


**County of San Bernardino
Department of Behavioral Health**

Gifts and Donations Policy

Effective Date 01/13/10
Approval Date 01/13/10



Allan Rawland, Director

Policy It is the policy of the Department of Behavioral Health (DBH) to consider the acceptance of gifts and/or donations in accordance with County policy and state regulations for the use, benefit and advantage of DBH clients.

Purpose To ensure all DBH employees direct any offers of gifts and/or donations for the Department, by individuals or organizations to the Director or designee.

Solicitation of Gifts and/or Donations The solicitation of gifts and/or donations shall only be made by and/or overseen by the DBH Public Information Officer.

Important: DBH prohibits its employees from soliciting or accepting gifts and/or donations for personal gain or use.

Gift/Donation Offers All offers of gifts and/or donations must be made in writing by the donor with the following information:

- Clear description of the gift,
- Estimated cash value as determined by the donor and
- Restrictions, if any, on the use of the gift imposed by the donor.

Philanthropists may choose to utilize the attached Donation of Gift [Template](#) when providing the aforementioned bulleted information.

Evaluation of Potential Gifts and/or Donations DBH is appreciative of the generosity and spirit of citizenship that prompts donations. However, acceptance of gifts and/or donations is tentative and dependent upon compliance with DBH and County policies and/or the approval of the Board of Supervisors, when applicable. The following must occur when considering acceptance of a gift and/or donation:

- Review by the Director or designee to determine the potential impact of the gift on the Department.

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County of San Bernardino Department of Behavioral Health

Gifts and Donations Policy, Continued

Evaluation of Potential Gifts and/or Donations (continued)

- Approval consideration of the gift and/or donation unless it results in any unreasonable expense to the County or if there is restrictions on the acceptance of the gift and/or donation that are incompatible with Department and/or County operations or policies.
- Approval consideration of gifts and/or donations by the Director or designee when the estimated value of the gift does not exceed ten thousand dollars (\$10,000).
- Approval consideration of gifts and/or donations by the Board of Supervisors when the estimated value of the gift and/or donation exceeds ten thousand dollars (\$10,000).
- Notice to the Chair of the Board of Supervisors of gifts and/or donations and arrange for public recognition as appropriate.
- Quarterly entry of gifts and/or donations in excess of ten thousand dollars (\$10,000) to the Board of Supervisors via the Clerk of the Board's website.

Note: Acceptance of gifts and/or donations of a time-sensitive nature may be accepted by the County Administrative Officer on behalf of DBH and shall be reported to the Clerk of the Board.

Reference

California Government Code, Section 25355

Related Policies and/or Procedures

County of San Bernardino Policy 11-08, [Gifts and Donations Granted to the County](#)
County of San Bernardino Standard Practice 11-08SP, [Reviewing Gifts Prior to Acceptance by the County](#)
DBH Standard Practice Manual BOP3029-1: [Acceptance of Gifts and Donations Procedure](#)

Today's Date

Department of Behavioral Health
Attention: Allan Rawland, MSW, ACSW
268 W. Hospitality Lane, Suite 400
San Bernardino, CA 92415

Re: Donation of gift

Dear Mr. Rawland,

Organization or benefactor's name would like to donate **specify gift** to your department. The gift is described as **describe gift (ie. car, monies, property)** and has an estimated cash value of **insert dollar amount**.

The following are a list of restrictions on the use of the gift:

- **insert restrictions**
- **insert restrictions**
- **insert restrictions**

If DBH is unable to agree to the restrictions and/or terms stipulated, **Organization or benefactor's name** respectfully requests denial regarding the acceptance of the gift.

Organization or benefactor's name respectfully requests notification on acceptance of the gift.

Should you have any questions regarding the gift, please feel free to call **any name** at **(000) 000-0000**

Sincerely,

Organization or benefactor's name
Title