers and computer-related equipment.
3. Used appliances of any type.
4. Used and like-new stuffed toys (including those from vending machines)
5. Clothing other than clean, gently used or new infant, toddler and children's clothing.
6. Latex balloons or any item containing latex
7. Toys which are dirty, broken or in poor condition.
8. Sports cards
9. Toys with violent themes, religious themes, and toys which are insensitive to a culturally diverse population.
10. Perishable food.
11. Food that will not be utilized by a program or distributed to clients within two weeks of the donation.

Items Which May Be Accepted Include:

1. New toys, VCR tapes, CD's, or DVD's
2. New games
3. New school supplies

Supersedes:

Effective: August 3, 2010

Process Owner: CSSW Director of Business Operations

Gifts -Donations for Clients - Policy

4. Books in good condition
5. Clean, gently used or new infant, toddler and children's clothing.
6. Unopened boxes of diapers or wipes.
7. New handmade articles (caps, quilts, booties, etc.)
8. New arts and crafts supplies.
9. Sporting event tickets.
10. New stuffed toys which are labeled "safe for all ages" in original packaging or with original tags.
11. Non-perishable food that will be utilized by a program or distributed to clients within two weeks of the donation.

Exceptions to this policy for specific events or program initiatives must be discussed with and approved by a Program/Administrative Director before the donation is accepted.

PROCEDURE

Items of merchandise intended for Children's Service Society of Wisconsin clients may be initially accepted or refused by CSSW staff using the guidelines outlined above.

The CSSW Representative will complete the *CSSW Non-Cash Donation Receipt* form.

- One copy of the form will be given to the donor.
- One copy of the form will be attached to the gift.

The Program Managers or Program/Administrative Directors who approved the donation, or their designee, will be responsible for assuring that proper storage is available and that donated items are stored in an orderly fashion. Boxes and supplies cannot be left in hallways or other common work areas.

Distribution of Accepted Items:

Donors generally are not permitted to give their gifts directly to clients. Exceptions, however, may be made by representatives of the Public Relations Department in collaboration with the CSSW President or Vice President.

POLICY, PROCEDURE AND/OR PLAN APPROVED BY: _____

Bob Duncan, President - CSSW