



ACTION 169

ROSE HOUSE

A RESTORATION HOME FOR WOMEN 18+

Donation Policy

Purpose:

The purpose of this policy is to provide guidelines for Management, Employees and Volunteers with regards to goods donated to Action169 - ROSE HOUSE.

Aims:

The Donations policy aims to achieve the following:

- Ensure consistency in dealing with all types of donations coming into the Organization.
- Ensure the process of any type of donation is managed appropriately.

This policy is applicable to all team members of ROSE HOUSE; paid staff, volunteers, and all persons and partners working with donations meant for and donated to ROSE HOUSE.

Definition:

Donation is classed as goods or money given to ROSE HOUSE as a token of goodwill to be used appropriately by the NPO/ beneficiary - which in this case is ROSE HOUSE.

Rules Regulating Donations:

Donations for Rose House are to be used strictly by ROSE HOUSE in order for the organization to assist/support in service delivery. Donations for Outreach are to be used strictly for outreach. All donations should be used appropriately – no waste should occur and should be of use to **for the beneficiaries first and foremost**. No staff may ask for donations for their personal gain.

Procedure:

All donations received, goods and money which is handed over, should be recorded. The person on duty will be responsible for sorting and storing donations.

When discretion is applicable:

When there is an excess of donations (more than the safe house can consume) – only

Management will decide if excess donations may be distributed to Rose House team members (staff/volunteers) or other NPOs. In this case, first preference will be given to the team members of Rose House to either receive or buy the products. Thereafter Management reserves the right to either donate or sell the items to those who might need it, whether the community or other NGOs or online.

Donations Policy not being adhered to will lead to disciplinary action will be taken.