

Policy Statement

We accept donations of goods and equipment that can be used by the children and educators. All donations of goods and equipment should be of sound working order for the purpose it is intended to be used.

Considerations

- ✓ Activity Centres Incorporated financial situation
- ✓ Activity Centres Incorporated policy's
- ✓ My Time Our Place

Procedures

- All donations of equipment and goods will be accepted if they are in the working order intended for the purpose of use, ie, donations of broken electrical goods can be accepted for the children to pull apart to see the working of the inside (deconstruction activities)
- Broken, dirty or dangerous items will not be accepted.
- Donated toys will be cleaned by the service staff, prior to being put out to the children to play with to ensure they have been appropriately cleaned and sanitised for the play environment.
- Staff are to check equipment and toys are safe and pose no hazards to children or other staff when in use. Prior to the items being placed out for use within the service.
- Donations of cash needs to be banked as a donation, to show accurate bookkeeping records, staff can then purchase items through petty cash to the amount of the donation.
- If services are in need of particular items, coordinators can request families make a donation, through notices, signs and the organisation Facebook page.
- Families are asked to make regular donations to help keep fundraising and fees minimal. Donations could include:
 - paper and stationery
 - colouring-in pens, pencils and crayons
 - balls of any kind
 - play equipment and toys which are suitable, safe and well-maintained
 - toilet paper and tissues
 - garbage bags
 - napkins and paper towel

Checklist for Staff

- If needed urgently, a list of required items will be posted on the noticeboard and near the sign in and out forms.
- Ensure that any donations are in the correct working order for the intended purpose of the item.
- Cash donations are to be banked into Activity Centres Incorporated bank account.

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on the 12th May 2017

Management Committee Policy is to be reviewed by the 12th May 2022