

Polinsky Children's Center- Donations

(Revised 10/18/24)

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Forms

The following forms are referenced in this policy:

- 06-02 PCC Gift Card Issuance and Usage Form
- 06-03 PCC Donated Items Distribution Form
- 06-04 PCC Purchase Request Form
- 06-05 Donor Receipt Form

Background

A.B. and Jessie Polinsky Children's Center (PCC) is a 10-Day Temporary Shelter Care Facility (TSCF) that provides various services to children/youth ages 0 to 17 years old, who are removed from their home when they can no longer remain safe with their family of origin due to abuse, neglect, or abandonment.

PCC serves up to 1200 children/youth per year. Donations made to PCC provide for the day-to-day needs and support special events, activities, and other programs aimed at directly enhancing the health, recreation, and wellness of the children/youth while at the facility. PCC is grateful for the ongoing dedication and support of community members and organizations who consistently contribute to fulfilling the needs of foster children/youth in San Diego County.

Acceptance Policy

Monetary donations include cash, checks, gift cards, money orders and are accepted at any amount. Monetary donations can be delivered in-person or via postal mail to:

A.B. and Jessie Polinsky Children's Center, Bldg. B
9400 Ruffin Court
San Diego, CA 92123

In-kind donations include non-perishable, non-food items and must be new, non-toxic, and Bisphenol A (BPA) free to maintain the health and safety of all children/youth in care.

**Acceptance
Policy (cont.)**

In-kind donations are restricted to items most needed and utilized by children/youth at PCC to help the facility consistently manage, track, and distribute the generous number of items received each year. In-kind donations are limited to the following items:

- Art Supplies
- Electronics
- Sports Equipment
- Toys

In-kind donations may be dropped off at Promises2Kids during regular business hours: Monday through Friday, 8:00am to 5:00pm.

Donors who are interested in giving in-kind items not listed above may contact PCC’s Resource Development Coordinator for additional information.

**Monetary
Donations**

The table below establishes the process and procedures for appropriate segregation of duties over the physical custody, authority for disbursement, record keeping, and reconciliation of monetary donations.

Step	Who	Action
1	PCC Clerical and/or Resource Development Coordinator	<ul style="list-style-type: none">• Accept and categorize monetary donation(s).• Issue the Donor Receipt Form (06-05) and submit to the Authorized Clerk.<ul style="list-style-type: none">○ When the Donor Receipt Form (06-05) is on the 3-copy carbonless paper, the distribution is as follows: White-Donor; Yellow-Authorized Clerk; Pink: Book) <p>NOTE: Monetary donations sent via mail are accepted by Clerical and submitted to the Authorized Clerk.</p>
2	Authorized Clerk	<ul style="list-style-type: none">• Verify the Donor Receipt Form (06-05) and record information in the Donations Tracking Spreadsheet.• For cash, check, and/or money orders:<ul style="list-style-type: none">○ Refer to HHSA, Fiscal Division Services for procedures on depositing items in PCC’s Trust Fund Bank Account• For gift cards:<ul style="list-style-type: none">○ Verify amount on vendor website prior to entering amount into spreadsheet and place cards in the PCC fiscal safe○ Track balance and usage in the Gift Card Log.

Monetary Donations (cont.)

Step	Who	Action
3	Duty Officer (DO)/ Administrative Staff	Submit request to Authorized Clerk via email
4	Authorized Clerk	Complete the PCC Gift Card Issuance and Usage Form (06-02) and submit for approval
5	Approving Official or Designee	Approve and sign all PCC Gift Card Issuance Forms (06-02)
6	DO/ Administrative Staff	<p>Sign the PCC Gift Card Issuance and Usage Form (06-02) as proof of gift card receipt and submit with approved, itemized, and original purchase receipt(s) back to Authorized Clerk</p> <p>NOTE: For gift cards requested for a child/youth's birthday (age 5 and up), the Authorized Clerk will obtain the child/youth's signature and provide the gift card directly to the child/youth.</p>
7	Authorized Clerk	<ul style="list-style-type: none"> • For cash, check, and money orders: <ul style="list-style-type: none"> ○ Record distribution in Donations Tracking Spreadsheet ○ Refer to HHSA, Fiscal Services Division for procedures regarding petty cash reconciliation, monthly reports, and reimbursement • For gift cards: <ul style="list-style-type: none"> ○ Record distribution in Donations Tracking Spreadsheet ○ Record amount usage in Gift Card Spreadsheet and shred gift card when balance has reached \$0.00
8	Authorized Clerk	Review and sign reports sent to HHSA, Financial Services Division monthly
9	Administrative Analyst / Designee	<ul style="list-style-type: none"> • Conduct monthly reconciliation of forms showing receipts and distribution of monetary items in the Donations Tracking Spreadsheet • Review and approve monthly reconciliation log/count of receipts in Donations Tracking Spreadsheet

NOTE: Staff requesting purchases for campus must submit a PCC Purchase Request Form (06-04) to their supervisor and route to Approving Official for signature and for determination if Trust Funds will be used.

In-Kind Donations

The table below establishes the process and procedures for the appropriate segregation of duties over the physical custody, authority for disbursement, record keeping, and reconciliation of in-kind donations.

Step	Who	Action
1	Resource Development Coordinator or Designee	<ul style="list-style-type: none"> Accept, count, categorize, and sign Promises2Kids In-Kind Form (Promises2Kid’s Form) for the items received Contact Stock Clerk or Senior Storekeeper to transport items to the warehouse Submit form to Authorized Clerk
2	Stock Clerk and/or Senior Storekeeper	Verify and count items on Promises2Kids In-Kind Form and transport items to the warehouse
3	Authorized Clerk	<ul style="list-style-type: none"> Record items listed on the Promises2Kids In-Kind Form into the Donations Tracking Spreadsheet

The table below establishes the process and procedures for the appropriate segregation of duties over the physical custody, authority for disbursement, record keeping, and reconciliation of in-kind donations.

Step	Who	Action
1	Requester	<ul style="list-style-type: none"> Obtain permission from Approving Official/Designee to visit the warehouse Schedule an appointment for the visit with the Stock Clerk and/or Senior Storekeeper to request items in person Complete the PCC Donated Items Distribution Form (06-03)
2	Approving Official or Designee	<ul style="list-style-type: none"> Verify, approve, and sign all requested items on the PCC Donated Items Distribution Form (06-03)

In-Kind Donations (cont.)

Step	Who	Action
3	Stock Clerk and/or Senior Storekeeper	<ul style="list-style-type: none"> Review, verify, and sign all requests listed on the PCC Donated Items Distribution Form (06-03) Transport items to requester after approval Obtain requester signature on the PCC Donated Items Distribution Form (06-03) upon delivery of items Submit the PCC Donated Items Distribution Form (06-03) to Authorized Clerk
4	Authorized Clerk	<ul style="list-style-type: none"> Record distributed items in the Donations Tracking Spreadsheet Submit donation receipts and PCC Donated Items Distribution Forms (06-03) for review and reconciliation
5	Administrative Analyst / Designee	<ul style="list-style-type: none"> Conduct monthly reconciliation of forms showing receipts and distribution of in-kind items in the Donations Tracking Spreadsheet Review and approve monthly reconciliation log/count of receipts in Donations Tracking Spreadsheet

The table below establishes the process and procedures for the appropriate segregation of duties over the Inventory Tracking of in-kind donations.

Who	Action
Stock Clerk and/or Senior Storekeeper	<ul style="list-style-type: none"> Conduct Donations Inventory Count semiannually <p>NOTE: The semiannual count will allow PCC to make informed decisions on managing surplus inventory and take care of expired, damaged, or out of season items that may no longer meet the children/youth’s current needs.</p>

Alignment with SET

This policy supports SET [Value 4](#): Shared Responsibility With Community Partners and the agency practice of initiating and cultivating ongoing relationships with community partners including the San Diego businesses, charities, and private individuals who share the vision for safety, permanency, and well-being and help children/youth at PCC thrive with their continued generosity.