

Title: Community Donations - Westlock & District Family and Community Support Services

Resolution: 310-2014 Sept 22, 2014

Revised:

Special Notes/Cross Reference:

Next Review Date:

POLICY STATEMENT : Community donations are received to support the Santa's Anonymous Campaign, Caring for Kids and Families and Coats for Kids and Families Programs. Family and Community Support Services coordinates the program delivery.

PURPOSE: To ensure proper utilization of community donations received for programs to support residents within the Westlock and district area.

GUIDELINES / PROCEDURES / RESPONSIBILITIES

1. Community donations of time, money, food, toys and gifts, school supplies, etc. from local business, general public and fundraising events are received to support programs coordinated by FCSS:
 - Santa's Anonymous Campaign
 - Caring for Kids and Families
 - Coats for Kids and Families.
2. All monetary donations are held in a Town of Westlock Account.
3. Donations received for a specific program are utilized as directed by the Donor.
4. In the event of excess donated items or cash for a specific program, provision is in place for carryover for the next year for the specific program.
5. Monetary donations received, without specific program request, is allocated at the discretion of a Committee, comprised of:
 - i) Westlock & District F.C.S.S. Executive Director
 - ii) Westlock & District F.C.S.S. Program Coordinator
 - iii) Town of Westlock Legislative & Corporate Services Director
6. Donated items that are unsafe or soiled will be disposed of.

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Caring For Kids and Families

The Westlock & District area businesses and residents, within the Town of Westlock, Westlock County and Village of Clyde, support community children and families through donations, including food, clothing, toys, school supplies and cash.

Through the Caring for Kids and Families Program, Westlock & District FCSS facilitates the collection and allocation of the donations for area children and families experiencing financial difficulties.

Donations

All donations, including financial donations for the Caring for Kids and Families Program may be supported by:

1. Business donations
2. Public donations
3. Community fundraising projects
4. Annual Santa's Anonymous Campaign.

Application

A Caring for Kids and Families Program Application is submitted to the FCSS Office in confidence. Application can be made by:

1. Referral sources – School Division staff, FCSS staff, Child and Family Services staff and other agencies within the Westlock and District area.
2. Westlock and District area residents
3. Westlock and District area business.

Expenses for consideration may include:

1. Medical expenses
2. Eye glasses
3. Education expenses
4. Personal care expenses
5. Children's participation in activities
6. Extraordinary expenses



Approval/Allocation

Each Application is confidential and will be screened by:

1. FCSS Executive Director
2. FCSS Program Coordinator
3. Legislative & Corporate Services Director

taking into consideration:

1. All other funding resources have been exhausted
2. Urgency
3. Appropriateness.

All funds are disbursed on behalf of the Applicant.

In the event of an emergency, the FCSS Executive Director shall have the authority to make a decision and report to the Committee thereafter of the decision.

Program Tracking

1. All financial donations are deposited into a specific Town of Westlock Donation Account, and in accordance with accounting best practices, utilized specifically for the intent of the donation i.e. Santa's Anonymous Campaign.
2. The Donation Account is set up as an accrued account, allowing funds to be transferred from one year to the next.
3. Monthly account status will be reviewed. Annual account status will be part of the FCSS Audit and reported accordingly.



Coats for Kids and Families

Donations of outdoor winter clothing are received for children, adults and families.

Through the Coats for Kids and Families Program, Westlock and District Family and Community Support Services facilitates the collection and allocation of the donations for area children, adults and families experiencing financial difficulties.

Donations

All winter clothing donations are collected throughout the period of October 15 – February 1.

Donations are kept in a neat and tidy manner and are located at the FCSS office area. Any soiled or inappropriate items will be disposed of.

Allocation

Winter clothing donations are monitored by FCSS staff and are available and accessible to area residents.

Agencies, working with children, families, adults and seniors, are welcome to access the service as needed.

After February 15 of each year, FCSS staff has the option to retain the winter clothing until deemed appropriate, transport it to another agency for dispersal or dispose of the clothing in any other appropriate manner.

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Santa's Anonymous Campaign

The Westlock and district area businesses and residents support community children, families, adults and seniors through generous donations, including monetary donations, toys and gifts, clothing, food, etc.

Through the Santa's Anonymous Program, Westlock & District FCSS facilitates the collection and allocation of the donations for area children, families, adults and seniors experiencing financial difficulties and also supports the Westlock and District Food Bank.

Donations

All donations, including financial donations for Santa's Anonymous can be supported by:

1. Business donations
2. Public donations
3. Sponsorship of a family through the Adopt-A-Family Program
4. Volunteer manpower assisting in collecting and preparing the items for distribution
5. Local business participation in collecting donations (monetary, etc.)

Application

A Santa's Anonymous Application is submitted to the FCSS office along with proof of income (previous years Notice of Assessment). Application can be made by:

1. Referral Agencies
2. Westlock and district area residents.

Approval/Allocation

Each Application is recorded, kept in confidence and screened by:

1. FCSS Program Coordinator, and
2. FCSS Executive Director

taking into consideration:

1. Income guidelines
2. Extraordinary situation/event.

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Westlock & District Food Bank

Westlock & District Food Bank serves Westlock & District area residents throughout the year. In conjunction with the annual Santa's Anonymous Campaign, an annual financial contribution is made to the Westlock & District Food Bank in support of its year round program.

The contribution is based on the monetary donations received, need for the Santa's Anonymous Program and balance of funds.

The Santa's Anonymous/Food Bank Campaign welcomes volunteers, community agencies and organizations to assist with the program.

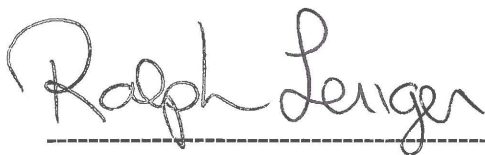
The Santa's Anonymous/Food Bank Campaign works in conjunction with local business for the collection of donations (monetary and non-monetary items).

Adopt-A-Family

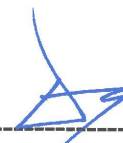
Adopt-A-Family operates a specific program under Santa's Anonymous receiving donations from individuals and businesses for the purpose of providing a family with a Christmas hamper of food and gifts. The number of families served varies based on need and available resources.

Program Tracking

Client and statistical information will be kept for the purposes of reporting and auditing.



Mayor Ralph Leriger



Dean Krause, CAO