

Donations and Donor Solicitation

Policy

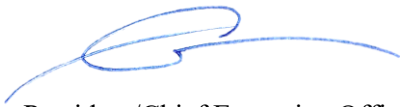
It is the policy of Central Florida Behavioral Health Network, Inc. (CFBHN) to accept goods, services and monetary donations utilized to acknowledge, highlight and recognize the work of the organization and its funded Network Service Providers (NSPs).

Purpose

This policy outlines the process followed by CFBHN to solicit monetary donations or the donation of goods or services.

Procedure

1. Donations made to, or solicited by, CFBHN are limited to cash, items, or services utilized for activities or events that acknowledge, highlight, or recognize its work and/or the organizations funded by the Network.
2. The Chief Executive Officer and Chief Operating Officer are responsible for the oversight of the donor solicitation process, and the planning and coordination of NSP-centered events. This responsibility includes:
 - A. Identifying the donors(s) that will be approached for support, and the type of items(s) requested.
 - B. Donor recognition and acknowledgment of the donated item(s). This includes respecting the request of a donor to remain anonymous.
 - C. Ensuring that the donation is utilized for the purpose intended by the donor.
3. Donation documentation and record-keeping are managed by the CFBHN Finance department. Formal letters of acknowledgement utilized for tax purposes are issued by the CFBHN Finance department to the donor.

Fundraising and Donor Solicitation  Approval: Alan Davidson, President/Chief Executive Officer	Date Issued: <u>08/01/2018</u> Last Revision: <u>08/20/2026</u> Review Date: <u>08/20/2026</u>
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