

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	1117
		Original Date	05/16/1983
	Department: Social Services	Revised Date	07/09/2015
	Donation Receipt		

POLICY:

The facility will accept donations from individuals and service organizations.

PROCEDURES:

1. All donations for the Montana Mental Health Nursing Care Center will be received by the Social Service Supervisor or designee.
 - A. Whoever receives the donation will insure the name and address of the donor is written and given to the Social Service Supervisor.
 - B. The Social Service Supervisor will write a thank you letter for the donation.
 - C. The items will be sorted and all recreation related items will be kept in the recreation storage area.
2. The Social Service Supervisor will notify Laundry Department of all clothing items.
 - A. Laundry staff will sort the items, label clothing and take to the laundry for washing and to disperse to residents and distribute recreation items to the Recreation department. Clothing will be stored in the clothing room.
3. The Social Service Supervisor or designee will disburse any other donated items to the appropriate departments.
4. If a department receives a donation directly they may accept it and write a thank you letter.
5. Donated monies will be deposited into the Resident Donation Fund and utilized at the discretion of the Donation Committee and Superintendent. Department Supervisors receiving donated monies shall write letters of response

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6. Employees who wish to donate items will not generally use these items in the course of their work duties. Normally, supplies needed for the employee to complete their work assignments are provided by the facility. Employees should request work supplies through their supervisor.
 - A. Donated equipment shall be accepted at the discretion of the Superintendent.
 - B. The Social Service Supervisor will report all donations that have a monetary value to the Business Office for inclusion in the inventory system if appropriate.
 - C. Employees may not bring donations without supervisor approval.