

Siouxland Coalition to End Homelessness

Donation Acceptance, Approval and Disbursement Policy

Donations to the Siouxland Coalition to End Homelessness (SCEH) may be made in any amount for the benefit of SCEH's mission to eliminate and prevent homelessness through collaborative planning, advocacy and funding a system of housing and supportive services. Donations may be designated for a specific purpose. Donations may also be unrestricted, in which case they will be disbursed to the area of greatest need at the sole discretion of the SCEH Executive Committee, or SCEH Board, whichever is appropriate.

SCEH will accept monetary donations in the form of cash, checks, money orders, or via the "donate" button on Facebook. Donations will be deposited in the SCEH checking account within fourteen (14) days of receipt of the donation. SCEH will also accept nonmonetary donations. Individuals or organizations wanting to provide a nonmonetary donation must call the SCEH City of Sioux City representative at 712-279-6255 prior to making the donation to ensure SCEH has the capacity to handle the donation or if it would be best for the individuals or organizations to donate the item(s) to another organization.

When a single monetary donation is received in the amount of \$500 or less, an email will be sent to all Executive Committee members within fourteen (14) days of receipt of the donation advising the amount of the donation. The Executive Committee will determine the appropriate use for the donation and the funds will be applied for that purpose. (This may include reaching out to SCEH members for suggestions.) The Executive Committee will report the amount of the single donation(s) received and how the donation(s) was(were) applied at the next SCEH regular meeting.

When a single monetary donation is received in the amount of more than \$500, an email will be sent to all Executive Committee members within fourteen (14) days of receipt of the donation advising the amount of the donation. The Executive Committee will determine the appropriate use for the donation (this may include reaching out to SCEH members for suggestions) and will make a recommendation to the SCEH Board at the next SCEH regular meeting. The SCEH Board will discuss and either approve the recommendation presented, approve a modified version of the recommendation, or deny the recommendation and approve a different use for the donated funds.

When the SCEH City of Sioux City representative receives a call from individuals or organizations wanting to donate nonmonetary items, he/she will email the Executive Committee within seven (7) days of the donation request to determine if the donation should be accepted and determine the appropriate use for the donation. The Executive Committee will report the type of donation(s) received and how the donation(s) was(were) applied at the next SCEH regular meeting.

All donations made to SCEH will receive an acknowledgement from the SCEH within one week of receipt of the gift, if possible. SCEH uses their website, social media, and email lists as their premier donor recognition tool. However, donor anonymity requests will be honored.

SCEH reserves the right to refuse any gift that it deems too restrictive in purpose, or not in the organization's best interest. Additionally, the following gifts will not be accepted by SCEH:

- Any gifts that violate federal, state, or local law, statute, or ordinance
- Any gifts that contain unreasonable conditions
- Any gifts that could expose SCEH to liability