



# Practice Alert

## **DONATIONS**

It is that time of year when the Children's Division (CD) is preparing for the holidays and getting gifts for the children and families we serve. Since donations generally increase during this time of year, we want to bring to your attention the CD donation policy

As we accept donations, it is important to remember:

- Employees should not accept any goods or services donated to CD for their own personal gain. The goods and/or services donated will only benefit the children and families served by the Children's Division
- No monetary donations of any kind may be accepted by CD employees, including cash, gift cards and checks.
- Employees are prohibited from directly seeking or requesting goods or services from an individual or an organization.
- Donations should be utilized for their intended purpose.

Additional information about donations can be found in the [Child Welfare Manual Section 8, Chapter 6](#) and [Memo CD06-42](#).