



JUNIOR CHEFS OF AMERICA DONOR AND GIFT POLICY

Section 1. Purpose

The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the Junior Chefs of America. This policy provides guidance when individuals, community groups, and businesses wish to make donations to the Junior Chefs of America. This policy also establishes the standards for Junior Chefs of America employees and Junior Chefs of America officials regarding the acceptance of gifts during the performance of Junior Chefs of America business.

Section 2. Types of Donations

Donations may be offered in the form of cash, real or personal property. Designated donations means those donations that the donor specifies for a particular Junior Chefs of America department, location, or purpose. Undesignated donations means those donations that are given to the Junior Chefs of America for an unspecified use.

Section 3. Consistency with Junior Chefs of America Interests

Designated donations may only be accepted when they have a purpose consistent with the Junior Chefs of America's goals and objectives and are in the best interest of JCOA. The Junior Chefs of America must always consider the public trust and comply with all applicable laws when accepting donations.

Section 4. Acceptance of Undesignated Donations of Cash or Tangible Items

All donations to the Junior Chefs of America, including offers to employees related to the Junior Chefs of America, shall immediately be submitted for consideration for acceptance. Based on the value of the donation offered as outlined below, appropriate Junior Chefs of America staff shall review every donation and determine if the benefits to be derived warrant acceptance of the donation. The following points list the threshold amounts for donation acceptance.

- A. Offers of donations of cash or items valued at \$5,000 or below may be accepted by a Department Director.
- B. Offers of donations of cash or items valued more than \$5,000 and up to \$10,000 may be accepted by the Junior Chefs of America Manager.

- C. Offers of donations of cash or items valued more than \$10,000 must be accepted by the Junior Chefs of America Board of Directors. Donations valued at more than \$10,000 shall be accepted through a written agreement consistent with these guidelines and approved by the Junior Chefs of America Board of Directors.
- D. Offers of donations for gratuitous purposes (e.g. holiday gift baskets, etc.) to any employee, department or the Junior Chefs of America shall be made available to benefit all employees.

Section 5. Acceptance of Designated Donations of Cash or Tangible Items

Based on the value of the donation offer as outlined in Section 3 above, appropriate Junior Chefs of America staff will review the conditions of any designated donation and determine if the benefits to be derived warrant acceptance of the donation. Criteria for the evaluation include but are not limited to:

- A. Consideration of an immediate or initial expenditure is required in order to accept the donation;
- B. The potential and extent of the Junior Chefs of America's obligation to maintain, match, or supplement the donation;

Section 6. Acknowledgement of Donations

- A. A Donation Acceptance Form is required to be completed by the receiving Department Director or the Junior Chefs of America Manager's Office for all donations provided to the Junior Chefs of America (form attached).
- B. Acknowledgement of the donation should be in writing and be the responsibility of the Department Director who is the beneficiary of the donation. Undesignated donations shall be acknowledged by the Junior Chefs of America Manager. A copy of the acknowledgement agreement should be forwarded to donors.
- C. The Donor Acceptance Form including the donor names and donation amounts are public information subject to disclosure pursuant to the Florida Public Records Act.

Section 7. Declined Donations

- A. The Junior Chefs of America of JCOA reserves the right to decline any donation if, upon review, acceptance of the donation offer is determined in the sole discretion of the Junior Chefs of America to be not in the best interests of the Junior Chefs of America.

Section 8. Distribution of Donation

- A. Tangible items will be distributed to appropriate Junior Chefs of America departments for use or, at the discretion of the Department Director or Junior Chefs of America Manager, disposed of in an appropriate manner according to this policy.
- B. Donations of cash for designated donations will be deposited into the appropriate revenue account for the designated Junior Chefs of America department.
- C. Donations of cash for undesignated donations under \$5000 will be deposited into the Junior Chefs of America's General Fund donation account. Undesignated donations in the amount of \$5,000-\$10,000 will be designated to the #ProjectJCOA Grant Program. Undesignated donations in an amount over \$10,000 will be distributed at the direction of Junior Chefs of America Board of Directors.

Section 9. Dissemination of Information

- A. A copy of each Donation Acceptance Form for accepted donations shall be forwarded for information to the Junior Chefs of America Board of Directors by the Junior Chefs of America Manager's Office.
- B. A copy of each Donation Acceptance Form for accepted donations shall be forwarded for information to the Finance Department and the designated department for which the donation was assigned.
- C. Each original Donation Acceptance Form shall be maintained by the Junior Chefs of America Administrative Office.

Section 10. Acceptance of Gifts to Employees and/or Elected Officials of the Junior Chefs of America

- A. Employees and or elected officials of the Junior Chefs of America shall follow the provisions listed in Junior Chefs of America of JCOA Ordinance No. 04-03, Code of Ethics and Junior Chefs of America of JCOA Resolution No. 04-56, Conflict of Interest Code as they relate to the receipt of gifts.
- B. Employees and officials of the Junior Chefs of America are required to be objective and fair in dealing with the public and persons or firms doing business with the Junior Chefs of America. Employees shall not solicit or accept gifts or gratuities for the performance of their Junior Chefs of America job responsibilities.
- C. No Junior Chefs of America official or employee shall directly or indirectly solicit, accept, or attempt to accept any money, fee, credit, gift, gratuity, object of value, or compensation of any kind which the official or employee knows, or has reason to know is being offered:
 - 1. For the purpose of improperly obtaining or rewarding favorable treatment; 2. With interest to influence the official or employee in the discharge of official duties or;

3. In consideration of having exercised official powers or performed official duties.
- D. Anonymous gifts shall be delivered to the Junior Chefs of America Manager for appropriate disposition.
 - E. This policy does not prohibit a Junior Chefs of America official from accepting anything of value by way of a gift when such a gift is made to and accepted on behalf of, the Junior Chefs of America of JCOA. All such gifts to the Junior Chefs of America shall be forwarded to the Junior Chefs of America Manager for compliance with this policy whenever possible; the Junior Chefs of America Manager will ensure that all such gifts are shared by all Junior Chefs of America staff. An example of such gifts would be those received during holiday periods.
 - F. Under the Political Reform Act, public officials and employees are required to disclose certain personal financial holdings as outlined in Florida Government Code sections 81000-91014. The Fair Political Practices Commission requires all public officials and employees to file a 'conflict-of-interest statement,' known as Form 700. In Schedule D of Form 700, details requirements in reporting gifts of a dollar value and shall be used.

**JUNIOR CHEFS OF AMERICA
DONATION ACCEPTANCE FORM**

Name of Donor: _____

Address: _____ City: _____ State: _____ Zip: _____

Description of donation: _____

Donor estimate of current value: _____

Potential immediate or initial acquisition or installation cost, any on-going maintenance or replacement cost: _____

Intended use: _____

Conditions of acceptance or donor designation: _____

Remarks: _____

Junior Chefs of America Chapter/Location receiving donation:

APPROVED / DISAPPROVED

Date

Department Head Signature

Date

Junior Chefs of America Manager
Signature

Date Submitted to Board of
Directors

Date Approved by Board of Directors

NOTE: The Junior Chefs of America of JCOA cannot guarantee future funding for repair, maintenance, use or replacement of donated items.

cc: Junior Chefs of America Board of Directors, Finance Department, Junior Chefs of America Clerk

JUNIOR CHEFS OF AMERICA

DONATION AND GIFT POLICY ACKNOWLEDGEMENT

I have received and read the Junior Chefs of America of JCOA Donation and Gift Policy and understand its provisions. I further understand that when I sign this acknowledgement form it will be placed in my personnel file.

Employee (PRINT NAME)

Signature

Date